GRADUATE COUNCIL MEETING
February 12, 2013
10:00 a.m.
H.T. Sampson Library Auditorium

The Graduate Council meeting was called to order at 10:00 a.m. by Dr. Jeffrey Zubkowski. The following persons were present:

Dr. Jean-Claude Assad, College of Business
Dr. David Akombo, Department of Music
Dr. Mario Azevedo, College of Public Service
Dr. Millard Bingham, College of Life-Long Learning
Dr. Thomas Calhoun, College of Liberal Arts
Dr. Jean Chamberlain, Department of English and Modern Foreign Languages
Dr. Stephanie Davidson, Department of Elementary and Early Childhood
Dr. Michelle Deardorff, Department of Political Science
Dr. Dorris Robinson-Gardner, Graduate School
Dr. Johnny Gilleylen, Department of Public Policy and Administration
Ms. Adreinne Graham, International Studies
Dr. Raphael Isokpehi, Department of Biology, CSET
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Jeton McClenton, Department of Educational Leadership
Dr. Lawrence Potter, College of Liberal Arts
Dr. Susie Spence, School of Social Work
Dr. Mohammad Shahbazi, Department of Behavioral and Environmental Health
Dr. Ingrad Smith, College of Education
Ms. Charlotte Wallace, Graduate School
Dr. Glenda Windfield, Department of Special Education
Dr. P.C. Yuan, Department of Technology
Dr. Jeffrey Zubkowski, Graduate School
Ms. Regina Sutton, Graduate School, Recorder

Reports from Standing Committees

Graduate Faculty Status Committee (GFSC)

Dr. Assad presented the Graduate Faculty Status Committee report (GFSC Report – Attachment 1). Two applications for adjunct graduate faculty status were received. One correction was made to the distributed GFSC report. Dr. Juancye Taylor’s application, which was initially approved, was tabled. Dr. Kimberly Stringer was approved for adjunct graduate faculty status.
A motion was presented, seconded and unanimously approved that the GFSC recommendations be accepted.

Graduate Curriculum Committee (GCC)
In Dr. Brown’s absence, Dr. Mohammad Shahbazi presented the Graduate Curriculum Committee report (GCC Report – Attachment 2). The GCC recommended:

Department of Elementary and Early Childhood Education
Additions of two new Reading Courses:
- RE 506 Foundations of Reading
- Re 559 Leadership in Literacy
Activate: (Already listed in the Graduate Catalog)
- EDCI 565 Integrative Studies for the Elementary School (Remedial Course)
- RE 502 Workshop: Curriculum Problem and Issues in Reading Instruction
- RE 510 Reading in the Content Areas
- RE 512 Using Literature to Teach Reading Skills
- RE 550 Psychology of Reading Instruction
Make Inactive: (These courses will remain in the Graduate Catalog)
- EDFL 568 Curriculum Methods
- RE 555 Methods and Material for Secondary Reading Instruction
- RE 558 Teaching Reading in an Integrated Language Arts Programs
- RE 587 Action Research in Literacy Instruction
- EDCI 508 Literature for Children Young Adults

Department of Technology
Addition of New Course
- ITHM 536 Hazards Risk Management*

Department of History
Addition of New Course
- HIST 527 Emergence of Modern America, 1875-1917

Discussion

Dr. Yuan noted that the correct course number is ITHM, not ITHEM.

Dr. Calhoun expressed concern that when courses are listed in the catalog, students are given the illusion that, at some time during their matriculation, they will be able to take those courses. He said that it borders on academic fraud and deception to list courses that students cannot reasonably expect to take. These courses can be kept on file (in Banner), but suppressed and placed on the schedule when needed. An argument for keeping the courses in the graduate catalog: Students think that their only choices are what’s in the graduate catalog and would not be aware of courses that could expand their thesis and dissertation topics. Dr. Gardner suggested that course sequencing be reestablished which includes documenting when a course would be offered, e.g., Fall, Spring, Summer. Dr. Assad also suggested that a curricular page be
attached to further curricular proposals submitted for approval. It was determined that reactivated courses would need to be reapproved by the Graduate Council with updated course outlines. Dr. Gardner asked that Academic Affairs offer some direction on departments offering courses in a sequential manner so that students can graduate in a timely manner. Dr. Calhoun will discuss these concerns with the Provost and give a report at the next Graduate Council meeting.

A motion was presented, seconded and approved that only the addition of new courses as listed on the GCC report be accepted at this time.

Graduate Admissions

Dr. Zubkowski provided a Graduate Admissions Report (as of February 11, 2013) for the 2013 Fall and Summer Semesters (Graduate Admissions Report – Attachment 3). Sixty-hundred sixty-eight transmittals have been issued to date. The application deadline for Fall 2013 is March 1 and for Summer 2013 is March 15. The Graduate School will continue processing Fall applications automatically until April 1 and shortly thereafter for the Summer. The last day to request applications for Summer 2013 is May 1 and July 31 for Fall 2013. Dr. Gardner asked that those who have requested extensions on the admissions deadline return the first batch of transmittal forms back as quickly as possible.

Pearson Test of English for Academics (PET-A)

Ms. Adrienne Graham, Director of Global Academic Diversity, discussed the Pearson Test of English for Academics (PET-A) as another test to be accepted by JSU in measuring international applicants’ ability to use and understand English at the university level. (See Attachment 4) She explained that the PTE-A, initiated in 2009, is a recognized test accepted by a growing number of American universities. Currently, three thousand academic programs accept PET-A, with sixteen hundred of this number in the United States. The University of Mississippi and Mississippi College are the only Mississippi institutions currently accepting this test. Some of the benefits of PET-A are (1) better security because questions are at random and paperless, (2) on demand testing in more than forty countries with results in five days, (3) electronic score reports, (4) cost is same as TOEFL (paid by the student). She recommended an accepted test score of 53. The test results would be downloaded by Psychometric Services and made available to departments.

JSU Undergraduate Admissions has not yet approved the adoption of this test. A suggestion was made that the test should be accepted by Undergraduate Admissions to maintain consistency.

A motion was presented, seconded and approved that the PET-A test be accepted as a test option, with a minimum score of 53, effective Spring 2014.
Graduate Enrollment Management Strategies

Dr. Gardner noted that the Graduate School was asked to increase its enrollment by six percent for Fall 2012 and Spring 2013. The goal of a six percent increase in first-time entering graduate student enrollment will continue for Fall 2013. Additional goals are (1) increase retention rate by 2% and (2) improve the graduate student support culture and emulate other doctoral research universities following best practices. She thanked the departments for their efforts in reaching this goal for both semesters. She asked for updates on departmental graduate enrollment strategies for inclusion in the School report.

She said that Dr. Lawrence Potter recently gave a presentation on the College of Liberal Arts’ enrollment strategies. She will ask that an electronic copy be placed on the Graduate School website for use as a model, if so desired, by other colleges.

Dr. Calhoun will see that each dean receive a copy of the University enrollment management strategies. Dr. Gardner requested that graduate instructions be considered in addition to undergraduate instruction. She also requested a date to close pre-registration so that there is no interference with clearing students for graduation and grade posting for the final semester.

Regarding applying for graduation, Dr. Calhoun asked that advisors see that students are aware of deadlines. There were forty to fifty late applicants for graduation last semester, some of which were due to advisor error. He suggested that when a pen number is issued, documentation should be provided showing that the student has applied for graduation. Dr. Windfield stated that at times deadlines are missed because students receive notifications regarding matriculation matters that advisors do not receive. Also, some students do self-advising and deadlines can slip through the crack. Also, Dr. Gilleylen felt that it is difficult to know each student’s requirements and suggested that some type of electronic process be utilized. Dr. Gardner said that CAPP should be utilized, however, it was felt that CAPP did not help sufficiently at the advisement level. Dr. Assad said that you must meet with the student to ascertain their status and needs. Dr. Gardner also said that the performance of every student is monitored by the Graduate School and this information is sent to program directors and deans.

Dr. Gardner suggested that Dr. Gilleylen chair a committee to look at how IT can assist in developing a model to meet the advisement concerns. She also said that advisement workshops may be reactivated. Dr. Gilleylen suggested that BANNER give advisors the ability to run ad hoc reports. Dr. Gardner said that she will ask Dr. Deborah Dent, Interim Vice-President of Information Management, to come to the next Graduate Council meeting to discuss how IT can provide assistance.

Dr. Calhoun will have the Registrar to provide, to the graduate deans, a listing of students who are eligible, but have not applied for graduation. Dr. Windfield also noted a problem with student signing up for on-line classes at will. Dr. Calhoun said that a by permission-only policy for one-line courses may need to be adopted as well as consider ways to make test-taking more secure.
Graduate English Competency Examination Preliminary Report (GECE)  
Graduate Area Comprehensive Examination Preliminary Report (GACE)

Ms. Charlotte Wallace distributed the Preliminary Listing of Spring 2013 GECE and 2013 GACE applications as of February 11, 2013. She emphasized that students who did not sit for the examinations during the semester that they were approved must reapply. Seventy-six students were declared eligible to take the GECE and sixty-nine students were declared eligible to take the GACE.

Dr. Assad suggested that the preliminary GECE and GACE listings be placed on the Graduate School website as student names are added. Dr. Gardner said that this suggestion will be initiated starting with Summer 2013. Dr. McClenton will assist with ensuring security of the online GECE and GACE listings. The deadline for applying to take the GACE and GECE is February 14 at 4:00 p.m. Dr. Gardner emphasized that GACE examination results should be submitted to the Graduate School within ten work days.

Tentative Graduates for Spring 2013

Dr. Zubkowski provided a Spring Graduate Clearance report. (See Attachment 5) To date, 2 Ph.D., 4 Ed.S. and 79 master-level students have applied for graduation. He noted that the Preliminary Graduation List is due in the Office of the Registrar and Records by March 11. In addition, the last day for On-Line Graduate Clearance by the Division of Graduate Studies for Spring Commencement is April 26, 2013. Dr. Calhoun emphasized that students who cannot maintain a 3.0 GPA to graduate should not be allowed to continue in the program.

Dr. Assad said that technically a student should not be allowed to apply for graduation prior to taking the GACE. However, Dr. Calhoun said that if a student is eligible for graduation, but fails the GACE, then their name will be removed from the final graduation list.

Departmental Reports

Due to time limitations, Dr. Gardner requested that graduate program directors e-mail their reports to Ms. Sutton for inclusion in the minutes.

The meeting adjourned at 11:40 a.m.

Ms. Regina Sutton  
Recorder of Minutes
Ext. 8619