Graduate Council
Agenda
March 21, 2023
11:00 a.m. – Hermann Hall Boardroom

NEW Business:

1) Review minutes from the 2-21-23 zoom meeting
2) Add MGT 6xx – Lean Six Sigma Green Belt
3) Add MGT 6xx – Professional Selling
4) Add MGT 6xx – Art of Negotiation
5) MBA adding electives
6) Update on the PA Program

OLD Business:

a) Update on Physician Assistant Program development
b) Discussion of Graduate Assistant program and process
c) Deletion of M. Ed in Reading

Next Meeting: Tuesday, 4/18/23 at 11 a.m.
Agenda items for the April meeting
*will be due on **Friday, 4/14 by noon***

Graduate Council

Minutes of February 21, 2023

Dr. Slade called the meeting to order. In attendance were: Carolyn Stufft, Paula Englis, Basil Englis, Lawrence Baines, Bryce Durbin, Joyce Heames, Andrew Bressette, Alan Hughes, Nancy Mercer, Monica Willingham, Naomi Lee (MBA student).

The minutes of January 17 were *approved*.

Reports

Physician Assistant Program update

Dr. Slade updated the council on the Physician Assistant program development process. ARC-PA determines the timing of the approval process. We've submitted a letter of intent and they've granted approval for us to begin the process. We're currently searching for a program director. We will move forward with hiring faculty directors. We're scheduled to have our initial site visit in 2024. We're working with our advisory committee and consultant. Placed on agenda for march 2025 with ARC for start date of August 2025.

Dean Hughes added that we have a deadline for hiring a director (May) and provided an update on the hiring process with some applications already received.

Ms. Mercer asked if these programs typically have a lot of international students in them. Dr. Slade responded that he didn't think that they did typically. It is a program that has a lot of licensing requirements which might be barriers for international applicants.

Dr. Paula Englis asked if there had been any discussion of tuition costs for this type of program. Is the pricing going to be based on actual costs? Dr. Slade responded that typically the programs looks at total costs over the length of the program.

Dr. Paula Englis asked if there has there been discussions about the size of the program. Dr. Slade responded that we've requested an eventual program size of about 40 but are planning to start around 20 and then grow from there.

Dr. Slade commented that we'll be somewhat judicious with the timing of the public announcement to make sure we follow the guidelines from ARC-PA.

Dr. Slade commented that he will continue to bring these updates and welcome any additional questions to help this process move forward. Once we have a director hired, we will likely begin conversations around curriculum which will also involve Graduate Council.

Graduate Assistant program

Dr. Slade presented questions relating to the GA process.

Areas of challenge:

- Lack of clarity on who can make a call about whether a GA is approved

- Lack of clarity about when that decision can be made

Dr. Basil Englis asked what is the proper size of the program would be. Dr. Bressette commented that there are two different levels to that question, first, what is the right size for a program, and second, what is the right proportion of GA students as a part of the programs (pedagogically).

Dr. Basil Englis commented that the issue that we have is that Graduate Assistant students tend to be 5th year students who have little or no workforce experience. Too many of those types of students can change the nature of the course. They bring very different types of perspectives to the class. If the purpose of the grad program is to serve working professionals, then we would want to limit the GA population, but not certain of the exact percent.

Dr. Bressette commented that since the GA and fac/staff lines are under financial aid, having a better plan will help budgeting. It might pay to develop some revenue goals, which are quite separate from pedagogy goals.

Basil, this means around half of my MBA classes are either GA or Berry fac/staff. It is impacting the dynamic in the class because there are fewer individuals with extensive workforce experience.

Ms. Mercer commented that there are no guidelines for fac/staff who receive a degree and then leave Berry.

Dean Hughes commented that it sounds like there are no policies for many of these things. Dr. Slade responded that it seems like the procedures have been centered around individuals. Ms. Mercer commented that there is a policy but not probably published anywhere.

Dean Hughes suggested that we should have some policy on what percent of a class would be fac/staff vs. full-pay students? I would think that you'd reserve the GA line for the top students. Might also need to establish limits on the number of fac/staff in the program.

Dr. Slade commented that we will continue to develop this process and procedure and may implement some basic requirements quickly.

Dr. Bressette shared that he recalled a cabinet decision where they didn't want to set hard limits on fac/staff but do acknowledge the need for some limits.

Old Business

Dean Hughes commented that the prior proposal to delete the MAT program in Secondary/P-12 Education has been removed from consideration until a future date.

Next meeting March

Chair: David Slade   Secretary: Bryce Durbin

Berry College Curriculum Form for Majors/Minors

Instructions: Use this form to add, delete or change a major.

1. Action:	2. School	3. Major code	4. Major title
Add	BUS		MBA
(Add /Change/ Delete)	*(BUS, EdHS, EHSS, MNS)*		

5. List courses required for major (if major is new). If adding or deleting courses to a major or minor already in the catalog, just list the courses to add or delete.

Elective: MKT 6xx Professional Selling (3-0-3)
Elective: MGT 6xx Art of Negotiation (3-0-3)
Elective: MGT 6xx Lean Six Sigma Green Belt (3-0-3)

6. Hours /number of courses	7. Comments (attach additional documentation if needed)
9 hours / 3 courses	These three courses should be added as electives in the MBA program.

8. Library Resources adequate

Approved:_____
         Director, Memorial Library

9. Submitted by: (please print or type)	10 Approved by: (Dean of School)
	~signature~ 3-16-23
Name Date	Name Date
11. Date Submitted to Academic Council	

Registrar's Use Only

23. Major Department	24. School	25. CIP Code	26. 1ˢᵗ reading date: Approved? Y/N, Date	Effective year/term: Inactive date:_____

Revised 1/12/12

Berry College Curriculum Form for New Classes

1. Action:	2. School	3. Course Prefix - Number (contact Registrar's office for number)	4. Course Title (36 character/space maximum)
ADD	BUS (BUS, CSEHS, HASS, MNS, NUR, Nonschool)	MGT 6xx	Art of Negotiation

5. Short Title (abbreviated text – 15 characters)	6. Designators (I,H, L)	7. Instruction Type (LEC, SEM, LAB, DIR, INT)	8. Hours (lecture-lab-credit)	9. Faculty Load
		LEC	3-0-3	3

10. Catalog Description

This course will help students understand that negotiations are a part of everyday social interactions, and through effective joint problem solving, conflict resolutions can be pursued in a way that benefits all negotiation partners. Students will engage with the foundational methods, tools and technique employed in negotiating in a variety of contexts, from organizational resource distribution to family problem solving to marketplace purchases. Weekly case-based role-playing structures the class, as students work through job offers, dispute resolutions, mediation, multi-party and multi-issue negotiations. Students are also expected to engage in and analyze real-life negotiations as they build upon their own interpersonal relational styles and persuasion techniques in the pursuit of creating and claiming value while satisfying a broad range of interests for all negotiating partners.

11. Prerequisites	12. Co-requisites	13. Exclusionary Courses

14. Degree Requirement	15. Comments (attach additional documentation if needed)
Elective	

16. Library Resources adequate	17. Writing Intensive recommendation
Approved: *Sherre L Harrington* 3/15/2023 Director, Memorial Library	_____ Writing Across the Curriculum Committee

18. Submitted by: (please print or type)	19. Approved by: (Dean of School)
_____ Name Date	*Williams* 3-16-23 Name Date
20. Date Submitted to Academic Council	

Registrar's Use Only

Course Division	Inst. Division	CIP Code	1st reading date: Approved? Y/N Date:	Effective year/term:

REV. 2/15 (Registrar/Forms/Forms to post/Curriculum Form for new classes revised)

Berry College Curriculum Form for New Classes

1. Action:	2. School	3. Course Prefix - Number (contact Registrar's office for number)	4. Course Title (36 character/space maximum)
ADD	BUS (BUS, CSEHS, HASS, MNS, NUR, Nonschool)	MGT 6xx	Lean Six Sigma Green Belt

5. Short Title (abbreviated text – 15 characters)	6. Designators (I,H, L)	7. Instruction Type (LEC, SEM, LAB, DIR, INT)	8. Hours (lecture-lab-credit)	9. Faculty Load
LSS Green Belt		LEC	3-0-3	3

10. Catalog Description

This course will cover foundational Lean Six Sigma (LSS) Green Belt tools and concepts focused on the Define-Measure-Analyze-Improve-Control (DMAIC) framework as a managerial approach to organizational problem-solving. Content delivery will include lectures, weekly assignments and case studies from a variety of industries. For the final course deliverable, students will complete an LSS improvement project and apply the tools we cover to: collect primary data, use data visualization techniques in Excel, apply lean analysis tools (including Gemba Walks, Fishbone Diagram, 5 Why's, 5 S's and Poka-Yoke, among others), and utilize essential LSS and project management documents, including A3, Gantt Charts and RACI diagrams. LSS Green Belt Certificates of Completion will be awarded to students who successfully complete the course.

11. Prerequisites	12. Co-requisites	13. Exclusionary Courses

14. Degree Requirement	15. Comments (attach additional documentation if needed)
Elective	

16. Library Resources adequate	17. Writing Intensive recommendation
Approved: *Sherre L Harrington* 3/15/2023 Director, Memorial Library	_____ Writing Across the Curriculum Committee

18. Submitted by: (please print or type)	19. Approved by: (Dean of School)
_____ _____ Name _____ Date	*[signature]* 3-16-23 Name _____ Date
20. Date Submitted to Academic Council	

Registrar's Use Only

Course Division	Inst. Division	CIP Code	1st reading date: Approved? Y/N Date:	Effective year/term:

Berry College Curriculum Form for New Classes

1. Action: ADD	2. School BUS (BUS, CSEHS, HASS, MNS, NUR, Nonschool)	3. Course Prefix - Number (contact Registrar's office for number) MKT 6xx	4. Course Title (36 character/space maximum) Professional Selling	

5. Short Title (abbreviated text – 15 characters)	6. Designators (I,H, L)	7. Instruction Type (LEC, SEM, LAB, DIR, INT) LEC	8. Hours (lecture-lab-credit) 3-0-3	9. Faculty Load 3

10. Catalog Description
Examination of the complex process involving buyers and sellers of products and services. Concentration on developing the sales skills required for creating effective exchanges and managing long-term relationships.

11. Prerequisites	12. Co-requisites	13. Exclusionary Courses

14. Degree Requirement Elective	15. Comments (attach additional documentation if needed)

16. Library Resources adequate Approved: *Sherre L Harrington* 3/15/2023 Director, Memorial Library	17. Writing Intensive recommendation Writing Across the Curriculum Committee

18. Submitted by: (please print or type) _____ Name Date	19. Approved by: (Dean of School) _____ 3-16-23 Name Date

20. Date Submitted to Academic Council	

Registrar's Use Only

Course Division	Inst. Division	CIP Code	1st reading date: Approved? Y/N Date:	Effective year/term:

REV. 2/15 (Registrar/Forms/Forms to post/Curriculum Form for new classes revised)