

## Graduate Council Minutes

April 27, 2010

Dr. Whatley called the meeting to order at 11:03 am. In attendance were Dr. Biggart, Dr. Clement, Dr. Tapia, Dr. Bressette, Dr. Grout, Ms. Harrington, Ms. Mercer, Dean B. Kennedy, Dr. Kurz, Dr. McDowell, Ms. Willingham, Ms. Voccio, Ms. Bosarge and Ms. Tennant.

The minutes from the March 23 meeting were approved.

### Old Business

Academic Calendar for 2011-2012

Dr. Whatley presented a draft of the calendar. The major changes related to Spring semester. Graduate Council preferred Option I: with spring classes beginning on January 9, 2012, Symposium on Student Scholarship on Tuesday, April 10, Reading Day on April 25 and all graduating student grades due May 2 by 10:00 am.

Academic Council is still discussing the 2011-12 calendar.

### Campbell School of Business

The following was approved:

Action	Course Prefix	Title	Description	Effective Date
Change	BUS520	Statistics Methods of Business	1.5 – 0 – 1.5 Reactive course/new title/changed credits Will replace MGT520. New title: Essentials of Business Statistics Use of statistical methods and mathematical concepts for analysis of business decision. Topics include basic probabilities, estimation, hypothesis testing, regression, and other quantitative tools needed for analysis in subsequent course work and in practical application. Does not count toward the degree. This course will replace MGT520 as a prerequisite for MGT664, MGT665 and MGT667.	Spring 2011

The following catalog change was approved:

Proficiency requirements may be satisfied in three ways: undergraduate-level courses, graduate-level courses, or approve online self-paced modules.

Meeting these requirements at the undergraduate level requires successful completion of 24-30 credit hours of proficiency course work in business covering or equivalent to the following content areas: financial accounting, statistical methods; general management; macro economics and micro economics; finance and marketing

At the graduate-level, students are required to complete 10.5 credit hours in the following courses or their equivalents:

ACC520	Essentials of Accounting
ECO510	Essentials of Economics
FIN510	Essentials of Finance
BUS520	Essentials of Business Statistics (new)
MGT520	Essentials of Management
MKT510	Essential of Marketing

Students may also satisfy this requirement through successful completion of approved online self-paced modules. Students may move at their own paces and complete the module as quickly as they choose. After completion of the module, student will be required to pass an exam on the module content. Students interested in this option should contact the MBA Office for additional information and assistance.

Students must achieve an overall grade-point average of 3.0 in all proficiency course work. This requirement may not be met by taking M.B.A. required courses, but some proficiency course work may be taken simultaneously with M.B.A. required courses. Additional proficiency requirement for the M.B.A. program include work experience and computer literacy as demonstrated by course work or experience.

### **Charter School of Education and Health Sciences**

The following course was approved. First reading was waived. This has already been approved at the undergraduate level. Presented to align graduate and undergraduate catalogs.

Action	Course Prefix	Title	Description	Effective Date
Change	FAM440/EDU640	Child and Family Policies	Change is at the undergraduate prefix. Global analysis of social policies that impact children, families and communities, including education, economic, work, health, criminal justice, family policies, and contemporary social issues and events that affect child and family well-being. Elective for Family Studies minors. Middle Grades majors may take this for Social Science content. PR: FAM230 At graduate level there is no prerequisite.	Spring 2011

## **New Business:**

### **Incomplete Policy**

The following proposal was presented for 1s reading by Dr. Bressette:

When a student has completed a substantial portion of the course requirements but is unable to complete the course, an Incomplete "I" grade may be assigned. The request should include a rationale for the request, a list of the work remaining to be completed, deadlines for completing of the work, and the grade the student should be assigned if the work is not completed. The instructor and student must sign the Request for an Incomplete Grade form; in the event of an emergency or hospitalization where the student cannot personally request an Incomplete, the Provost's Office may initiate the request on behalf of the student and forward the request to the instructor. Completed requests for Incomplete Grades must be submitted to the Registrar's Office no later than the last day of the Final Exam period.

Instructors must submit a Change of Grade form once the coursework is completed but no later than the end of the 12<sup>th</sup> week of the next regular semester following submission of the "I" grade. Summer terms are considered a regular semester for graduate students. Failure to complete the necessary work by the deadline will result in the "I" grade being automatically changed to the grade listed on the Request for Incomplete Grade form. If no grade is listed on the form, an 'F' grade will be assigned.

In the discussion that followed several concerns were stated: incentive to NOT give an incomplete in spring term if due in the summer; need to limit 'I' grades, need a specific reason to assign an incomplete; need to clarify the incomplete form requirements; faculty on 9 month contract would have to work more than the stated contract; policy behind the scenes, not really a big deal; the expectations of being graduate faculty is to clear up the grade as quickly as possible.

It was suggested this needed to be approved electronically so that the policy could go into effect in fall 2010.

### **Course fees for 2010-11**

There were no changes to the course fees. The following fees were approved:

EDU588	Senior Practicum	\$25	Supervision mileage
EDU589	Student Teaching	\$25	Supervision mileage
EDU597	Internship I	\$100	Supervision mileage
EDU598	Internship II	\$100	Supervision mileage
EDU599	Student Teaching	\$50	Supervision mileage
EDU623	Experiential Education Leadership	\$75	Consumable course materials
EDU729	Educational Leadership Residency	\$100	Supervision mileage

Next meeting September 2010

Meeting adjourned at 12:02 pm

Chair: Katherine Whatley

Secretary: Linda Tennant