

Graduate Council Minutes

March 19, 2013

Dr. Richardson called the meeting to order at 11:02 AM. In attendance were Tim Biggart, Jill Cochran, Paula Englis, Martha Tapia, Andrew Bressette, Bryce Durbin, John Grout, Sherre Harrington, Brett Kennedy, Karen Kurz, Jacqueline McDowell, Nancy Mercer, and Monica Willingham.

The minutes approved with a name correction.

Old Business:

Repeat Course Policy: no comments from body.

New Business

Proposal: Change in Graduate Catalog language relating to the graduate admissions process. Specifically, delete the requirement for the submission of MAT or GRE scores and Bachelor's degree transcripts for admission to EDS (Education Specialist) program. The requirement to submit official transcripts of the Master's degree would remain as an admissions requirement.

Dr. Kurz explained that the proposal was only changing the requirements for the EDS program, not the MED. The ETS score and BA transcripts are not used for admissions decisions and therefore should not be required.

Brett Kennedy commented that if the documentation is not used for admissions decisions, it should not be a requirement for the admissions process. The requirement, as it currently stands, sometimes delays the admissions process and adds to the documentation burden of the potential EDS students unnecessarily.

Dr. Richardson asked if there was some blanket statement in the catalog that allowed the institution to require additional documentation if the situation warranted it. Dr. Kurz replied that there was such a statement. Dr. Bressette read a selection of the current EDS admissions policy that specified that applicants must "Hold an M.Ed. degree from an NCATE-accredited school at the time the degree was granted, or hold a master's degree and meet the guidelines established and published for admission to the M.Ed. program at Berry College." This statement allows the college to request the additional documentation required for admission to the M.Ed. program, as the situation warrants.

Proposal: Reorganization of Academic and Graduate Councils. Dr. Richardson introduced proposal and provided background.

1. *Combine the Academic Council and Graduate Councils into one College Academic Council that would vote on all proposals related to the addition or deletion of graduate or undergraduate programs, degrees, majors, concentrations or minors; graduation or completion requirements; policies pertaining to admission, financial aid, academic standards, attendance, integrity, grading and credit hours, credit by examination, study at other institutions, transcripts, special*

college programs, calendars, and other policies as published in the College Catalog and/or the Graduate Catalog. The College Academic Council will be chaired by the provost. The Council will meet monthly.

Two subcommittees would be formed, as described below, that would be composed primarily of faculty, and each would be charged with voting on matters relating to courses or changes within programs, majors, concentrations, or minors. The subcommittees would report all actions to the College Academic Council, which will send them to the president. The GAC may attach questions or reflections to the actions it sends forward, but it does not have the ability to reverse Subcommittee actions. The subcommittees will meet monthly.

- 2. Form an Undergraduate Curriculum Subcommittee that would vote on all proposals related to additions, deletions or changes to a particular course; proposals to add, delete or change requirements for a particular major, concentration or minor; and proposals related to designation of Writing Intensive courses. The subcommittee would be composed of the following voting members: One faculty representative elected within each of the four schools and four at-large faculty representatives elected by Faculty Assembly, elected to serve staggered two-year terms; the Student Government Vice President for Student Services; one rotating position for a school dean selected by the Deans Council to serve a one-year term; and the provost, who will chair the subcommittee. Non-voting members would include the registrar, who will serve as recording secretary, and the associate provost. All faculty, administrative and student members would also serve as voting members of the Academic Council. The Subcommittee would report all actions to the College Academic Council, which would then report them to the president.*
- 3. Form a Graduate Curriculum Subcommittee that would vote on all proposals related to additions, deletions or changes to a particular course, and proposals to add, delete or change requirements for a particular major, concentration, program or minor. The subcommittee would be composed of the following voting members: One graduate faculty representative elected within each of the two schools that offer graduate degrees and two at-large graduate faculty representatives elected by Faculty Assembly, elected to serve staggered two-year terms; one graduate student; the associate provost, who will chair the subcommittee, and the provost. Non-voting members would include the registrar, who will serve as recording secretary, and the assistant deans/graduate coordinators for the two schools. All faculty and members would also serve as voting members of the Academic Council. The Subcommittee would report all actions to the College Academic Council, which would then report them to the president.*
- 4. Other voting members of the College Academic Council will include as ex officio members the president, the academic deans, the vice president for student affairs, and the vice president for enrollment management. Non-voting resource members will include the director of Memorial Library and the registrar.*

Total membership of the College Academic Council will include:

*President Steven R. Briggs (ex officio-voting)
Provost Kathy Brittain Richardson (ex officio-voting)
Associate Provost Andrew Bressette (ex officio-voting)
Vice President for Student Affairs Dean Heida (ex officio-voting)
Vice President for Enrollment Management Gary Waters (ex officio-voting)*

Dean Bruce Conn (ex officio-voting)
Dean John Grout (ex officio-voting)
Dean Thomas Kennedy (ex officio-voting)
Dean Jackie McDowell (ex officio-voting)
Dean Vanice Roberts (ex officio-voting)
One faculty member elected from each of the Campbell, Charter, Evans and SMNS schools (4 faculty voting members)
Four faculty members elected by Faculty Assembly (4 voting members)
One graduate faculty member from Campbell and one from the Charter school (2 faculty voting members)
One graduate faculty member elected by Faculty Assembly (1 voting member)
SGA Vice President (1 student voting member)
One graduate student (1 student voting member)
Director of Memorial Library Sherre Harrington (non-voting member)
Registrar Bryce Durbin (recording secretary; non-voting member)

TOTAL: 10 administrators as voting members
11 faculty as voting members
2 students as voting members

- 5. The appeals committee of the College Academic Council will be selected by the provost drawn from the voting faculty and student members.*
- 6. If accepted, the reorganization would become effective in July 2013.*

Nancy Mercer questioned the possible allotment of graduate representatives on the proposed committee. Dr. Englis asked for some clarification about the current voting structure of the Academic Council.

Dean McDowell described some pros and cons of having the sometimes extensive administrative and governmental reporting requirements relating to the graduate education programs presented at the new combined committee. While some of the details might be tedious, it would be in many ways a good thing to have a unified body consider both graduate and undergraduate issues.

Dr. Richardson mentioned that for the UG Academic Council, about 80% of topics are oriented around course-level changes. That would all be done in the subcommittee. Dr. Bressette mentioned another efficiency gain would be the elimination of presenting items two times for big proposals, once at the Academic Council and then again at the Graduate Council.

Brett Kennedy indicated that the issue of people not having a voice who might have important information could be remedied by the representative who is there, bringing in others for key conversations, as non-voting participants. Further, there might be synergies if UG and GR policy topics are considered jointly.

Dr. Bressette mentioned that there is always the option to undo if, in the future, we do not like how it is going.

New announcement

Dr. Kurz announced that the Curriculum and Instruction EDS and MED programs have been approved by the Georgia Professional Standards commission.

Meeting adjourned at 11:36 AM

Chair: Kathy Brittain Richardson

Secretary: Bryce E. Durbin