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Graduate Committee Minutes

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Audie Graham

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GRADUATE COMMITTEE MINUTES

Graduate Committee Meeting Date – September 9, 2021

Present: Dr. Jeff Riley, CAH; Dr. Caren Town, CAH; Dr. Laurie Gould, CBSS; Dr. Jonathan Grubb, CBSS; Dr. Timothy Cairney, Parker COB; Dr. Shelli Casler-Failing, COE; Dr. Ming Fang He, COE; Dr. Christine Bedore, COSM; Dr. Michele McGibony, COSM; Dr. Bill Mase, JPHCOPH; Dr. Linda Kimsey, JPHCOPH; Dr. Greg Rich, WCHP; Mrs. Jessica Rigg, Univ. Libraries; Dr. Isaac Fung, [Alternate] JPHCOPH; Ms. Ann Fuller, [Alternate] Univ. Libraries

Guests: Dr. Cindy Groover, VPAA; Dr. Delena Gatch, IAA; Dr. Ashley Walker, COGS; Dr. Checo Colón-Gaud, COGS; Mrs. Audie Graham, COGS; Mrs. Wendy Sikora, COGS; Ms. Randi Sykora, COGS; Mr. Wayne Smith, Registrar's Office; Ms. Doris Mack, Registrar's Office; Ms. Tiffany Hedrick, Registrar's Office; Ms. Tywanda Baker, Registrar's Office; Ms. Janae Culmer, GSO Representative; Dr. Deborah Thomas, COE; Dr. Stephen Rossi, WCHP; Dr. Brian Koehler, COMS; Dr. David Williams, CEC; Dr. Brenda Blackwell, CBSS; Dr. Nandi Marshall, JPHCOPH; Mr. Norton Pease, CAH

Absent: Dr. Felix Hamza-Lup, CEC; Dr. Xiaoming Yang, CEC; Dr. William Amponsah, Parker COB

I. CALL TO ORDER

Dr. Shelli Casler-Failing called the meeting to order on Thursday, September 9, 2021 at 9:00 AM.

II. APPROVAL OF AGENDA

Ann Fuller made a motion to approve the agenda as written. A second was made by Dr. Caren Town and the motion to approve the agenda was passed.

III. ELECTION OF GRADUATE COMMITTEE CHAIR

Dr. Casler-Failing asked for nominations for the election of the 2021-2022 Graduate Committee Chair. Ms. Fuller made a motion to elect Dr. Casler-Failing to serve as Chair, and a second was made by Dr. Timothy Cairney. No other nominations were made. With no objections, the committee approved to elect Dr. Casler-Failing to serve as Chair for the 2021-2022 Graduate Committee meetings.

IV. DEAN'S UPDATE

Dr. Ashley Walker shared the following updates:

- The Graduate Student Organization has put out their first call for travel and research grants. The councils are accepting travel grant proposals for virtual conferences to cover registration fees. The fall deadlines are September 15 and November 15, and the spring deadlines are February 15 and April 1. COGS will be sending email reminders to students. Please encourage your students to apply. Dr. Thresa Yancey will continue serving as the faculty advisor on the Statesboro campus and Dr. Aaron Schrey is the faculty advisor on the Armstrong campus.
- COGS will continue to host social hour webinars for graduate students. The purpose of these events is to increase communication and programming for graduate students university-wide. COGS will send emails to graduate students with additional information as the date approaches.
- COGS will be attending a few graduate fairs this fall. Details will be shared as plans are finalized. If programs would like additional information on the fairs please contact Megan Murray in COGS at 478-2302 or meganmurray@georgiasouthern.edu.

V. APPROVAL OF 2021-2022 GRADUATE COMMITTEE MEETING SCHEDULE

Dr. Michele McGibony made a motion to approve the 2021-2022 Graduate Committee meeting schedule. A second was made by Dr. Caren Town and the motion to approve the schedule was passed.

The approved meeting schedule is below.

**Schedule of Meetings
Graduate Committee (GC)
2021-2022 Academic Year**

Meeting Date	Meeting Time	Meeting Locations		Agenda Items Due to Office of the Registrar	Agenda Items Due to GC Recording Secretary	Agenda Items Posted on Web and Sent to GC Members
		Statesboro Campus	Armstrong Campus			
September 9, 2021	9:00 a.m.	Virtual via Zoom		August 19, 2021	August 26, 2021	September 2, 2021
October 14, 2021	9:00 a.m.	Virtual via Zoom		September 23, 2021	September 30, 2021	October 7, 2021
November 11, 2021	9:00 a.m.	Virtual via Zoom		October 21, 2021	October 28, 2021	November 4, 2021
January 20, 2022	9:00 a.m.	Virtual via Zoom		December 1, 2021	January 6, 2022	January 13, 2022
*February 10, 2022	9:00 a.m.	Virtual via Zoom		January 20, 2022	January 27, 2022	February 3, 2022
March 10, 2022	9:00 a.m.	Virtual via Zoom		February 17, 2022	February 24, 2022	March 3, 2022
**April 14, 2022	9:00 a.m.	Virtual via Zoom		March 24, 2022	March 31, 2022	April 7, 2022

***This is the PRIORITY DEADLINE to have curriculum approvals in Banner for early registration on March 7, 2022.**

****THIS IS THE FINAL MEETING FOR CURRICULUM APPROVALS FOR THE 2022-2023 GSU CATALOGS**

Note: Items requiring Board of Regents/System Office approval may still not make the catalogs if submitted this late and the submission is still pending System Office/Board of Regents/DOE approval at the time the catalogs are finalized.

VI. NEW BUSINESS

A. Waters College of Health Professions

Dr. Stephen Rossi presented the agenda items for the Waters College of Health Professions.

Department of Health Sciences and Kinesiology

Revised Course:

[ATTR 7140: Spine Evaluation & Therapeutic Interventions](#)

JUSTIFICATION:

Course is part of the new Masters of Science in Athletic Training. Correction was made for the credit hour due to a typo. It was listed as a 3 hour course and it is a 4 hour course.

Deleted Program:

[CERG-GERO: Gerontology Graduate Certificate](#)

JUSTIFICATION:

Given the loss of our sole Gerontologist in spring 2021, we are unable to teach GERO courses.

MOTION: Dr. Ming Fang He has made a motion to approve the agenda items submitted by the Waters College of Health Professions. A second was made by Dr. Michele McGibony, and the motion to approve the Revised Course and Deleted Program was passed.

B. Parker College of Business

Dr. Timothy Cairney presented the agenda items for the Parker College of Business.

Dean's Office

Revised Course:

[WMBA 6040: Managerial Decision Analysis Using Business Intelligence](#)

JUSTIFICATION:

Adding general course description and student course learning outcomes.
Change CIP code to better reflect the nature of the course.

UPDATE 4/13:

The reasons for this change are twofold:

- a) This change makes the course more marketable and current. More importantly, it accurately captures the essence of the content taught in the course.
- b) We are expanding our content and related discussions on business intelligence tools. Specifically, we will be adding a new chapter to our curriculum: Business Intelligence (BI) Tools for Data Analysis. This will also entail the creation of new videos, tutorials and other instructional material necessary to ensure effective student learning and success. This is partly made possible due to the adoption of a new text in consideration of point a: Business Analytics: Data Analysis and Decision Making, 7th Edition, ISBN: 9781305180819.

MOTION: Ms. Ann Fuller made a motion to approve the agenda item submitted by the Parker College of Business' Dean's Office. A second was made by Dr. Greg Rich and the motion to approve the Revised Course was passed.

School of Accountancy

Revised Courses:

[ACCT 7430: Seminar in Auditing](#)

JUSTIFICATION:

To align catalog with the course and insert General Course Description and Student Learning Outcomes, both of which were previously omitted.

[WMAC 7530: Seminar in Accounting Information Systems](#)

JUSTIFICATION:

To insert General Course Description and Student Learning Outcomes, both of which were previously omitted

Please note: Desired effective date is Fall 2021. This is a correction of SLO items originally in the Fall 2021 effective date plan.

MOTION: Dr. Ming Fang He made a motion to approve the agenda items submitted by the School of Accountancy. A second was made by Dr. Caren Town, and the motion to approve the Revised Courses was passed.

C. Jiann-Ping Hsu College of Public Health

Dr. Nandi Marshall presented the agenda items for the Jiann-Ping Hsu College of Public Health.

Department of Biostatistics, Epidemiology, and Environmental Health Sciences

Revised Program:

[MPH-PH/BIOST: Public Health M.P.H. \(Concentration in Biostatistics\)](#)

JUSTIFICATION:

The BIOS concentration faculty voted to remove the GRE requirement for admission.

MOTION: Dr. Ming Fang He made a motion to approve the agenda item submitted by the Department of Biostatistics, Epidemiology, and Environmental Health Sciences. A second was made by Dr Isaac Fung, and the motion to approve the Revised Program was passed.

Department of Health Policy and Community Health

Deleted Course:

[HSPM 7710: Administrative Internship](#)

JUSTIFICATION:

We no longer need this course. All public health practicums are now offered through PUBH 7790.

Revised Programs:

[MPH-PH/CHEDU: Public Health M.P.H. \(Concentration in Community Health\)](#)

JUSTIFICATION:

Faculty in the COHE program have voted to remove the GRE requirement.

[MPH-HSPM: Public Health M.P.H. \(Concentration in Health Policy and Management\)](#)

JUSTIFICATION:

The HPM concentration faculty voted to remove the GRE requirement for admission.

[MPH-PH/APH: Public Health M.P.H. \(Concentration in Applied Public Health\)](#)

JUSTIFICATION:

This program needs to be moved to the department of health policy and community health. The Applied Public Health concentration of the Master of Public Health program is being moved to the Department of Health Policy and Community Health [update submitted via CIM on 10/15/2020 via program update]. The request is remove the GEPH (general public health) prefix from the Applied Public Health program and replace them with a new prefix, APPH (applied public health).

MOTION: Dr. Ming Fang He made a motion to approve the agenda items submitted by the Department of Health Policy and Community Health. A second was made by Ms. Ann Fuller, and the motion to approve the Deleted Course and Revised Programs was passed.

D. College of Engineering and Computing

Dr. David Williams presented the agenda items for the College of Engineering and Computing.

Department of Electrical and Computer Engineering

New Courses:

[EENG 7431: Radar Principles](#)

JUSTIFICATION:

This course is added to satisfy a critical need in this field to support faculty research and expand the breadth of graduate courses offered for the current MSEE program and a future Ph.D. program.

[EENG 7432: Advanced Wireless Communications](#)

JUSTIFICATION:

This course is added to satisfy a critical need in this field to support faculty research and expand the breadth of graduate courses offered for the current MSEE program and a future Ph.D. program.

[EENG 7434: Power Electronics-Enabled Power Systems](#)

JUSTIFICATION:

This course is added to satisfy a critical need in this field to support faculty research and expand the breadth of graduate courses offered for the current MSEE program and a future Ph.D. program.

MOTION: Dr. Ming Fang He made a motion to approve the agenda items submitted by the Department of Electrical and Computer Engineering. A second was made by Dr. Michele McGibony, and the motion to approve the New Courses was passed.

Department of Manufacturing Engineering

Revised Courses:

[MFGE 5331G: Advanced Robotics for Manufacturing](#)

JUSTIFICATION:

- Formalize the language of prerequisite
- The contact hour is updated as requested by the course instructor
- "Supervised laboratory" schedule type is added as per the instructor's request
- Add SLO
- Add "General Course Description" to describe course information
- Add the requirements for the 5XXX course (1. Graduate student learning outcomes. 2. Specific assignments/experiences graduate students will need to complete. 3. How these assignments/experiences are assessed.)

[MFGE 5333G: Additive Manufacturing Studio](#)

JUSTIFICATION:

The course contact hours are updated.

[MFGE 5334G: Additive Manufacturing of Lightweight Structures](#)

JUSTIFICATION:

The course contact hours are updated.

[MFGE 5536G: Characterization of Advanced Manufacturing Materials](#)

JUSTIFICATION:

-The contact hour is updated as requested by the course instructor and approved by the department's curriculum committee.

-The course SLO is updated to align with the undergrad section MFGE 5536

-The graduate student SLO, specific assignment, and assessment method are updated with formalized language.

MOTION: Ms. Ann Fuller made a motion to approve the agenda items submitted by the Department of Manufacturing Engineering. A second was made by Dr. Ming Fang He, and the motion to approve the Revised Courses was passed.

Department of Mechanical Engineering

New Courses:

[MENG 7139: Advanced Mechatronics](#)

JUSTIFICATION:

This elective course is created for the increasing needs of current MSME program and future PhD program.

[MENG 7233: Advanced Analysis of Energy Systems](#)

JUSTIFICATION:

This elective course is created for the increasing needs of current MSME program and future PhD program.

[MENG 7235: Advanced FEA and CFD Modeling](#)

JUSTIFICATION:

This elective course is created for the increasing needs of current MSME program and future PhD program.

Revised Course:

[MENG 7431: Mechanics of Deformable Solids](#)

JUSTIFICATION:

Catalog Description, General Course Description and Student Learning Course Outcomes are updated for accurately state the nature of the course contents and outcomes; the increasing needs of electives for current MSME program and future PhD program.

MOTION: Dr. Michele McGibony made a motion to approve the agenda items submitted by the Department of Mechanical Engineering. A second was made by Dr. Caren Town, and the motion to approve the New and Revised Courses was passed.

VII. OLD BUSINESS

A. Registrar's Update –

Mr. Wayne Smith provided the update for the Registrar's Office.

Course Numbering

He stated that a change has been made in the information before the course descriptions. This relates to course numbers. The only required information is the first digit. This was an error by Mr. Smith. Tiffany Hedrick emailed to correct the language and say the first and the fourth digit rules should be followed and only the rule for the second digit no longer applies. The first digit of the course corresponds to the level of the class while the fourth digit in the course number indicates the sequence of the course.

Anyone new to the committee and needing to work in CIM, you must complete a training session with Tiffany Hedrick.

Early registration for Fall 2022 begins on March 7, 2022 so the last meeting that you can submit anything for Fall 2022 will be the February meeting.

VIII. ANNOUNCEMENTS – Dr. Delena Gatch provided a brief demo of the database that contains mission statements and student learning outcomes from all the programs on campus. This database can be found here: [website](#)). As the database moves forward, it will house 3 years of assessment documents to be available to campus and beyond. She also referenced SLO at the program level and using Williams Taxonomy appropriately.

Dr. Cindy Groover reminded everyone that as you are creating new courses pay special attention to CIP codes while you are assigning faculty so there are no issues with credentialing.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned on September 9, 2021 at 9:36 AM.

Respectfully submitted,

Audie Graham, Recording Coordinator

Minutes were approved September 24, 2021 by electronic vote of Committee Members
