

## **GRADUATE EXECUTIVE COMMITTEE MEETING MINUTES**

**August 21, 2014**

**Meeting Location: 3007 Converse Hall**

Present: Jennifer Branscome, Bonni Cohen, Iris Ellis, Matthew Grant, Dixie Haggard, E-Ling Hsiao, Lyle Indergaard, Sandra Kregar, Jennifer Lambert-Shute, James LaPlant (presiding), Ellice Martin, Linda Most, David Nelson, Alicja Rieger, Michael Sanger, Mel Schnake, Nancy Swanson, Matt Waters (for Jim Loughry), Sherman Yehl. Guests: Rebecca Petrella, Jessica Trautwein, Ed Walker, Teresa Williams.

The meeting was called to order by Dr. James LaPlant at 2:03 PM.

Minutes from the March 27, 2014 meeting were approved. In light of Item 1 discussed last March, Dr. LaPlant asked the Committee to consider having a graduate student sitting on this committee.

### **College of Arts & Sciences**

New Course – BIOL 5830: Matt Waters explained that the proposal would change the course, Marine Biology, from a special topics course to one offered on a regular basis. The syllabus' exam totals need to be double checked. Motion was made to approve; seconded. The proposal was approved.

Revised Catalog Copy – MPA & DPA Programs: Sherman Yehl said that the proposals update GRE score requirements, bringing them in line with ETS's latest scoring scale. All programs are encouraged to make changes if they have not already done so. Motion was made to approve; seconded. The proposals were approved.

Course Deactivation – POLS & PADM Courses: Informational item only – but the Committee approved.

### **College of Education & Human Services**

Revised Catalog Copy – MED ACED: Iris Ellis explained that the proposal will change the admissions requirements. For example, if an applicant's GPA is 3.0 or better, they do not have to submit GRE or MAT scores. Motion was made to approve; seconded. The proposal was approved.

### **College of Business Administration**

Curriculum Change – MBA Program (Healthcare Admin Certificate): Mel Schnake said that COBA is offering a four-course sequence toward certification in healthcare administration. This certificate program is available for non-MBA students. Motion was made to approve with changes; seconded. The proposal was approved.

Course Deactivations – Accounting and Management & Healthcare Administration: For informational purposes, but approved by the Committee. Ed Walker mentioned that outdated modules in the WebMBA program are being deactivated. Nancy Swanson said that Accounting courses no longer offered are being removed.

## Other Business

1. Marketing:
  - a. The Graduate School's viewbook and other material were distributed. Initiatives by the Graduate School and various departments have been successful as we work with Mary Gooding and her staff to promote graduate programs.
  - b. We will be participating in a Graduate School and Career Services fair on campus in October. Several program coordinators asked if they could have tables at the event.
  - c. Dr. LaPlant also mentioned the marketing campaigns with WFSU and GPB, LinkedIn, and the Tallahassee Democrat are in progress.
  - d. Rebecca Petrella said that VSU is working on licensure to offer online programs in out-of-state settings (Florida does not allow VSU to offer online programs yet).
2. Writing Quality Task Force: The Task Force has met several times since spring. It developed a "Dissertation Dive-In" writing circle for doctoral students. The first of its kind at VSU, the "Dive-In" has approximately 10 students enrolled this semester and is facilitated by Dr. Kathe Lowney at the IDEA Center. Plans are to offer an online version in the spring. Dr. Pat Miller's successful summer dissertation course, ENGL 8300, had 15 students enrolled. From this course, the Student Success Center hired two graduate assistants as graduate writing tutors. Later this fall, we will conduct a survey through Qualtrics to seek graduate faculty feedback on the writing ability of our students as well as initiatives to improve graduate student writing.
3. GRE Scores: Nearly two thirds of graduate programs have switched their GRE requirements to the new scoring scale. The remaining programs are encouraged to make the change so that applicants will have a clear picture of what is required for admission to their programs.
4. Undergraduate Degrees from Non-accredited Institutions: The issue has arisen because there have been some applicants that did not have degrees from regionally accredited schools. Rebecca Petrella said that VSU currently requires degrees from *regionally* accredited institutions, as mentioned in the Graduate Catalog. The Committee was asked to consider this topic for the next meeting – does your program's accrediting body have a preference?

## Other Topics

- a. The new provost will be conducting a search this year for the assistant VP for research and graduate dean.
- b. David Nelson reported that the latest printed catalog includes COEHS information in the Communication Arts section – can this be changed? It was suggested that he contact Jane Kinney, the catalog editor, to see if she could at least update the online version.

Motion was made to adjourn, seconded, at 3:05 pm.

*Teresa Williams*

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Teresa Williams, Recorder

*James T. LaPlant*

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James T. LaPlant, Ph.D., Interim AVP for  
Research and Dean of the Graduate School