

Graduate and Research Council Meeting

Minutes

Wednesday, November 19, 2008

UC 310 ° 3:30 p.m.

Meeting called to order by Pinder at 3:30 p.m.

Members in attendance: Baker, Barrass, Barrett-Wiggins, Cervelli, Cox, Davenport, Dennis, Denton, Hardin, Kenaston-French, Knickmeyer, Moore, Parcels, Truhon, Webb, Weber, Zieren. Guests: Dr. Robbie Melton, Associate Vice Chancellor, TBR and Latifah Muhammed, Administrative Assistant; Melissa Johnson, Dr. Donald Sudbrink

New Business:

- 1) RODP Funding Practices and Update on the Proposed RODP Doctorate in Organizational Leadership and Change: Pinder introduced Dr. Robbie Melton, Associate Vice Chancellor of TBR. The committee previously requested a representative to present a formal report about RODP. Melton presented a thorough and historical presentation of the RODP TBR program to include the triumphs and hurdles experienced since its inception in 2000. A PowerPoint presentation along with handouts was presented detailing the revenues generated by each TBR institution from 2001 through present. Melton elaborated with research data indicating the advancement and potential growth for on-line learning and its positive impact for non-traditional students. Melton expressed to the committee to expect more discussion regarding an on-line doctorate and how best to satisfy all learning requirements. Melton opened the floor for questions:

Q: Who has authority to disperse the funds generated by RODP?

A: RODP's policy is to allow the university presidents to determine how the revenue will be reallocated.

Q: How much does each university receive?

A: The revenue is generated by "fees only" from RODP. The tuition is not a part of the calculation. Currently, the amount treated as revenue is thirty-five percent of each on-line student's fees. The tuition is sent to the home school of the student and FTE's are credited accordingly.

Q: How is other sixty-five percent disbursed?

A: There are a number of expenditures to include: Instructional cost, 24/7 technical support via student's home school; professional development; virtual library & bookstore; travel; and course development.

Q: How can the department's budget whose faculty work load result in an overload due to RODP be compensated to hire more faculty? (Re-directed to Denton)

A: All revenues generated from on-line teaching should not be designated or controlled based on the department's student enrollment in on-line courses. This would adversely affect departments that were not included or participated with on-line programming. It would also adversely affect the faculty member who depended on receiving monies from overload pay.

Q: How are quality of instruction and learning measured?

A: *There are a number of stringent guidelines set by RODP that must be followed and achieved to satisfy the quality standards set by RODP for on-line instruction and learning. The results are obtained by electronically verifying the number of times the instructor respond to students, the frequency of contact with the students, student feedback, the coursework as well as the pass and fail rate are a few quality control components measured. To date, there have been eight instructors removed from teaching on-line courses. TBR is serious about providing a quality on-line program.*

Melton concluded her presentation stating that "Life is good!" and expressed more great things are to come via on-line learning.

- 2) RODP Curriculum Committee Action: Davenport presented information regarding changes to the current MSN RODP curriculum. Documentation submitted to the committee via email for prior review. Motion made to approved the seven courses presented by the RODP Nursing Program. Motion by Parcels; second by Barrass. Motion passed.
- 3) Course Proposals – School of Education: Hardin explained that the course was being revised to meet the needs for licensure. The current 12 hour requirement would be changed to a repeatable course ranging in variable credit hours (i.e., 1, 2 or 3). Hardin would follow the same rule for repeatable courses currently used by the Music department. Discussion of how to differentiate the same course with Johnson. Suggestion to differentiate the same course number with an alphabet ending the appropriate course number (ex. 0000A; 0000B, 0000C, etc.). Motion to accept course proposal as submitted. Motion by Davenport; second by Parcels. Motion passed.
- 4) Course Proposals – Psychology: Knickmeyer presented explanation for the revision in school and community counseling the option for research or thesis. The option to establish a committee was the objective. Hardin indicated that the Council for Teacher Education has not had the opportunity to review the program proposal which is required before forwarding to Academic Council. Clarification was needed by the committee regarding the requirements for research and literacy. Motion was made to table further discussion until more clarification on thesis and research option was outlined. Motion by Parcels; second by Zieren. Motion passed to table until next GRC meeting.
- 5) New Graduate Assistant Payroll Procedure: Pinder explained that semi-monthly timesheets would not require the signature of the GA effective immediately, however, it is the supervisor's responsibility to sign and verify that student work required hours. He explained that if a GA was overpaid due to resignation or failure to report to work that the department would be responsible for paying those expenses. Human Resources issued the email to the GA's and the department heads.

- 6) Graduate Faculty Membership Application Without Graduate Program: Pinder submitted the new application to the committee via email for prior review. Motion made to add signature approval from the reporting chair for the faculty applicant without a graduate program. In conjunction with the appropriate approval from the graduate department chair and dean of graduate school. Motion by Barrass; second by Parcels. Motion passed.
- 7) Course Proposal – Agriculture and Geosciences: Sudbrink presented proposal on behalf of department and explained that this graduate course would be a dual course with 4140. He stated that the Agriculture and Geosciences department had consulted with the Biology department before course proposal was formally submitted. The intent of the grad course would allow graduate students an entomology course as a means to prepare them in their respective career and certification. Motion by Barrass; second by Parcels. Motion passed.
- 8) Course Proposal – Music: Kenaston-French presented proposal that would offer a broader choral music experience for students. Motion by Barrass; second by Parcels. Motion passed.
- 9) Graduate Studies and Research at APSU: Pinder introduced a change in the COGS organizational chart to the committee. Pinder submitted the new application to the committee via email for prior review. The model is followed by Indiana University in Pennsylvania which is a Research 1 Institution. The alignment of the Office of Research and Sponsored Programs in the COGS would strengthen the upcoming doctoral program requirements. The addition of the registration position would provide a more efficient and effective means of assisting students. There were a number of examples from the committee of current registration problems experienced by graduate students (i.e., degree confirmation; lost forms; and misinformation to students.) The creation of the admissions position in COGS has made a significant improvement in the services particularly since the number of graduate students has doubled. An added registration position in the graduate office would enhance and improve the services for graduate students. Motion that the council would endorse the proposal as presented. Motion by Parcels; second by Davenport. Motion unanimously passed.
- 10) December GRC Meeting: The third Wednesday in December would occur after school is dismissed. Suggestion that the meeting be moved to the second Wednesday in an attempt to conduct further business before the semester ended. The next GRC meeting will be held on December 10, 2008 in UC310 at 10:00 a.m.
- 11) Other Business: The next meeting will revisit the agenda items that were not discussed, the minutes of October 15, 2008 and Psychology's course revision that was tabled.

Meeting Adjourned at 5:20 p.m.

Respectfully submitted,

June D. Lee, Secretary to the Dean

