

Graduate Executive Committee Meeting Minutes
January 19, 2023
MEETING LOCATION: Converse 3007

Present: Becky da Cruz, John Lairsey, Anne Price, Michelle Ritter, Mitch Lockhart, Debra Gresham, Ann Greenfield, Dixie Haggard, Matthew Carter, Natalie Kuhlmann, Zhong Lin, Forrest Parker, Arrington Stoll, Mike Webster, Nancy Swanson

Proxy: Anne Price for Keith Lee, Nancy Swanson for Ellis Heath, Zhong Lin for Lenese Colson, Dixie Haggard for Kelly Davidson

Guests: Bailey Radcliffe, Elli Stout, Dr. Jane Kinney, Cordell Moats, and Darli DeVane,

The meeting was called to order by Dr. Becky da Cruz at 2:00 pm.

Introduced new members to the committee: Forrest Parker, Teacher Education department, and Arrington Stoll, Communication Arts department.

Minutes from November 17, 2022 were approved. Dixie Haggard motioned to approve. John Lairsey seconded. Motion passed: 18 approved - 0 opposed – 0 abstained

Special Guest: Bailey Radcliffe and Elli Stout from IT were provided updates on Slate, e.g. simplified the instructions for document upload, updated Reader which will go live soon, improved system workflow/bins. He is working on a Dashboard that should be ready in a couple of months. Programs were invited to submit a Welcome letter to be send to new students though Slate as well.

Special Guest: Jane Kinney from the Academic Committee addressed the best practices in submitting curriculum forms e.g., course changes can happen the following semester once approved, for new courses that may relate to disciplines in another department you should notify that department to avoid duplication; when making catalog changes start by saying “A study of” and not “In this course, we will”; course descriptions need to be short.

College of Nursing and Health Sciences

Request for curriculum change (catalog): B.S.N.-D.N.P. Program with Family Nurse Practitioner Certification- Students are required to have basic understanding of the principles of evidence-based practice in order to prepare for the DNP project. Mitch Lockhart motioned to approve. Dixie Haggard seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for curriculum change (catalog): Requirements for the B.S.N-D.N.P./MSN Opt-out- Students are required to have basic understanding of the principles of evidence based practice in order to prepare for the DNP project. Opt-Out students will take the DNP Research class as part of their DNP program requirements. Mitch Lockhart motioned to approve. Dixie Haggard seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

College of Education and Human Services

Request for Revised website: MAT Health and Physical Education- The changes will allow for the program to admit applications who would otherwise be successful but do not meet current admission requirements. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised website: MAT Special Education/Adapted Curriculum-This program is being deactivated due to low enrollment. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18

approved – 0 opposed – 0 abstained.

Request for Revised website: MAT Special Education/Deaf education online-This program is being merged with the MAT Special Education/General Curriculum program due to low enrollment. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised website: MAT Special Education/Deaf Education 5th year-This program is being merged with the MAT Special Education/General curriculum program due to low enrollment. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised website: MAT Special Education-Four programs are being merged into a MAT Special Education program with General Curriculum (P-12) and Deaf Education (P-12) certification options. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised catalog copy (catalog): Master of Education with a major in Special Ed-Deaf & Hard of Hearing Education-This program is being joined into a single MAT Special Education degree with Deaf Education being one of the concentrations. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised catalog copy (catalog): Master of Education with a Major in Special Ed/Deaf and Hard of Hearing Education Track 1-These programs are being joined into a single MAT Special Education degree with Deaf Education being one of the concentrations. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised catalog copy (catalog): Master of Arts in Teaching with a Major in Special Education-These programs are being joined into a single MAT Special Education degree with two certification field options. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for New Course: Behavior Management Support/SPEC 6070-The addition in the course within the MAT Special Education program creates a much-needed void addressing the new challenge today for special education teachers: behavior management and support, mental health, social-emotional learning and so forth in the special education setting. Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. Several additional courses will be deactivated once students complete the previous programs. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Audiological Considerations and Auditory/Oral Methods for Teaching the Deaf/DEAF 6020-Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Classroom management in Special ED/SPEC 6000-Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Deaf Education and Language Learning/DEAF 6100. Four programs are being merged into a single MAT Special Education Degree-Courses are being modified to accommodate two certification fields within the new, single program. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Integration and Management of Instruction in the Classroom/SPEC 6010-Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Assessment and Learning/SPEC 6020-Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Instructional Planning and Teaching Methods/SPEC 5380-Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Internship/Clinical Practice in Teaching/SPEC 6200-Four programs are being merged into a single MAT Special Education degree. Courses are being modified to accommodate two certification fields within the new, single program. This course should be considered a 5-credit hour course because it requires 600 hours, full-time experience, in a classroom. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request to Deactivate a Course: Concentration in Adapted Curriculum-This program is being deactivated due to low enrollment. There are still a few students enrolled in the program who will need to graduate. John Lockhart motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request to Deactivate Courses:

Individualized/Independent study/SPEC 5000
Single Subject Research in Special ED/SPEC 5030
Community-based Instruction/SPEC 5090
Non-Aversive Behavior management/SPEC 5100
Collaborative roles in ED/SPEC 5140
Introduction to Early childhood Special ED/SPEC 5150
Physical & Health Management of Students with Disabilities/SPEC 5190
Practicum in Mental Retardation/SPEC 5200
Practicum in Mild Disabilities/SPEC 5210
Field Experience Lab/SPEC 5230
Characteristics of Students with Physical & Health Disabilities/SPEC 5260
Characteristics of Students with Physical & Health Disabilities/SPEC 5260
Characteristics of Students with Low Incidence Disabilities/SPEC 5510
Curriculum Design for Students with Low Incidence Disabilities/SPEC 5510
Assessment of Students with Low Incidence Disabilities/SPEC 5520
Systematic Instruction for Students with Low Incidence Disabilities/SPEC 5530
Positive Behavior Support/SPEC 5540
Communication Strategies for Students/SPEC 5550
Nature & Needs of Children who are Talented & Gifted/SPEC 5610
Integrated Instruction: Evidence-based Methods & Strategies/SPEC 6030
Technological Support Planning for Children/SPEC 6040
Reading & Applying Research in Special Education/SPEC 6100
Professional Capstone Course/SPEC 6110
Methods & Materials for Children who are Talented & Gifted/SPEC 6600
Curriculum for Children who are talented & Gifted/SPEC 6620
Assessment of Children who are Talented & Gifted/SPEC 7600

Assessment of Children/SPEC 7610

These courses are not offered anymore, are not associated with a curriculum, nor are listed as an elective option for a program of study. John Lairsey motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

College of Science and Mathematics

Request for New course: Vertebrate Zoology-This course will be the graduate equivalent to BIOL 3820 and will be scheduled simultaneously to the latter. Instructor will define additional requirement or achievement level for 5820 (above and beyond 3820) in syllabus each semester it is offered. Unlike most BIOL major elective courses, a graduate equivalent was not requested when 3820 was first proposed (in 2011). Dixie Haggard motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Plant Physiology and Biotechnology- Plant physiology deals with understanding the behavior and performance of plants under a given environment. With advancement of a variety of genetic, molecular, cellular and biochemical tools in the field of plant biology, the general course description “plant Physiology” needs amendment to include current and future learning trends. In addition, students are under the impression that “Plant Physiology” deals with study of taxonomy and systematics. This misconception is resulting in students NOT taking the Plant Physiology course. To avoid further confusion while providing in-depth training in latest biomolecular, cellular and genetic tools, it is necessary to change the course name to “Plant Physiology and Biotechnology”, which hits all of the above concepts in addition to the understanding of the physiology of plants under changing environments. Dixie Haggard motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

College of Humanities and Social Sciences

Request for Revised catalog copy (website): Master of Arts (M.A.) History- Faculty in the graduate program in History have not found either the GRE or the MAT to be a good predictor of academic success in the program and continuing to require this exam for admission creates a financial burden on potential students. Michelle Ritter motioned to approve. Debra Gresham seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Internship in Public Administration/PADM 7210- Currently, students with 3 or more years of experience are exempt from the internship requirement. More than half the students exempt the internship each semester. Therefore, the program is requesting a revision to PADM 7210 by removing it from the required coursework and changing the credit hours to 3 hours. Traditional students, i.e., those enrolling in the program immediately after undergraduate education, may benefit from an internship as they enter the workforce. These students will be able to use the internship as a course to satisfy concentration requirements. Nancy Swanson motioned to approve. Dixie Haggard seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: Dissertation Hours/PADM 9999- The change is requested to align the course title and description with current practices. Additionally, this change was suggested by an external reviewer during the program's previous comprehensive program review. Nancy Swanson motioned to approve. Dixie Haggard seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Request for Revised Course: PADM Capstone/PADM 7900- The current capstone seminar is an in-depth review and assessment of the public administration discipline. The program requests a change to the course to align with the program, college, and university mission, whereby students will engage with communities and provide actionable deliverables in the form of program evaluation, strategic plans, and/or policy memos. Nancy Swanson motioned to approve. Dixie Haggard seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

Committee Reports

- **Graduate Student Success** –Dr. da Cruz reported on behalf of Chris Downing: There were about 50 Graduate students who attended the online Kickoff. A survey was advertised for attendees to complete and will provide feedback at the next GEC meeting.
- **Doctoral Program Sub-Committee**- No update
- **Graduate Appeals**-No update
- **Graduate Faculty Scholarship**- Dr. da Cruz reported: Spring deadline is Feb 10th. The sub-committee will meet the week after the deadline to discuss the applications. Graduate students can request up to \$500 in travel money as well. State dollars cannot be used for Air BNBs.
- **Graduate Faculty Membership**-Dr. da Cruz reported: March 10th is the deadline to request full faculty membership. The sub-committee will review applications after the deadline.
- **Graduate Research Symposium**- Dr. da Cruz reported: April 14th is the Symposium; deadline for the nominations is February 24th. The sub-committee will be meeting January 26th.

Other Business/Topics from the floor

- **Graduate Admissions Update**- Dr. da Cruz reported: provided updates on Slate and welcomes feedback.
- **Graduate Student Retention**- Dr. da Cruz reported: admitted students to Grad school was up 2 percent; however, the retention for returning students was down for Spring. She asked for feedback why students were not returning. Feedback included waiving test scores; students getting jobs, etc. Dr. da Cruz will ask Institutional Research for some data on graduate student progression (grades, dismissal, re-enrollment).
- **Possible Graduate Program/s for OCCA**- Due to coming to the end of the meeting this subject was not discussed and will be brought back to the committee at the next GEC meeting.
- **Curriculum updates for website after AC approval**- Dr. da Cruz reported: the website will be updated with the curricular items once approved by the AC committee.
- **AGS & SGA Updates**- Cordell Moats reported: AGS meetings are the third Monday of each month. During the January meeting, AGS planned events for the spring semester including fundraisers and the symposium.
- **Items from the Floor**- A question was asked about competitive GA's for summer. Dr. da Cruz stated that the call for competitive GA's for summer will be sent February 1st with the deadline of February 22nd. Notification of awards will go out mid-March.

Motion made to adjourn at 3:37 pm

Next AC Meeting: February 13, 2023

Next GEC meeting: February 16, 2023

X *Darli DeVane*

Darli DeVane
Administrative Coordinator

X *Becky K. da Cruz*

Dr. Becky da Cruz, Associate Provost
for Graduate Studies & Research