

Graduate Academic Affairs Committee Meeting
Wednesday, February 20, 2008
Education Room 203
11:45am-1:00pm

MINUTES

Attendees: Dr. Bret Hendricks, Chair, Dr. Gerry Parr, Dr. Tara Stevens, Dr. Reese Todd, Dr. Eva Midobuche, Dr. Joe Claudet, Ms. Yen To

Guest: Dr. Lee Deumer

Absent: Dr. Zenaida Aguirre-Munoz

Today's Agenda:

- Approval of Minutes
- Status of Courses
- Presentation by Dr. Lee Deumer
- Discussion of information received from Dr. Fedler and the TTU Graduate School
- Approval of course Submission Template Checklist
- Update and discussion of any course material previously submitted
- Next GAAC meeting, time and place

Minutes: Motion to accept January 16, 2008 Minutes by Dr. Parr

Seconded by Dr. Tara Stevens

Motion to approve January Minutes as amended with correct date (all in favor).

Guest presenter, Dr. Lee Deumer, discussed the issue of course duplication. Seminar courses are taught as special topic courses. Seminar courses do not go through the GAAC approval process. Special topics are signed off by the Department Chair. This has led to a duplication of seminar courses, particularly in qualitative research method courses under C&I and EP&L. There is campus-wide pressure by the Graduate School Council to prevent duplication of courses. The current process is the author presents the seminar course to the department chair who signs off on the special topic course. Dr. Duemer's suggested remedy is to create a policy, changing the graduate faculty handbook, that the seminar courses follow the same approval process as for course additions: submission by the author to the program coordinator, to the respective department chair, to the associate dean, then to the GAAC.

Discussion was held about the assumption that approval for seminar courses occurs after the course has been taught a minimum of three times at which time it is given a permanent number. After three times does it come back to the GAAC? Many members thought it was an anecdotal process, not an official policy. Discussion continued about changing the seminar title starting the three-times-cycle all over again. This course duplication is problematic because there are a finite number of 5000 level courses with students not advancing to the 6000 level. The implication is that the college is not making the course and secondly, there are fewer students taking upper level courses. Dr. Duemer's experience is the EPSY 6304: Qualitative Research Methods spring

course. The enrollment is usually 16-25 students and now there are only 8 enrolled, due to course duplication in the C&I department. This course is a prerequisite for EPSY 6305 offered summer one. Only 4 of the 8 students in EPSY 6304 are continuing enrollment which means 4 students are going on and that is not enough for the course to be offered.

Dr. Claudet attended an administrative meeting with the Dean this morning which addressed these legitimate concerns presented by Dr. Duemer. The Dean requested Dr. Claudet convey a message from her to this committee. Her message is: In regards to this request, the department chairs will meet next week on this issue with the relevant parties. It is premature for the GAAC to conduct a formal review. After the department chairs' meeting next week, the results will be shared with this committee.

Dr. Duemer thanked Dr. Claudet for conveying the Dean's message. However, this is an issue which was presented to the department chairs over a year ago with no resolution. The duplication of courses has continued. He is bringing this issue forward to the GAAC, Dean of Graduate School Fred Hartmeister and the Graduate School Council.

Dr. Parr shared his past experience as a department chair addressing such issues and that his job was to make sure there were no duplication of courses. This depended upon the relationship between department chairs, whether they were adversarial or not. The question is as to the current chairs' relationship. Will it yield cooperation and a resolution? It is the department chair's responsibility to prevent duplication of courses. Dr. Parr recommended the solution be a procedure to be included in the faculty handbook.

Dr. Hendricks and committee members agreed to this by stating in these Minutes the GAAC's recommendation. The recommendation is for the department chair's resolution to be a procedure and to create a formal policy for the seminar course special topic approval process. Dr. Duemer agreed with this recommendation at this time.

The status of GAAC submitted courses is that EPCE 5352 and EPSY 6300 were approved by the Graduate Council on December 6, 2007 per their official Minutes. EDCI 5377 and EPCE 5376 were tabled by the Graduate Academic Program Committee at their January 16, 2008, meeting. No new courses have been submitted for approval as of this date.

Dr. Hendricks has scheduled a meeting with Dr. Claudet, College of Education Department Chairs, and Dr. Cliff Fedler for next week to discuss the Graduate Council's course approval policy and procedures. Drs. Narayan and Crews have been doing corrections suggested by Dr. Comfort Pratt, College of Education member of the Graduate School Council. Dr. Narayan shared the changes requested by the Graduate School Council to her submitted tabled course EDCI 5377. There is an issue as to submission of a course template versus the course syllabus. There is a new cover sheet form. An email is to be sent to Jenny Garcia at the Graduate School with the cover sheet and syllabus prior to the signed hard copy of the cover sheet and syllabus approved by the GAAC. Additionally, if other faculty members are to teach the course, then the author's name is to be on the syllabus and they are to teach it as if the author was teaching it. There needs to be specific details on the syllabus as to a weekly schedule and assignments. Dates are not required. There is to be detail in the academic and resource justification sections to

delineate the difference in course outcome for a master student versus a doctoral student versus a math/science concentration versus a curriculum and instruction concentration. These details are to verify that the submitted course meets graduate rigor. Dr. Hendricks reiterated that committee members will be updated by email about the February 26 meeting with Dr. Fedler prior to the next scheduled GAAC meeting on March 3.

Dr. Hendricks stated that since everything is in a state of flux as to the Graduate School Council's new policies and procedures that we table changes to the new GAAC forms and review of courses until after the meeting with Dr. Fedler. Approval was given by the committee members to allow the draft version of the checklist be used by Special Education faculty crafting new courses for March submission to the GAAC.

Dr. Hendricks expressed appreciation to Jenny Garcia, Esther Lucey, Dr. Ratna Narayan and Dr. Charles Crews for their assistance with these changes and issues.

The next scheduled meeting for the GAAC is Monday, March 3, 2008, at 11:45am in room 203. The April 16 meeting is changed to **Monday, April 14, Room 152**. This will be the final meeting of the semester unless we need to address other issues.

Dr. Narayan expressed her thanks to Chair Bret Hendricks for his ongoing support.

Motion to adjourn by Dr. Parr.

Seconded by Dr. Narayan.

Meeting adjourned.

Respectfully submitted,
Esther Lucey, Recorder