

## Winthrop University Graduate Faculty Assembly -- Minutes

January 30, 2009; Barnes Recital Hall

### I. Call to order

Dr. Kristi Westover called the meeting to order at 5:30 pm.

### II. Approval of Minutes from October 10<sup>th</sup>, 2008 Graduate Faculty Assembly

The minutes of the October 10, 2008 meeting were accepted as submitted.

### III. Report from Graduate Council.

Dr. Kelly Richardson

#### A. *Approved Curriculum Proposals*

##### *College of Arts and Sciences*

1. **Add: ANTH503 A,B. Service-Learning in Anthropology (1) (3).** A themed service-learning course that will address a current social issue in society from anthropological perspective. The course will include both significant classroom and placement components. Prerequisite(s): ANTH201, Permission of Instructor and Chair of Sociology and Anthropology is required. Notes: Sociology majors, sociology minors and anthropology minors may not have more than 7 hours count towards the major or minor from SOCL 463-464, SOCL503, SOCL505, SOCL 340, ANTH 463-464, ANTH 503, ANTH 505 and ANTH 340. Offered variable times.
2. **Add: LART605 Interdisciplinary Seminar (3).** A seminar on such interdisciplinary topics as the theory of aesthetics, good and evil, and time. May be retaken for additional credit with MLA director's permission. Prerequisite: LART 601, 602, and 603.
3. **Modify: NUTR 607** Add Prerequisite(s): NUTR427 or equivalent. Notes: Offered in fall.
4. **Modify: NUTR610** Catalog Title from: Nutrition in the Third World to: Nutrition In The Developing World; Change: Catalog Description from: Special nutrition problems and needs of Third World nations, world food supply, social and cultural context and specific nutritional deficiencies in the Third World are considered. To: Special nutrition problems and needs of developing nations; world food supply; social and cultural context; and specific nutritional deficiencies in developing nations are considered.
5. **Modify: PSYC 620** Change: Grading from Regular to SU. Course may be taken for graduate credit only.
6. **Modify: PSYC621** Teaching Method: from: Lecture, Independent to: Field Experience, Independent Study, Practicum, Seminar. Course may be taken for graduate credit only.
7. **Add: SOCL503 A,B. Service-Learning in Sociology (1) (3).** A themed service-learning course that will address a current social issue in society. The course will include both significant classroom and placement components. Prerequisite(s): SOCL201 or SOCL101. Permission of Instructor and Chair of Sociology and Anthropology is required. Notes: Sociology majors and minors may not have more than 7 hours count towards the major or minor from SOCL 463-464, SOCL503, SOCL505, SOCL 340, ANTH 463-464, ANTH 503, ANTH 505 and ANTH 340. Offered variable times.

8. **Add: SOCL505 A, B. Service-Learning in Criminology (1)(3).** A themed service-learning course that will address an element of the criminal justice system. The course will include both significant classroom and placement components. Prerequisite(s): SOCL201 or SOCL101. Permission of Instructor and Chair of Sociology and Anthropology is required. Notes: Sociology majors and sociology minors may not have more than 7 hours count towards the major or minor from SOCL 463-464, SOCL503, SOCL505 and SOCL 340. Offered variable times.

*College of Business*

1. **Modify: ACCT 609** Add Prerequisite: ACCT 509.
2. **Modify: FINC665: Change:** Catalog title **from:** Financial Statement Analysis **to:** Advanced Financial Management.

*College of Education*

1. **Modify: EDUC660 Change:** Catalog Description **from:** 660. Effective Teaching Strategies (3). **To:** Effective Teaching & Management Strategies (3). Change Prerequisite(s): **from:** EDUC 600, 601, 602, 605 and SPED 610. **to:** EDUC 600, 601, 602, 605 and 610. Change Notes: **from:** Offered in fall semester. **To:** Offered in summer and fall semesters.
2. **Modify: PHED610 Change:** Catalog title **from:** Legal Issues in Athletic Administration **to:** Legal Issues in Sport and Fitness Administration. **Change:** Catalog Description **from:** This course provides an advanced understanding of legal proceedings, legal research, and legal issues relevant to athletics administration, specifically negligence and risk management. This course focuses on risk management as an ongoing responsibility of the athletic administrator to reduce operational risks. Additionally, topics such as Regulation of Interscholastic Athletes, Regulation of Collegiate Athletes, Racial Equity and Gender Equity will be discussed. **To:** This course provides an advanced understanding of legal proceedings, legal research, and legal issues relevant to sport and fitness administration, specifically negligence and risk management. This course focuses on risk management as an ongoing responsibility of the sport and fitness administrator to reduce operational risks.
3. **Modify: PHED615 Change:** Catalog Title **from:** Computer Applications in Athletics and Physical Activity **to:** Computer Applications in Sport and Physical Activity. Change Catalog Description **from:** Designed to provide an awareness of, and experience in, the uses of computers and software in physical education and athletics. Specific applications of computers will be demonstrated and the implications of those applications will be discussed. Electronic communications, spreadsheets, databases, graphics, desktop publishing, web page construction, digital movie and computerized presentations are among the topics that will be covered. **To:** Designed to provide experience in the uses of computers and software in athletics and physical activity. Specific applications of computers will be demonstrated and the implications of those applications will be discussed. Electronic communications, spreadsheets, databases, graphics, desktop publishing, web page construction, and computerized presentations are among the topics that will be covered.
4. **Add: PHED640 Statistical Analysis and Design in Physical Activity (3).** This course is an introduction to how scientific experiments should be designed in the areas of sport & physical activity. The most commonly used designs and their variations along with the resulting analysis will be covered.

**5. Modify: PHED684 Change:** Catalog Description **from:** Practical method and techniques needed by interscholastic athletic administrators are covered in this course. Included topics are academic standards and eligibility, developing and implementing a philosophy, responsibilities, roles, and functions of an athletic director, and leadership theory and practices related to management of middle and secondary sports programs. **to:** Practical method and techniques needed by athletic administrators are covered in this course. Included topics are academic standards and eligibility, developing and implementing a philosophy, responsibilities, roles, and functions of an athletic director, and leadership theory and practices related to management of sports programs.

**6. Add: PHED690. Assessment in Physical Education (3).** This course will provide the student with the basic knowledge and skills necessary to assess K-12 student performance in physical education. Emphasis is given to analyzing skills, selecting and administering traditional assessment instruments, and developing authentic assessment tools. Participants will be working with k-12 students during the class. Prerequisite: Must be a physical education teacher certification major to take this course.

**7. Modify: SCED671 Change:** Corequisite **to:** VCED 672. **Change notes: from** This course is a prerequisite to SCED 590, and may not be taken in the same semester with SCED 590. **To:** This course is a prerequisite to EDUC 690.

**8. Add: TESL670 Linguistics for Teachers of English Language Learners (3).**

This course provides background about language acquisition theories and methodologies relevant for educators and administrators to understand English Language Learner needs. It also introduces current socio-linguistic, socio-cultural, psycholinguistic and neuro-linguistic findings and debated issues. Prerequisite(s): READ 651 or permission of instructor.

**9. Add: TESL680 Principles of Teaching Grammar to At-Risk Students and English Language Learners (3).** This course reviews Standard English grammar for educators and how to teach it in authentic functional language contexts for struggling, culturally, and linguistically diverse learners. Prerequisite(s): READ 651 or permission of the instructor.

**10. Add: TESL692 ESOL Practicum: Working with English Language Learners (3).** This course provides clinical experiences in performance assessment, planning, and delivery of appropriate instruction to English Language Learners. Prerequisite(s): READ 651, READ 656, TEST 570, TESL 580 or permission of the instructor.

#### B. Graduate Faculty Nominations

There were no graduate faculty nominations.

#### C. Thesis Guidelines Revisions

Primary changes:

- Adding: "Only in extenuating circumstances should the composition of the committee change. In such situations, the chair of the student's department must be involved and a written justification by the chair or the graduate coordinator should be submitted."
- Listing the style manuals used by different disciplines.
- Moving the abstract to appear after title page and before the preface/acknowledgment. It's currently at the end.
- Specifying 2 fonts to be used: Times New Roman 12 and Arial 12.

*D. Graduate Faculty Status*

Two main issues: (1) to clarify membership criteria and (2) to implement some kind of review process of graduate status. Graduate Council is still working on the language.

*E. Petitions*

We reviewed five petitions, approving four and denying one.

The next meeting will be February 27 at 2:00pm.

**IV. Report from the Faculty Governance Review Committee.....Jo Koster for Tom Polaski**

Dr. Jo Koster presented four recommendations (below) from the faculty governance review committee specific to Graduate Faculty Assembly. These recommendations were passed unanimously. The Faculty Governance Review Committee will develop amendments to the bylaws (where required) for the approval of the Graduate Faculty Assembly at the next meeting.

**Recommendation 1: The Committee on University Priorities**

The Budget Priorities Committee, Admissions Advisory Committee, and the Financial Exigency Committee should be replaced by a new standing committee of Faculty Conference: the Committee on University Priorities. This committee will have seven elected members: one elected from each academic unit, one from the University College Faculty, and one from the Graduate Faculty Assembly. The Chair of Faculty Conference will serve as an ex-officio member. All members of this committee shall be tenured. Committee terms would be long enough to ensure ongoing dialogue with the Executive Officers and terms would be staggered. This committee will meet three or four times each year with the Executive Officers of the University to provide a combined faculty perspective on strategic planning, admissions policy, and budgeting, as well as other areas of common concern. If this committee deems that a financial exigency is imminent, it shall communicate this information to the Faculty Conference and to the administration promptly.

If a financial exigency is deemed by the President to exist or to be imminent, two untenured members of Faculty Conference will be added to the Committee by the Faculty Conference to serve until the end of the exigency. The Committee will participate in the deliberations relative to the emergency which take place above the level of the major academic divisions, including those relating to how academic programs and teaching service areas at Winthrop University will be affected.

**Recommendation 2: The Committee on University Curriculum**

The Committee on Undergraduate Instruction should be replaced by a new standing committee of Faculty Conference: the Committee on University Curriculum. The Committee on University Curriculum will have six members, one member elected from each of the four degree-granting colleges, one from the Graduate Faculty Assembly, and a chair appointed by the Chair of Academic Council from among the members of Academic Council. All elected members shall have served three years as a full-time faculty member immediately preceding election. The members elected from the four degree-granting colleges shall serve as ex-officio members of their college curriculum committees; the member from the Graduate Faculty Assembly shall serve as an ex-officio member of Graduate Council. Members of this committee will serve three-year terms (staggered so that not all the members turn over in the same year). The Registrar or his/her designate will be an ex-officio member of the committee. The chair of this committee shall be an ex-officio member of the committee. Note that the elected membership of this new committee is separate from Academic Council membership, although the committee will continue to report to Faculty Conference through Academic Council.

The Committee on University Curriculum will be the “last stop” for routine curricular actions that affect individual courses since it can see and respond to questions, conflicts, etc. (See Tables 1 and 2). It will publish curriculum changes in a timely fashion so that, as in the current system, any faculty member who wishes may ask questions and raise concerns about the committee’s actions. Faculty would have seven calendar days after a decision is published to ask for clarifications and/or to place a curriculum change on the agenda of the Academic Council for their discussion.

Academic Council will become the “last stop” for curriculum actions that affect undergraduate programs, majors, and minors (See Tables 1 and 2). Faculty would have seven calendar days after a decision is published to ask for clarifications and/or to place a curriculum change on the agenda of the Faculty Conference for their discussion.

Faculty Conference will remain the “last stop” for curriculum actions that affect undergraduate degree programs and degrees offered (See Tables 1 and 2 below).

Graduate Council and Graduate Faculty Assembly will continue to review curriculum actions that affect only graduate programs.

### **Further Review of Governance Issues**

The following recommendations seek to deal with issues that arose during the committee’s work that do not require changes to the Faculty Conference bylaws or to the Graduate Faculty Assembly bylaws, or were felt to be best sent to Graduate Council and the Dean of the Graduate School for their deliberation. These recommendations were also approved and will go into effect immediately.

### **Recommendation 3: The Ad Hoc Committee on Faculty Roles and Rewards**

The Faculty Governance Review Committee recognizes that the proposals from the committee relating to the roles and rewards of faculty will require work beyond the life of the committee, and are tied to an ongoing discussion with the Executive Officers. To continue these discussions with more emphasis, the Faculty Governance Review Committee recommends that the Faculty Conference form an ad hoc committee on Faculty Roles and Rewards as soon as possible. This committee should be appointed by the Chair of Faculty Conference, the Chair of Graduate Faculty Assembly, and the Chair of the University Personnel Committee. The committee should contain at least one faculty member from each major academic unit, at least one department chair, at least one Dean, and at least one untenured faculty member. The committee would elect its own chair. Issues it should study include but are not limited to the following:

- The annual review for tenured faculty should be studied to determine the best use of faculty and administrative time. Both short and long forms for reporting faculty activity should be considered.
- Developing a consistent annual report schedule across campus should be considered.
- The timeline for review of tenure and promotion portfolios should be restructured to provide more time for college level review and to allow faculty to find out about tenure and promotion decisions before the end of the spring semester.
- To better distinguish service, the differences between Academic Responsibility and Professional Stewardship should be more clearly defined.

- The ideas of academic responsibility and professional stewardship should be incorporated into the descriptions of tenure, promotion to associate professor, and promotion to professor.
- The expectations for tenure, promotion to associate professor, and promotion to professor should be better distinguished. The service expectations outside of the department for junior faculty should be reduced, thus encouraging sustained involvement of faculty at the level of associate professor and professor.
- The constitution of the college representation on the Faculty Personnel Committee should be studied, as the various colleges have different requirements for service on this committee.
- Because non-tenured and part-time faculty are essential to the mission of the University, the extent to which part-time faculty are covered by the Faculty Manual should be studied.

**Recommendation 4: To the Graduate Council and Dean of the Graduate School**

The recommendations from this section of the report will be reported to the Dean of the Graduate School and the Graduate Council for their consideration.

- Given the transitional timing, major changes to governance issues, specifically related to graduate faculty and graduate programs, should be postponed until the new Dean can be involved in the decision making process.
- Every petition should not be reviewed by Graduate Council. Rather, an initial review should be conducted by the appropriate personnel at the department and the college level. The Chair of Graduate Council will review the recommendations of the department and the college. When there is a disagreement between two signatories to a petition the Petitions Sub-Committee should review the petition. A digital process should be used for petitions unless there is a need to call a meeting for discussion. The Petitions Committee should be meeting digitally unless the Chair calls an in-person meeting.
- Representatives of the graduate faculty should review the current graduate faculty status criteria and approval process with Dean Murnane and help determine the need for revisions. If additional criteria for graduate faculty status were instituted, we would urge the development of an efficient approval process that meets the new requirements but involves very little paperwork.
- The Graduate Faculty Assembly should adopt the electoral procedures currently listed on p. 75 of the Faculty Manual.

**Table 1. Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS**

	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through TEC and/or GECC if necessary), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	TEC/GECC Committees Vote	CUC Votes**	AC Votes	FC and GFA Vote
Rename or change course description	Yes	Yes	Sent forward for information only*	Sent forward for information only*	No*	No*
Add or change a pre-requisite	Yes	Yes	Yes	Yes	No*	No*
Add/drop or renumber a course	Yes	Yes	Sent forward for information only*†	Yes, to prevent duplication	No*	No*

\*As in the current system, any member of Academic Council or Faculty Conference may ask to have a discussion of any particular curriculum action put on the agenda for full discussion. Faculty will have seven calendar days to make this request so that the process is not unduly slowed.

\*\* All curricular items (including those sent forward for information only) will be reported to the faculty by CUC. All curricular items discussed by AC will be reported to the faculty by AC.

† Registrar’s office will research the change and make it immediately in the computer system rather than delaying implementation.

**Table 2. Proposal for Courses Enrolling GRADUATE STUDENTS ONLY**

Curriculum Action	College Graduate Faculty Votes	Graduate Council Votes**	Graduate Faculty Assembly Votes
Rename or change course description	Yes	Sent forward for information only*	No*
Add or change a pre-requisite	Yes	Sent forward for information only*	No*
Add/drop or renumber a course	Yes	Sent forward for information only*†	No*
Change graduation requirements in a degree program (no change in overall # of hours)	Yes	Yes	No*
Add, change or drop a designator	Yes	Sent forward for information only†	Sent forward for information only†
Change # of hours needed to complete a degree program	Yes	Yes	Yes
Add or drop a degree program	Yes	Yes	Yes

\* As in the current system, any member of Graduate Council or Graduate Faculty Assembly may ask to have a discussion of any particular curriculum action put on the agenda for full discussion. Faculty will have seven calendar days to make this request so that the process is not unduly slowed.

\*\* All curricular items (including those sent forward for information only) will be reported to the faculty by Graduate Council.

†Registrar’s office will research the change and make it immediately in the computer system rather than delaying implementation.

**V. Report from the Dean of the Graduate School.....Dr. Yvonne Murnane**

The Graduate Student Advisory Council met three times in the fall 2008 semester. 1) The council suggested that a social for all the graduate students in the spring and tying it with networking with community leaders. 2) The group commented on the need for better lighting behind Withers, particularly facing Charlotte Avenue. 3) The group gave a very favorable response to recognizing commencement graduate students with a 4.0 GPA. 4) The students are encouraged to provide suggestions for the newsletter and they gave favorable comments about the first two issues of the newsletter. The next meeting of the Graduate Student Advisory Council is Friday, February 6 at 1:00 pm. Margaret Williamson leads this group.

**Graduate Council Actions:**

- The graduate Council has recommended recognition at graduate commencement students achieving a 4.0 GPA with the wearing of a gold cord. Both the Academic Leadership Council and the Commencement Committee approve of this recognition.
- The Graduate Council has approved revisions to the thesis guidelines. Overall the changes in the requirements represent clarifications, for example, each program clarified the style manual to use, and students are to choose from two available font styles.
- The Council continues to work on some revisions to graduate faculty status.

The Academic Leadership Council and the Executive Officer's have approved a half graduate assistantship that will be for 10 hours of work each week, tuition compensation of 3-5 hours and half the usual stipend. This will go into effect for the Fall 2009 semester.

**Enrollment (as of January 19, 2009)**

Degree Seeking: 785  
Special: 68  
Total: 853

Full Time: 381  
Part Time: 444

GSTC 600 28

Males/Females: 32%/68% Follows national trends in masters programs.

International: 37/189 (20%)  
Countries: 20/52 represented at Winthrop University 38%  
International students are enrolled in each of the four Colleges.

Applications for Spring 2009	Applications for Spring 2008	% Increase
Total 245	204	17
Admitted 184	146	21
Registered 133	98	26

This is good news with the increase amidst our troubled economy.



## Summer Session

- A Summer Session Kick Off is being planned for March before students begin early registration on March 25. It is aimed for the undergraduate students with tables and information around campus to inform students about courses and the summer housing opportunities. Posters, flyers, and bookmarks will also be distributed all about campus during the month of March. We will also be advertising the College newspapers around South Carolina as well as the Charlotte area.
- A Summer Session Handbook is being developed that will include much information about summer session (goals, contact numbers, compensation policy, data on our summer session students). The purpose is to assist faculty and staff's participation in summer session.
- A Summer Session Advisory Council was formed and members are representatives from many units of campus and the five colleges. This group brought forth a recommendation to the Academic Leadership Council for Maymester course starting times. These starting times were approved at 9:00am, 1:00pm, and 5:30pm.

Respectively Submitted,  
Yvonne Murnane  
Dean, The Graduate School

## **VI. Unfinished Business**

There was no other unfinished business.

## **VII. New Business**

Dr. Dimaculangan reiterated the importance of the newly established Ad Hoc Faculty Leadership Committee for graduate programs and thanked faculty for their support.

## **VIII. Announcements**

There were no other announcements.

## **IX. Adjournment**

The meeting adjourned at 5:51 pm.

Minutes respectfully submitted by Dr. Kristi Westover for Dr. Linda Pickett.