

## MINUTES

### UNIVERSITY GRADUATE COUNCIL MEETING

February 13, 2003

802B Allen Hall, Human Resources & Education

### ATTENDANCE

**Voting Members:** Stephen Always, Ron Balvers, Patrick Callery, Andrew Hawkins, Wafik Iskander, Katherine Karraker, Brett Kenney, Barbara Ludlow, Ann Oberhauser, Kerry Odell, Tim Sweet, Dick Walls, and Arthur Weldon

**Ex-officio Members:** Rosemary Haggett, Roy Nutter, and Robert E. Stitzel

**Visiting:** Dr. Gred Good, Dr. Schaeffer

### **Certificate in Cultural Resource Management Dr. Gred Good**

Dr. Good presented the Certificate in Cultural Resource Management. The term Cultural Resource Management refers to managing places and artifacts of archeological, architectural, and historical interest and preservation. In a broader sense, cultural resources are those parts of the physical environment, both natural and built, that have cultural value of some kind to some socio-cultural group such as art collectors. . He pointed out that the name was a bit klunky but when he researched this program out he found there were 10 to 15 national programs and that Northwestern has a program that parallels somewhat to the one we are presenting today. In this certificate program the cultural resource officer would draw on faculty from Arts and Sciences, Creative Arts, and twelve to fifteen faculty from Davis College. As an example of interchange with other college, Arts and Sciences could draw from departments like History, Geology, and Antropology; Creative Arts manages the Artitect History Museum and Davis College from the Consumer Sciences Faculty. He also stated that the Certificate in Cultural Resource Management is designed for post-baccalaureate students who wish to enhance their understanding and skills in this field. Students who choose to pursue the Graduate Certificate in Cultural Resource Management may come from a variety of backgrounds, including archeology, art, business, engineering, geography, history, interior design, natural resource management, public administration, and recreation and parks management. Finally, Dr. Good reported that this certificate program would attract three different kinds of students: 1) students not yet decided; 2) students who would like to compliment their Master's degree; 3) the professional student.

Questions and comments among graduate council members were addressed some of which were "Do courses allow other students from other colleges to take?" Dr. Good reported that it could serve as electives for geography, parks management, and textiles. Another inquiry was made as to the number of perspective students interest in this certificate program. Dr. Good has heard from thirty perspective students both

undergraduate and from private organizations who are interested in applying to the program. Dr. Good stressed that this is a way to reach out to the professional arena.

Dr Katherine Karraker moved that Council approve the program at its current level of activity. The motion seconded by Dr. Ron Balvers and approved.

**Professional Accountancy**  
**Dr. Peter Schaeffer/Dr. Gerald Pops**

Dr. Schaeffer presented the Professional Accountancy Program. The Committee attached an appendix which outlined their concerns. The Graduate Council felt that those concerns are concerns that the Graduate Council also would have. It was recommended the continuacy of the program with the Graduate Council and the committee concerns to be addressed.

Dr. Ron Balvers moved that the Council approve the program with the concerns addressed and clarified. The motion was seconded by Dr. Katherine Karraker and approved.

**Political Science**  
**Dr. David Pariser/Dr. Ann Oberhauser**

Dr. David Pariser presented the M.A. and Ph.D. in Political Science. He stated that this is a rigorous program that sets it apart from others. He stated that the Ph.D. degree programs in Political Science has been designated as a “program of excellence.” The M.A. program is nominated for the designation of “program of excellence.” In 2001, the department was ranked 8<sup>th</sup> nationally in research published by Ph.D. students. He stated that the department assesses student by a Master’s research project and examination, a doctoral dissertation and oral examination on the dissertation, and employment placing and tracking. Regarding the placement of M.A. program graduates, student completing the program have accepted positions as policy analysts at the U.S. Congress, several federal executive agencies numerous state legislatures, U.S. General Accounting Office and other research organizations such as the Urban Institute. Recommendation of the subcommittee was to continue program at the same level.

Comments among Graduate Council Members centered on the fact that enrollment goes up and down and the trend seems to be on falling graduates. The council also felt that part-time and full-time students were not addressed and that could account for falling numbers. Dr. Pariser stated that the reason that numbers seem to be going up and down was because the difficulty and rigorous nature of the program. The Council also stated that the status of 8<sup>th</sup> out of 24 departments should be documented with a source for this information perhaps a journal citing. It was also noted that the department had not asked for the status of “Program of Excellency.” It was also determined that

many of the statements in section VII about excellence should be in Section VIII pertaining to “Program of Excellency.”

The recommendation of the Council was that the subcommittee clarify if the department wants to be considered for a “Program of Excellency” and rewrite the program including a VIII. The Council will look at this program at next meeting. If they are to be a “Program of Excellency” then the Council will review it with the other programs that are seeking the status of “Program of Excellency.”

### **Chemistry**

#### **Dr. Pat Callery/Dr. Jimmy Mahaney**

Dr. Pat Callery presented the M.S./Ph.D. in Chemistry. He pointed out that was no similar program within a 50 mile radius of the University and Chemistry is not offered at any other university or college in the State of West Virginia. He stressed that the chemistry graduate program is integral to the teaching and research mission of the department. The department employs many teaching assistants that play a crucial role in teaching General (3,000 students) and Organic (900 students) Chemistry laboratory course.

After comments on enrollment figures and assessment the Council made recommendations to strike from the document the following sentence: “Of special note, nine of the M.S. graduates were part of the Kanawha Valley M.S. program.” The Council also recommended that the column listing graduates be deleted in the table titled Five-Year Trend Data on Enrollment and Degrees Awarded.

Dr. Ron Balvers made the motion to accept the program at the current level of activity. The motion was seconded by Ann Oberhauser and approved

### **Masters of Business Administration**

#### **Dr. Stephen Alway/Dr. Robyn Blakeman**

Dr. Stephen Always presented the Masters of Business Administration Program. He reported that the MBA program provides training for students coming from non-business backgrounds (typically full time students) and students with some business experience (typically part-time students who are employed in the business community) to obtain an MBA with an emphasis in Management and Technology or Health Services Management. The first format is full-time on-campus instruction and second format during evenings or weekends to working professionals at several sites throughout the region. She emphasized that this provides major contribution to the University’s statewide mission by providing graduation education to locations throughout the state.

Assessment is provided through the traditional methods that include regular examinations, papers, project reports etc. The learning outcomes are assessed via WebCT with assessment occurring at mid-semester and at the end of the semester.

After discussion among Council members it was recommended that in the section entitled Documentation of Continuing Need to change the word graduation to graduate and spelling out the abbreviations of EMBA and AACSB. Also in the section entitled Assessment Information Related to Expected Student Learning Outcomes sentence beginning with “The learning outcomes are assessed via WebCt . . . . to “The learning outcomes are obtained . . . . In the section entitled Plans to Improve the Quality and Productivity of the Program paragraph beginning with “The full-time program has suffered . . . to include a sentence that addresses part-time students.

Dr. Katherine Karraker made the motion to continue the program at the current level of activity with the above changes made to the document. The motion was seconded by Dr. Ron Balvers and approved.

**M.A. in Applied Social Research**  
**Dr. Dick Walls/Dr. Barbara Ludlow**

Dr. Dick Walls presented the M.A. in Applied Social Research program review. He stated that this was a viable program that enabled the graduates to be hired as research associates, survey researchers, data analysts, and college teachers or go into another masters program. He reported that the assessment plan considers student competencies in data collection strategies, data analysis strategies, applied report writing, client consultation skills, computer application skills, library/data management skills, presentations skills, public-policy evaluation skills, and social justice issues. He stated that there are demand for graduates from this program and that they have obtained information on all 25 graduates during the 1997-2002 review period. Dr. Walls believed that since their last review there were 79 M.A. students enrolled and 26 degrees were awarded for a completion rate of 33%. He also states that the number of graduates in 2000-01 were the highest it has been in the last five years.

The Council recommended that in the section entitled Plans to Improve the Quality and Productivity of the Program the number 62 enrollments be clarified. Also the Council would like clarification of the sentence, “The program has addressed the loss of faculty who were teaching required courses by finding other faculty plus hiring adjuncts on temporary appointments to provide the instruction. A suggestion was made to find out how and who are they finding to provide instruction. It was also recommended that the years 1996-97 being taken out and the years 2001-02 be added.

Dr. Pat Callery made the motion to continue the program at the present level of activity with changes made to the document. The motion was seconded by Dr. Ann Oberhauser and approved.

**M.A. in Geography**  
**Dr. Ron Balvers/Dr. Jack Hammersmith**

Dr. Ron Balvers presented the M.A. in Geography. He explained that the program's focus on the "new economic environment" reflects recent views of geography as a discipline crucial to economic and political restructuring in a global context. Most of the student's thesis research projects deal with issues in West Virginia or surrounding areas, thus improving understanding of economic development, planning, and natural resource problems in this region. An example of its strengthening through assessment measures was the formal addition of a project option as an alternative to the research thesis to provide a more meaningful capstone experience following input from graduates and employers. This assessment results revealed a broad-ranging satisfaction with the program. He noted that enrollment continues to be steady and that the program has a 100% placement rate of graduates. Dr. Balvers noted that the program's external funding exceeds the national trend which has been used to improve the resources available to graduate students.

The Council recommended that the document be revisited to include national documentation supporting them as a Program of Excellence. It was also recommended that in the document under Review Committee Recommendation and Rationale the last sentence to read that the improved resources available to graduate students read to the whole department.

Dr. Stitzel suggested that the Council hear this again with the other four programs that are under the "Program of Excellence."

The Council will revisit this at the March 13<sup>th</sup> meeting.

**Master of Legal Studies – MLS**  
**Dr. Brett Kenney/John Kilwein**

Dr. Brett Kenney presented the Master of Legal Studies program review. Dr. Kenney reported that this was a new degree since May of 1999; thus, this will be the first five-year review of this program. This program in 2001 received the "Award of Excellence" in Credit Program Development from the University Continuing Education Association. The program would like to be supported at least for an additional cycle and support a program coordinator to address program visibility, program organization, and student recruitment. The program is currently taught by adjunct in the Charleston area with John Gorman from Arts and Science as the on campus oversight. The program follows the standard entrance requirements set by the university guidelines for graduate programs. He notes that all part-time students are required to complete the capstone course. This program is flexible to let students progress at a pace life and work allows.

The Graduate Council recommended that this program continue at the current level of activity subject to a follow-up report by the beginning academic year 2004-05. The follow-up report would address the following four areas

1. The declining enrollment and low number of quality applicants

2. Plan for expansion of the program
3. Expand the applicant pool
4. Address admission requirements

The Council decided to revisit this program in the March 13<sup>th</sup> meeting for finalization.

### **Adjournment**