

TO: Members of the Graduate Council
FROM: Maureen Grasso, Dean
DATE: March 16, 2005

Graduate Council Meeting
Wednesday, March 23, 2005, 3:30 p.m.
Room 103 Conner Hall
(The Bylaws prohibit representation by proxy.)

AGENDA

1. Reading, correction and approval of minutes
February 16, 2005
2. Graduate Council Committee Reports and Action Items
 1. Administrative Committee
Committee Report (Sarah Blackwell, Chair)
 2. Admission and Retention Committee
Committee Report (Edwin Risler, Chair)
 3. Appointment and Reappointment Committee
Committee Report (Ruth Harris, Chair)
Discussion Item
 1. Proposed guidelines for removal of Graduate Faculty status (Appendix I)
 4. Curriculum Committee
Committee Report (Thiab Taha, Chair)
 5. Program Committee
Committee Report (Jerome Legge, Chair)
Action Items
 1. The committee recommends approval of a proposal to offer a non-thesis option for the Master of Science in exercise science (Appendix II).
 2. The committee recommends approval of a proposal to amend the Academic Affairs Policy Statement #5 to allow for the establishment of graduate areas of emphasis (Appendix III).
3. Old Business
Discuss the restructuring of the composition of the master's (thesis writing) advisory committee
Discuss the possibility of continuous enrollment of matriculated students seeking graduate degrees
Extended search for Associate Dean position
4. New Business
5. Information Items
Development initiative for the Graduate School

APPENDIX I

Removal of Graduate Faculty Status

Policy

A member of the Graduate Faculty of the University of Georgia may have their graduate faculty status removed before the end of their current appointment or reappointment period, provided that the Institution has complied with procedural due process requirements. Graduate faculty status may be removed when a faculty member fails to fulfill the responsibilities of a member of the Graduate Faculty to teach graduate students effectively, in a civil, professionally appropriate manner, to do scholarly research and creative work of high quality, and to direct the research of graduate students so that they progress toward graduation in a timely manner appropriate to the field. Failure to teach graduate students effectively and/or to direct the research of graduate students also includes, but is not limited to, abuse of power, intimidation and harassment, and violation of work place violence policies.

Graduate School criteria indicative of the ability to fulfill these responsibilities can be found in the Rationale section of the Graduate Faculty Procedures.

http://www.gradsch.uga.edu/For_Faculty/Graduate_Faculty_Procedures.html)

Procedures

1. When a graduate student or faculty member has a complaint about the performance or behavior of a member of faculty directly related to their responsibilities as a member of the Graduate Faculty the first course of action should be to try to resolve the complaint directly with the faculty member.
2. If the student/faculty member is unable to resolve the complaint with the member of graduate faculty then an oral or written complaint should be delivered to the Unit Head* and/or the Department Graduate Coordinator* .
3. The Unit Head and/or Graduate Coordinator must investigate the complaint and work with the student/faculty member making the complaint (complainant) and the member of Graduate Faculty to attempt to resolve the issue.
4. The Unit Head and/or Graduate Coordinator must provide a written summary to the complainant and to the graduate faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue. A copy of this letter will be placed in the personnel file of the Graduate Faculty member.

5. If the Unit Head and/or Graduate Coordinator are unable to resolve the issue then they must appoint a committee to investigate the complaint. The committee will consist of at least three members of the Graduate Faculty from the same department.

OR

If the complainant is not satisfied with the resolutions provided by the Unit Head and/or the Graduate Coordinator then they can make a written request to the Unit Head and/or Graduate Coordinator for the formation of a Departmental Committee to investigate the complaint. A committee consisting of at least three members of the Graduate Faculty must be appointed in response to this request.

6. The appointed committee must convene to review the complaint and to meet with all effected parties and provide a written assessment to the Unit Head and/or Graduate Coordinator with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the graduate faculty member against whom the complaint has been made and a copy will be placed in the personnel file of the Graduate Faculty member.

7. In response to the recommendation from the Committee the Unit Head and/or Graduate Coordinator may initiate procedures for re-evaluation of the graduate faculty status of the faculty member against whom the complaint has been made.

8. Departmental Graduate Faculty will review and vote on the graduate faculty status of the faculty member and shall follow Appointment and Reappointment procedures for recommendation to the Graduate Faculty (http://www.gradsch.uga.edu/For_Faculty/Graduate_Faculty_Procedures.html) including consideration of all documentation associated with the complaint.

9. The outcome of the faculty vote together with a letter from the Unit Head and/or Graduate Coordinator and all documentation associated with the complaint will be forwarded to the Dean of the Unit.

10. The Dean of the Unit will forward this information together with a letter of recommendation to the Dean of the Graduate School.

11. The Dean of the Graduate School will review the matter and render a final decision and notify all parties as to the resolution of the matter.

All investigations into complaints against Graduate Faculty must be dealt with expeditiously and normally there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote

by the departmental Graduate Faculty on the graduate faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to informally resolve the complaint, the Unit Head and/or Graduate Coordinator may extend the time for formal review of the complaint.

Both the faculty member and the complainant have the right to seek the advice of an attorney but attorneys are not authorized to participate in the dispute resolution process.

If the complaint results in a direct conflict of interest between the complainant and both the Unit Head and the Graduate Coordinator then the initial complaint should be made to the Graduate Dean.

Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes he or she has been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the Unit Head and/or Graduate Coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.

Proposal to Add a Non-thesis Option to the M.S. in Exercise Science

Department of Kinesiology

Submitted to: Dr. Maureen Grasso
Dean, Graduate School
514 Boyd GSRC
University of Georgia

Prepared by: Dr. Kirk Cureton
Interim Head, Department of Kinesiology
Ramsey Center
University of Georgia

Basic Information:

College: Education

Department: Kinesiology

Name of Proposed Program: Addition of a non-thesis option to the M.S. in exercise science

Starting Date: Fall, 2005

Program Description:

A non-thesis option is requested for the M.S. degree with a major in exercise science. This option would be elected by students who do not plan to complete a Ph.D. and who are pursuing allied health careers that do not involve research, such as in clinical exercise physiology or athletic training. The programs of study of students electing the thesis and non-thesis option would include most of the same types of science courses, except that those in the non-thesis option would not complete a thesis, would not be required to attend a research seminar and would not be required to take a course in statistics. In place of a thesis, students will be required to complete 12 additional semester hours of graduate course work. Students also will be required to pass a final oral and/or written exam administered by the major professor and two other faculty.

General and Department requirements for the M.S. with thesis option will not change and will include:

1. Completion of 24 semester hours of graduate course work exclusive of thesis credit, including a course in research methods, one course in statistics, at least 6

semester hours with a specialized focus in the area of research and at least 2 semester hours of research seminar in exercise science. Prior to graduation students must have completed at least one undergraduate or graduate course in at least 3 of the 4 specialization areas (biomechanics, exercise physiology, exercise physiology, measurement).

2. Completion of a thesis with at least 6 semester hours of credit in EXRS 7300.
3. Pass a final oral examination over the program of study.

Requirements for the M.S. with non-thesis options will include:

1. Completion of 36 semester hours of graduate course work, including a course in research methods, with other required and elective courses varying by area of emphasis. Prior to graduation students must have completed at least one undergraduate or graduate course in at least 3 of the 4 specialization areas (biomechanics, exercise physiology, exercise physiology, measurement).
2. Pass a final oral examination over the program of study.

Faculty Vote:

The graduate faculty of the Department of Kinesiology voted 12-0 in favor of establishing the non-thesis option for the M.S. with a major in Exercise Science.

Justification and Need for the Non-Thesis M.S. Option:

There are several reasons why a non-thesis M.S. option is justified and needed. (1) Not all master's students in Kinesiology desire or benefit sufficiently from completing a master's thesis to justify the requirement. There are students who do not go on to complete a Ph.D. and do not desire a career that involves research. Many pursue careers in adult fitness, cardiac rehabilitation, athletic training or other allied health fields. For these students, the experience a completing a research study for a thesis is not as valuable as additional course work that better prepares them for their chosen career. Thus, a non-thesis option is needed. (2) Because a non-thesis option for the M.A./M.S. has not been available in the College of Education, we have used the professional educational degree (M.Ed.) that did not require a thesis for students who desired careers that did not involve research. However, the M.Ed. is not appropriate for our students, who obtain positions in allied health fields (clinical exercise physiology, athletic training, etc.) rather than in teaching. Master's students in M.Ed. programs in exercise science have consistently indicated they would prefer the M.S. degree. The M.Ed. degree has been a problem for some of our graduates who apply for positions in hospitals and clinics, where a science degree reflective of their program of study is expected. In addition, offering the two master's degrees has been confusing for prospective students, who do not understand why there are

two degrees. The M.S. is the most appropriate degree for our students, all of whom pursue a science, research-based curriculum. (3) Offering an M.S. with thesis and non-thesis options will help us more-effectively compete for students with other kinesiology programs, especially those we consider our peers. Many of the best kinesiology programs in the country, including those with whom we directly compete for students, offer an M.S. in kinesiology or exercise science with thesis and nonthesis options, such as the University of Illinois, Indiana University, University of Iowa, Michigan State University, University of Florida, University of South Carolina, and University of Tennessee. For us to be competitive, it is important that we offer comparable options. (4) Finally, there is established precedent on campus for non-thesis M.A./M.S. degrees. There are non-thesis options for the M.A. in mathematics and the M.S. in statistics, and the Grady College is proposing a non-thesis option for the M.A.

Impact on Current Students:

There would be no adverse impact on current master's degree students in the Department. Students currently enrolled in M.Ed. degree programs would have the option of changing to the M.S. non-thesis option or completing the M.Ed. The programs of study would not change. We anticipate that if the program is approved for implementation in Fall, 2005, approximately 10 M.Ed. students will request to change from the M.Ed. to the M.S. non-thesis option. Future students will enroll in the M.S. non-thesis option instead of the M.Ed. If the non-thesis option for the M.S. is approved, the M.Ed. degree in exercise science will be terminated.

Financial Impact

No new courses, faculty, facilities or services will be required to implement a non-thesis option for the M.S. Thus, no new funds are required.

APPENDIX III

UNDERGRADUATE, PROFESSIONAL, AND GRADUATE AREAS OF EMPHASIS

Academic Affairs Policy Statement No. 5

1. References

Areas of Emphasis policy statement recommended by the University Curriculum Committee, June 1992; revised by the University Curriculum Committee, October 1994, January 1999, and April 2004.

2. General

The following implementing policy and guidelines have been developed by the Office of the Senior Vice President for Academic Affairs and Provost to assist academic units in developing and/or submitting for approval undergraduate, professional, and graduate areas of emphasis.

3. Objective

The objective in instituting areas of emphasis at the University of Georgia is to officially acknowledge the attainment by students of a fair measure of expertise and knowledge of a specific nature within the major field of study.

4. Policy

- a. The option to create an area of emphasis within a major and the formulation of requirements for the area of emphasis are curriculum decisions; therefore, they should originate from the faculty of the academic unit offering the major. Although graduate study by its very nature focuses on specialized areas of study, students may benefit from the formal recognition of specialized study that the official Area of Emphasis provides.
- b. The official designation shall be "area of emphasis."
- c. Only approved areas of emphasis will be included on the student's official transcript and appear in the bulletin. Only one area of emphasis may be assigned for each degree program for each student.

5. Requirements

a. Undergraduate Area of Emphasis:

An undergraduate area of emphasis is a specialty within a major. It requires 12 or more semester-credit hours of upper-division courses (numbered 3000 or above) acceptable for satisfaction of the major degree requirements.

b. Professional Program Area of Emphasis

A professional program area of emphasis is a specialty within a major. It requires 9 or more semester-credit hours of professional-level courses acceptable for satisfaction of the major degree requirements.

c. Graduate Area of Emphasis

Requirements for an area of emphasis within a graduate major will be established within the individual academic departments.

5. Process

a. Establishment of an area of emphasis should begin with the department or academic unit offering the major. After approval of the curriculum committee and dean of the appropriate school or college, proposals for Undergraduate and Professional Areas of Emphasis should be submitted to the University Curriculum Committee for review and approval. Proposals for Graduate Areas of Emphasis should be submitted to the Graduate School for consideration after approval by the appropriate dean and curriculum committee. After approval by the Graduate School, proposals for Graduate Areas of Emphasis should be submitted to the University Curriculum Committee. Approved areas of emphasis will then be forwarded to the Board of Regents for information only. Proposals for areas of emphasis should be submitted using the area of emphasis program form. (Attachment A)

b. When a proposed area of emphasis affects another school, college, or department (by, for example, listing a course offered by another unit), the proposal should be circulated to that unit for sign-off prior to submission to the University Curriculum Committee.

c. Undergraduate or professional students who wish to pursue an area of emphasis should consult with their major advisor. Upon agreement on the area of emphasis to be studied, the student's dean will make the appropriate update to the student data base. When the student's dean certifies the student for graduation, the registrar will add a notation to the

transcript indicating the area of emphasis. In those cases where the emphasis was not completed, the student's dean will delete the emphasis from the student data base prior to certifying completion of the major.

- d. Graduate students who wish to receive designation for an area of emphasis should consult with the graduate coordinator in the academic department. Upon agreement on the area of emphasis to be studied, the academic department will make the appropriate update to the student database. When the Graduate School certifies the student for graduation, the registrar will add a notation to the transcript indicating the area of emphasis.

6. Point of Contact

Academic units contemplating the development of an area of emphasis should consult with the Office of the Senior Vice President for Academic Affairs and Provost for information or assistance.

PROPOSAL FOR AREA OF EMPHASIS

School/College:

Department/Division:

Major:

If major has more than one area of emphasis, submit all areas of emphasis under one major together. A course may appear in more than one area of emphasis, but each area of emphasis should have a distinct focus.

Major Requirements: Attach a list of requirements for the major. Undergraduate programs may attach a copy of the major requirements from the online bulletin. Graduate programs may provide a list of general requirements for the major.

Area of Emphasis Title (as it will appear in the *Bulletin*):

Proposed starting date:

Area of Emphasis Description:

Include prefixes, numbers and titles of required courses, number of credit hours required; residency requirements (if any); and grade requirements (if any). Graduate Areas of Emphasis may refer to groups of courses if necessary.

Signatures:

Department Head

Department

Date

School/College Curriculum Committee Chair
Date

School/College

Dean of Graduate School
Date

University Curriculum Committee Chair

Date