



Southeastern Oklahoma State University

Graduate Council

September 25, 2017 at 3:00 pm, Administration 302, Durant Campus

In attendance: Dr. Jon Reid, Dr. Robert Stewart Mayers, Dr. C.W. Von Bergen, Dr. Crystal Moore, Dr. Bruce King, Dr. Teresa Golden, Dr. Kathy Boothe, Dr. Jerry Stout, Mr. Robert Howard, Dr. Linda Bressler, Dr. Jerri Walker, Dr. Stan Alluisi, Dr. Laura Atchley, Dr. Tim Boatmun, Ms. Dyanna Bowen, Ms. Demetra McBrayer.

I. Call to Order

Dr. Jerry Stout: With 12 members, quorum is met. The Graduate Council Chair, Dr. Jerry Stout, called the meeting to order at 3:01 pm, September 25, 2017.

II. Elect Chair of Graduate Council for FY1718

Dr. Jerry Stout: It's the beginning of the year and the first business of order are nominations for new chairs.

Dr. Stan Alluisi: I'd like to nominate you again as you did a fabulous job and Tim told me to.

Dr. Stewart Mayers: Congratulations, Jerry.

Dr. Stan Alluisi motions to approve the motion, and Dr. Stewart Mayers seconds the motion. With all in favor, the motion passes.

III. Review Minutes of Previous Meeting

Dr. Jerry Stout: What we talked about towards the end of last year was, as we did some online appeals, and we indicated we are going to record those online votes in the minutes.

Ms. Dyanna Bowen: I should be able to get them the first week of October.

Dr. Jerry Stout: We will have quite a few minutes the first week of October. Review those when you get them, and, if there are any mistakes, please contact the Graduate Office, if needed.

Ms. Dyanna Bowen: We have a grad school email (gradschool@se.edu), and we can both access those emails.

Dr. Jerry Stout: Again, if you see a mistake, email a response to gradschool@se.edu

Ms. Dyanna Bowen: We will send it out from there.

IV. Introduction of Graduate Council Membership

Dr. Jerry Stout: Introduction of Grad Council membership is the next item. So our council is somewhat larger than it has been. That comes from the policy review we had last year, specifying graduate council membership.

Dr. Tim Boatmun: I think... Bressler is relatively new. I know that Dr. Moore is new to this council, and Dr. Atchley is in Ardmore. If someone would like to introduce themselves, it would help.

Dr. Jerry Stout: The coordinator for the M. Ed Leadership and surveying the students in the field, which doesn't have anything to do with Graduate Council.

Dr. Teresa Golden: Dr. Golden, and I am the contact point for the M.T Biology program.

Dr. Kathleen Boothe: Everything Special Ed.

Dr. Crystal Moore: Instructional Technologies in Master of Education program and a teacher in EIL.

Dr. Laura Atchley: I'm everything EICD.

Dr. C.W. Von Bergen: I'm in the managing and marketing department at SE.

Dr. Linda Bressler: I teach accounting.

Mr. Robert Howard: Management instructor and MBA director.

Dr. Stewart Mayers: Professor and chair of the Ed and EIL and anything else anyone asks me to do

Dr. Bruce King: Director of NAL and teacher.

Dr. Stan Alluisi: Aerospace and mostly at Tinker.

Dr. Tim Boatmun: I'm the Dean of Graduate School.

Ms. Demetra McBrayer: I'm Demetra McBrayer, and I'm the Assistant Graduate Studies Coordinator.

V. Future Meetings Discussion

Dr. Jerry Stout: The next order of business is scheduling, and we have some people not here due to scheduling issues.

Ms. Dyanna Bowen: We have some who are teaching currently, and those individuals suggested Tuesday afternoon.

Dr. Kathleen Boothe: I teach until 3:30 on Tuesdays.

Ms. Dyanna Bowen: Could we do 3:30 and 3:45?

Dr. Stan Alluisi: I have class until 4.

Dr. Jeri Walker: That is our teacher meeting in department.

Dr. Tim Boatmun: So like, Doug Wood, who teaches Monday, Wednesday, and Thursday, we would like to have him involved, and we would like to find a way to get him here.

Dr. Crystal Moore: I am the faculty senate representative by the way.

Dr. Stan Alluisi: I'm the faculty senate representative as well.

Dr. Tim Boatmun: Who all are the Faculty Senate Representatives? Dr. Von, are you one?

Dr. C.W. Von Bergen: No.

Ms. Dyanna Bowen: Weger, Wood, and ... I would have to go back to look.

Dr. Tim Boatmun: Is everyone okay with Friday afternoons.

Dr. Teresa Golden: I teach from one to 3 on Fridays.

Dr. Tim Boatmun: We could take advantage of technology and complete Doodle poll regarding scheduling. We understand that, sometimes, we are not going to get everyone here.

Dr. Linda Bressler: We could alternate.

Dr. Tim Boatmun: What we are trying to do this day, if it is okay with Jerry, is to set more of a permanent date. These are the times that we meet, and before, we answered a lot via email and other technology. So, if we have two or more meeting dates.

VI. Enrollment Numbers

Dr. Jerry Stout: Enrollment numbers.

Dr. Tim Boatmun: President Burrage had set a target to meet 1000 graduate students. Last year, we worked on setting targets; realistic targets for each group. As of this morning, these are our numbers (in reference to presentation). As you can see, Aerospace is blowing the top off it. The difference is the difference between the actual, and there is the difference of the target, trying to map out progress. You can see Aerospace is up 20 percent. We needed to be at 105 and are 14 above that. MBA, as you have heard ad nauseum, blew the top off the target. We predicted 250, then 300, and we wound up at 396, which is skewing a lot of the rest of the numbers. NAL; one of the things we had last year were 34 graduates, which really sucks out the numbers. We had huge graduation numbers, but what we don't know is the whether there was a huge, pent-up demand and went from 0 to 80 in the semester. We have picked up 14 or 15 this semester, but it isn't hitting our semester. We were at 71, then 63. The way we did it was a little more cost-effective and did a better job there. One of the things that is different there is, I know the Graduate Council expressed concerns, that the NAL program had not identified faculty in the department. Some of you may know, we moved Bruce into Art, Communication, and Theater. They have hired Amy Gantt as well. Shannon, Bruce, and Amy have all taught since inception, and, now, they are all full-time within Art, Communication, and Theater. As you know ChoctawU is in ACT as well, and this leads to feeding students, removing the program from the NAI to Acad. Affairs. Sports Studies had good growth. Ed. Leadership, when we added all of the

academic track helped, but we are a little off-target. Music Ed. Is doing as it should. School Counseling is the big break out. It has gone from 11 to 31, which Jon Reid (and we have gotten emails) is the shout out for his responsiveness, getting back and talking with students. We did not expect that with School Counseling. We expected 5 in SpEd and doubled that. C&I: we were 10 or 15 and picked up 23. We couldn't be happier with our M. Ed launch. EICD: we expected 5 and 10 and are on track. Biology is on track.

I really couldn't be happier, and, if you have seen the press releases, we were up 300 students this year. It has, and your work and effort changed the narrative at the university; your work did that. Now, and it has been, Jon Reid went from, last year, transitioning with two faculty members down as well as IRB chair to this growth. We have some things that have happened that are exciting. Dr. Bressler, about 5 weeks ago, got OSHRE approval for Dr. Bressler and Dr. Richards to create the MBA emphasis in Accounting, starting in January. So, we are now, taking those applications. The OSHRE, just last week, approved the 4 new options in Sports Administration, so now we are live with their program launching. As of right now, for graduate programs, we are going to do options in NAL, but, once we do those (which passed RUSO recently and identified with the Nation to identify lucrative options), that's the last we have on the radar of program development. That will be the end of a pretty intensive two years of program development. That's where we are at with enrollment numbers.

VII. Graduate Appeal

A. STUDENT (Appeal for "F" to "W")

Dr. Jerry Stout: You have a graduate appeal on STUDENT and you have a copy of her letter and transcript. Dr. Reid, do you have any input?

Dr. Jon Reid: I completely support.

Dr. Jerry Stout: Any questions? Motion to grant or deny?

Dr. Stan Alluisi motions to accept the appeal and Dr. C.W. Von Bergen seconds the motion. With all in favor, the motion passes.

VIII. Program Modification and IX. Course Description Change

Dr. Jerry Stout: Next is program modification to drop comprehensive exams as a graduation requirement. The form on the second page. "The reason for the requested action." There are no course changes, and the way the program has been re-structured embeds the comp along the way.

Dr. Jeri Walker motions to approve. Dr. Jeri Walker seconds the motion. With all in favor, the motion passes.

Dr. Jerry Stout: Course description changes are next, and these are the ones on Sports Administration and MBA.

Ms. Dyanna Bowen: Robert would like to talk about them. I don't have them, and they are going to talk about what they are working on and, if everyone is okay, email voting about it.

Mr. Robert Howard: We were wanting to change Supervisory Management, and, if you all will remember, when we were starting these courses we attempted to grab everything we could to go forward. Supervisory Management was the closest that fit with Human Resources Management. A couple of months ago, Dr. Von was looking at certification programs or a course that may result in it, and he started discussing maybe changing one of the emphasis courses that would provide that. He came up with the idea which shows that that even the most unexpected of persons can come up with great ideas, but it was a great idea; and I think it opened up a new market to us. We need to get the courses changed, and, fortunately, the same teacher will teach both. We are going to keep offering Supervisory Management until we can get everything through. It is still available, but it is not going to be as strong of a course as the development and training course, and, I think, Dr. Von has everything concerning the course description together. We will have everything once Dr. Campbell is back and get the paperwork submitted.

Dr. Jerry Stout: You are changing MNGT 5443 to this new course.

Dr. Tim Boatmun: We are changing one course within the option, and I don't know it has to go to OSHRE.

Ms. Dyanna Bowen: That is a question for Jennifer.

Dr. Tim Boatmun: We are going to do an email vote and take it to Academic Council. I can't imagine that it does need to go. Instead of removing, we might add the new one. In 10 years from now, when Dr. Von teaches, do we have someone prepared to teach to the certification? If we don't, then having those two options would help us to have a backup. We say pick two and never offer Supervisory Management. That way, if we have someone qualified, it would be easier to substitute for Supervisory Management.

Dr. C.W. Von Bergen: I would agree.

Dr. Jerry Stout: Look for that coming out.

Ms. Dyanna Bowen: Kitty should be back Wednesday.

Dr. Jerry Stout: Could you send the minutes with that as well.

Dr. Jon Reid: What is the name of the new course?

Dr. C.W. Von Bergen: Training and Development, which will be offered in Spring 2018.

Dr. Tim Boatmun: It prepares them to sit for certification?

Dr. C.W. Von Bergen: We don't quite have a number yet for training and development. 5153 leads to certification.

Dr. Tim Boatmun: We will need to work with all things marketing to make sure we are maximizing the word on that, so I will probably be getting with you in early January to decide on marketing that.

Dr. Jerry Stout: You have some course modifications there.

Ms. Dyanna Bowen: There should be 3 of those for KIN.

Dr. Jerry Stout: The third page down is changing Contemporary Issues' description.

Ms. Dyanna Bowen: Yeah. That was a description change.

Dr. Jerry Stout: Any questions on those? Alright none. Are there any motions to move these together?

Dr. Stan Alluisi moves to approve the program modifications en masse, and Dr. Jeri Walker seconds the motion. With all in favor, the motion carries.

X. Graduate Faculty Approval Process

Dr. Jerry Stout: Graduate faculty approval.

Dr. Tim Boatmun: We've been kicking this around for two years. There has been a general consensus amongst the Council in approving the faculty for, for example, AACSB and CAEP knows what are required. Why are we going back and looking has been the question. Last year, we kicked around, and this is purely a thought. Dyanna and I met with Jerry to ask what he thought. What we looked at was, if a faculty member was tenured, full-time, terminally degreed, potential gaps in academic publishing would be caught. If they do not meet those aforementioned descriptors, they are still doing faculty development plans if they are not on track. The master degree in field, like Robert, at that point we would want the equivalent experience form we already use. The coordinator and the faculty would complete this form. The master degree out of field should, obviously, be used sparingly, but, as Stan has pointed out, they can be necessary. We would not need to do that every year or every three years. If someone loses their terminal degree, we have a bigger problem. For the adjuncts with terminal degree in-field, does the graduate council need to collect their resume and send it out for approval? If their coordinator thinks so, we could go with it. Those with a terminal out-of-field, we need to review. The people that are with master degree with experience, we need an option to say, "They've not lost their years of experience."

Dr. Stan Alluisi: Essentially, I would copy the form and change the date.

Dr. Tim Boatmun: HLC asks for it every year. You could do that for master degree teaching bachelor, but if they are teaching on grade or above, they are required to do it every year. They are saying, in Chicago, to be one degree above and match your CIP codes. If you are teaching English, you are needing to teaching one degree above, and it better be in English. Dr. Von is needing submit everything in 3 years to get verification they are qualified to teach.

Ms. Dyanna Bowen: The other thought was, if the program coordinator and chair agree this person is qualified, why would the Graduate Council go against it?

Dr. Tim Boatmun: That was the general consensus last time.

Dr. Crystal Moore: If it were a specific content area, such as Aerospace, I would not feel comfortable judging their experience.

Dr. Tim Boatmun: I believe 80% of our faculty fit this tenured or on-track demographic. Part of the thing is that we are receiving things in August, and are we going to pull someone from teaching a class? If this works, we can use this as our new process to qualify our faculty. I don't know if I have to take this to Academic Council.

Dr. Jerry Stout: The policy says the Graduate Council will approve, so I think it is a procedure change, not policy. It doesn't say how we will approve them, then, if we say this is the method we are employing, we would be able to change our processes.

Dr. Jerry Stout: If it doesn't say equivalent experience. For the part-time, we need it annually. For the full-time, we would not. Then, on the first one, do we need to include the experience?

Ms. Dyanna Bowen: No, as they are teaching one above. With the part-time, they will need to be done annually.

Dr. Jeri Stout: Where do we get the form?

Ms. Dyanna Bowen: You can get that online by typing in "Equivalent Experience."

Dr. Jerry Stout: Any questions on this?

Dr. Tim Boatmun: I would like the Graduate Council to vote on these procedures.

Dr. Crystal Moore: I have one picky thing. I believe HLC requires we need to re-submit our CVs every year for full-time faculty.

Dr. Tim Boatmun: If they have to be submitted every year, they are in Academic Affairs, and we have access to them. Graduate Office is under Academic Affairs, and, therefore, they are considered submitted.

Dr. Jerry Stout: Motion to approve this as our new process for Graduate Council?

Dr. Stan Alluisi moves to approve the motion, and Dr. Teresa Golden seconds the motion. With all in favor, the motion passes.

XI. Graduate Honors

Dr. Tim Boatmun: Dr. Clark can squish this if he so chooses. Graduate Honors, for those of you who are new, this December will be our first time having Honors distinctions for graduates; it is a 4.0. If you have one, on your diploma it will say, "With Honors," and it will be indicated in the program.

Dr. Stan Alluisi: Only one flavor?

Dr. Tim Boatmun: Only one: "with" or "without". It was only 30 or so last time out of not many. We've had a number of students asking, and we had never done it before. Because it passed in April, Kristie didn't have time to get everything ready to implement it. If they want to go buy cords, they can.

Dr. Jerry Stout: If the bookstore can coordinate cords, then they can go buy it.

XII. New Business

Dr. Jerry Stout: Is there any new business?

Dr. Tim Boatmun: Docubase.

Ms. Dyanna Bowen: For the program coordinators specifically, we decided to test-run this with the MBA program initially. The university is using this to house all records for the Registrar's Office at this time and has for the past 2 years. Graduate Office and Academic Affairs, and I'm not sure of Financial Aid, are using it. You would access to their entire academic record at any time rather than us emailing it. It will show any document. You won't have to search your emails for students. The only one using it currently is the MBA. With the volume, if they can handle it and like it, it may be beneficial to all. It is through browser. I do have to contact Leigh at Docubase to create usernames and passwords.

Dr. Kathleen Boothe: Will you still notify us?

Ms. Dyanna Bowen: What we have been doing is, when we email the student they have been accepted, we have been blind copying the MBA on the acceptance letter as their notification. There are a number of ways to look it up: student IDs, their name, etc... You can search through various names.

Dr. Tim Boatmun: It takes a while for them physically to get through Registrar's Office, but this makes them instantly available.

Dr. Tim Boatmun: So, I guess, with where we are at, we are going to set up everyone.

Dr. Stan Alluisi: Could you do over the phone or via skype? I'm thinking about with Lori and Rhonda.

Ms. Dyanna Bowen: It took, with Robert and everyone, about 30 minutes.

Dr. Bruce King: What about Financial Aid? Do they have access?

Dr. Tim Boatmun: If you see a student needing a degree plan, you can call FA and say, it is on Docubase.

Ms. Dyanna Bowen: Something new we are doing is with suspension, appeals results, letters of approval or denial, are being put in there.

Dr. Crystal Moore: Will the individual faculty have it?

Ms. Dyanna Bowen: From my understanding, Kristie said it would only be a select few at first and go out from there.

Dr. Tim Boatmun: I believe that we have 25 seats who can be on at one time.

Dr. Stan Alluisi: How long are these available?

Ms. Dyanna Bowen: As far as we know.

Dr. Crystal Moore: Everyone can have account, but only 25 can log on at a time?

Dr. Tim Boatmun: I believe so. I think that is why they were saying coordinators are advising, we would like to have access. Are we going to do a graduation reception this time?

Ms. Dyanna Bowen: That was Christala.

Dr. Tim Boatmun: Christala did one for the MBA graduates, and AP paid for it between the two ceremonies. I kind of like it because, between the two ceremonies, because the faculty members and the students walk together to and from graduation. We did it in between, so, if you are new, it was easier. I talked with Jones about doing one during a weekend classes and have those students here down the weekend before graduation to encourage them to commencement. We will look at that, and, if you guys think it is a great idea, we can pursue it.

Dr. Jerry Stout: They used to do one between the ceremonies for the students.

Dr. Jon Reid: Is AP going to pay?

Dr. Tim Boatmun: I can ask. Last year was 300. We won't have a lot of them in December, so we may wait until May and think about it.

XIII. Old Business

There was no old business.

XIV. Adjournment

With no remaining business, Dr. Jerry Stout adjourned at 3:57 pm on September 25, 2017.