

Graduate Council Meeting August 4, 2010/Minutes

Call to Order: The meeting was called to order at 3:04 p.m. by Dr. Donzell Lee. Other members in attendance were Dr. Dovi Alipoe, Dr. Vivek Bhargava, Dr. Meg Brown, Dr. Malinda Butler, Dr. Karen Cathy, Dr. Robert Carr, Jr., Dr. Babu P. Patlolla, Ms. Lula Russell, Dr. Alvin T. Simpson, and Dr. Robert C. Sizemore.

Dr. Donzell Lee provided the following SACS Update:

- The writing committee has written standards. The deadline for the standards to be online is September 10, 2010.
- The off-campus process will be complete during the first week in November. The report will be reviewed by a group of readers.
- ASU will have an opportunity to respond to the focused report. The focused report and the off-site report will be forwarded to the on-site team. The on-site team will be visiting us in March 2011.

Assessment - Dr. Malinda Butler announced that Institutional Effectiveness plans and reports will be posted using university format. Each Institutional Effectiveness plan should show results and evidence.

Alcorn State University Substantive Change Policy - Dr. Lee discussed the Substantive Change policy. All institutional programs changes must be made using the substantive change form. The approval process must be approved by department chairpersons, deans, and SACS.

Recommendations for Graduate Faculty - Dr. Dovi Alipoe presented Graduate Faculty Membership for Dr. Ava Joseph and Dr. LaShunda Anderson. Graduate Council members reviewed the applications for Graduate Faculty Membership. After the discussion, the council voted and approved the following memberships: Ava Joseph and LaShunda Anderson as Associate members of graduate faculty for Department of Agriculture.

A graduate faculty appointment is good for five years once approved. Graduate faculty who have never applied for graduate faculty membership or faculty who are up for renewal appointment should apply by completing the Graduate Faculty Membership application.

Lula Russell gave updates on Commencement 2010

- Informed the council that all degrees have been mailed except the Workforce Education Leadership. The reason that WEL degrees have not been mailed is because of the Consortium Agreement with Mississippi State University. The University had to outsource because of two universities seals and lack of funds.
- Prior to commencement, several students failed courses during the spring semester 2010. Those students failing classes during the last semester of enrollment must be informed by their department chair or advisor that they will not graduate. If a student receives a failing grade and the grade is not turned in prior to the final Commencement program, the student may participate in Commencement; however, the degree will not be conferred.

Report on Enrollment - Mrs. Lula Russell passed out the School of Graduate Studies enrollment report for 2010 fall semester. The report displayed the current enrollment for each graduate program. Report showed significant increase in some programs and modest increase in other programs.

Policies and Procedures Issues

- Admission Procedures on students – The School of Graduate Studies is asking each department chair to verify the graduate requirement information for standardized tests and submit necessary corrections to our office.
- Second Degree Core Courses in Education – What is the time limit for using the core courses? The second degree core courses in Education will be an action item for a future Graduate Council meeting.
- Thesis – The thesis manual will be updated by the School of Graduate Studies.

Catalog Updates – Mrs. Lula Russell informed the council that the School of Graduate Studies will update a separate catalog for graduate students. The deadline to submit changes for the 2010 – 2012 ASU Graduate catalog is August 6, 2010.

GRE Ad hoc Committee Report - The committee was not ready to report. The committee will be contacted by School of Graduate Studies to report at a future Graduate Council meeting.

Departmental Presentations

Guidance Education - Dr. Karen Cathey discussed proposed changes for the Guidance Education program. Some of the changes are listed below:

- Change program's name
- Revised new program form to add new courses
- Complete a student handbook for program
- Revise ASU catalog and Education website

School of Education and Psychology must submit Guidance Education changes to curriculum committee. Once the changes are approved by the committee, the department should make a presentation before the Graduate Council and ask for a motion of acceptance.

MBA Program – Dr. Vivek Bhargava passed out a proposed formula for MBA Program. The purpose of the formula is to allow students with a high GPA and low GMAT score or high GMAT scores and low GPA to be admitted to MBA program. See the following formula: $GPA * 200 + GMAT = 1000$ **OR** $GPA > 2.75$ and $GMAT = 350$ and $GPA * 200 + GMAT = 950$

Meeting adjourned by Dr. Donzell Lee at 5:15 p.m.

ALCORN STATE UNIVERSITY SUBSTANTIVE CHANGE POLICY

Alcorn State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor's, Master's, and Specialist in Education degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alcorn State University.

As a standard of accreditation the University must notify the Commission on Colleges of substantive changes before they occur. The purpose of this policy is to establish institutional procedures for recognizing and approving substantive change and ensuring timely notification to the Commission on Colleges.

Substantive change is defined as a *significant modification or expansion in the nature and scope of an accredited institution*. The types of substantive change and the procedures for addressing them are found in the Commission on Colleges' substantive change policy document and its substantive changes website at www.sacscoc.org/SubstantiveChange.asp.

Institutional changes are likely to evolve from an organizational level approach such as (1) Program/Course Level, (2) School/College/Departmental Level, and (3) Institutional Level.

If a department or school at Alcorn State University is contemplating changes at the **Program/Course Level** that would:

- (a) expand significantly a current degree program;
- (b) add courses or programs that would represent a significant departure, either in content or method of delivery, from those offered currently;
- (c) initiate programs or courses offered through a contractual agreement or consortium;
- (d) change significantly the length of a program;
- (e) initiate degree completion programs; or
- (f) initiate programs at any degree level;

then the University may have to obtain approval or at least notify the Commission on Colleges before the change can be implemented.

If a department or school is contemplating changes at the **School/College/Department Level** that would result in:

- (a) initiating an off-campus site;
- (b) initiating distance learning; or
- (c) adding significant changes in existing technology-based delivery systems in distance learning;

then the University may have to obtain approval or at least notify the Commission on Colleges before the change can be implemented.

Finally, if the University is contemplating one of the following **Institutional Level** changes:

- (a) initiating a branch campus;
- (b) initiating a merger/consolidation;
- (c) initiating any change in the established mission of the institution;
- (d) relocating a main campus;

- (e) initiating any change of legal status, governance, form of control, or ownership of the institution; or
- (f) closing an institution/program and initiating teach-out agreements;

then the University may have to obtain approval or at least notify SACS-COC before the change can be implemented.

Vice Presidents, Associate and Assistant Vice Presidents, Deans, Associate and Assistant Deans, Directors and Department Chairs have the fundamental responsibility to be generally aware of the substantive change policy, inform the University's Accreditation Liaison at the earliest point possible of proposals that may be considered a substantive change for the University, and provide the Accreditation Liaison with any data, information, or prospectus necessary to comply with Commissions on Colleges' policy when requested. (Appendix B provides detailed information on the types of substantive changes and notification regulations.)

The established institutional approval process must be followed prior to submitting substantive change reports to the Commission on Colleges. In order to facilitate and document the internal review process, the Substantive Change Checklist (Appendix A) must be completed in the originating department. The institutional approval process must be completed sufficiently early so that the Commission on Colleges' reporting requirements are met.

The initiator in the originating department must submit the completed checklist to the Accreditation Liaison to determine if the change is considered a substantive change. A determination whether or not the change is substantive is returned to the initiator. Upon receipt of that determination, the initiator proceeds to collect all required data supporting the change and submits the request for change to all appropriate University committees and officers for approval. Upon obtaining all approvals, the initiator submits the formal request and evidence of approvals to the appropriate Vice President for final action. Upon receipt, the Vice President will notify the Accreditation Liaison of internal approval and the need to submit the appropriate communication to the Commission on Colleges.

After all internal approvals have been obtained, the Liaison will prepare the President's "Notification Letter" for approval. In addition to the "Notification Letter," a "Substantive Change Prospectus" may also be required. (SACS-COC requires use of their Substantive Change Prospectus Template (www.sacscoc.org - Substantive Changes) .

As a proactive measure, the University Accreditation Liaison will conduct a quarterly "scan" of units to determine if any actions being contemplated might qualify as substantive changes.

OFFICIAL NOTIFICATION OF APPROVAL FROM SACS-COC IS REQUIRED PRIOR TO THE IMPLEMENTATION OF ANY PROGRAM.

APPENDIX A

SUBSTANTIVE CHANGE CHECKLIST

INTRODUCTION

Substantive change is a federal term pertaining to any “significant modification of the nature and scope of an accredited institution.” Colleges and Universities must notify their accrediting body of potential or actual substantive change in a timely fashion and in many cases must receive approval for such change from the accrediting body before the initiative is implemented.

Alcorn State University’s regional accrediting body, the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), is required by the federal government to monitor its constituents’ compliance with the substantive change policy and to grant permission for major changes to occur. In order to ensure our compliance, all proposers of new programs, degrees, and other major initiatives should review the substantive change policy on the ASU website. In addition, anyone proposing a curriculum or instructional delivery change must fill out this checklist and submit it to the Alcorn State University Liaison to SACS for consideration and approval before proceeding with the change.

The following are the steps required to execute the Checklist.

1. The Checklist is initiated in the unit desiring to make the change.
2. The Initiator forwards the Checklist to the Accreditation Liaison for a determination whether or not the change is substantive.
3. The Accreditation Liaison makes the determination regarding substantive change and returns the form to the Initiator and logs in a notice of a possible substantive change.
4. The Accreditation Liaison notifies the appropriate Vice President of the possible substantive change.
5. The Vice President notifies the Accreditation Liaison if the proposal for change has passed all appropriate approval entities.
6. Upon notification of receipt by the Vice President, the Accreditation Liaison drafts the appropriate communication to SACS-COC.

Please feel free to call the Accreditation Liaison with any questions (601) 877-4709.

CHECKLIST

This initiative...

	YES	NO
Initiates coursework or programs at a more advanced level than currently approved.	<input type="checkbox"/>	<input type="checkbox"/>
Expands a current degree level (significant departure from current programs)	<input type="checkbox"/>	<input type="checkbox"/>
Are a number of new faculty required	<input type="checkbox"/>	<input type="checkbox"/>
Are > 25% of the courses new?	<input type="checkbox"/>	<input type="checkbox"/>
Are > 50% of the courses new?	<input type="checkbox"/>	<input type="checkbox"/>
Are new library or other learning resources required	<input type="checkbox"/>	<input type="checkbox"/>

- Initiates branch campus.
- Initiates off-campus sites where students can obtain 50% or more credits toward a program.
- Allows students to obtain 25-49% of program credit.
- Adds a significantly different program at an approved site
- Initiates distance learning offering 50% or more of a program.
- Offers 25-49% of a program by distance learning.
- Initiates programs/courses offered through contractual agreement or consortium.
- Changes the number of credit hours awarded for successful completion of a program.
- Initiates a merger/consolidation.
- Changes governance, ownership, control or legal status of a college program or property.
- Alters significantly the length of a program.
- Closes an institution/program; initiates teach-out agreements.

Thank you for your attention to this checklist, and for helping to ensure Alcorn State University's compliance with SACS-COC regulations.

Proposed Program _____

Department _____

School _____

Point-of-Contact _____

Date _____

APPENDIX B

Types of Substantive Changes*

The Commission on Colleges defines three procedures for addressing the different types of substantive changes:

1. Procedure One for the Review of Substantive Changes Requiring *Notification and Approval Prior to Implementation*
2. Procedure Two for the Review of Substantive Changes Requiring *Only Notification Prior to Implementation*
3. Procedure Three for the Review and Approval of *Consolidations/Mergers*

Reporting the Various Types of Substantive Change

The different types of substantive change, the specific procedure to be used for each, their respective approval/notification requirements, and their reporting time lines are included in the table that follows. Please refer to the appropriate procedure for details regarding reporting.

* This information, including the following chart, is taken from the Southern Association of Colleges and Schools Commission on Colleges' "Substantive Change For Accredited Institutions of the Commission on Colleges" policy statement.

Types of Change	Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation
Initiating coursework or programs at a more advanced level than currently approved	1	Yes	12 months	Yes	Application for Level Change Due dates: April 15 or October 1
Expanding at current degree level (<i>significant departure from current programs</i>) ¹	1	Yes	6 months	Yes	Prospectus
Initiating a branch campus (see definition of "branch campus" on p. 5)	1	Yes	6 months	Yes	Prospectus
Initiating joint degrees with another institution	1	Yes	6 months	Yes	Prospectus
Initiating a certificate program... (typically for workforce development)					
...using existing approved courses	NA	NA	NA	NA	None
...at a new off-campus site (previously approved program)	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
...that is a significant departure from previously approved programs ¹	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
Initiating off-campus sites (including Early College High School programs offered at the high school) ...					
...Student can obtain 50 percent or more credits toward program	1	Yes	6 months	Yes	Prospectus Letter
...Student can obtain 25-49 percent of credit	2	Yes	Prior to implementation	No	of notification none
...Student can obtain 24 percent or less	NA	NA	NA	NA	
Expanding program offerings at previously approved off-campus sites					
...Adding programs that are significantly different from current programs	2	Yes	Prior to implementation	No	Letter of notification
...Adding programs that are NOT significantly different from current programs	NA	NA	NA	NA	NA
Altering significantly the educational mission of the institution ²	1	Yes	6 months	Yes	Prospectus

Initiating distance learning...					
...Offering 50 percent or more of a program (Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs) ¹	1	Yes	6 months	Yes	Prospectu s
...Offering 25-49 percent	2	Yes	Prior to implementation	No	Letter of notification
...Offering 24 percent or less	NA	NA	NA	NA	Letter of notification
Initiating programs/courses offered through contractual agreement or consortium	2	Yes	Prior to implementation	No	Letter of notification and copy of signed
Initiating a merger/consolidation with another institution	3	Yes	6 months	Yes	Prospectu s Due dates: April
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Relocating an off-campus instructional site	2	Yes	Prior to implementation	No	Letter of notification
Changing governance, ownership, control, or legal status of an institution	1	Yes	6 months	Yes	Prospectus
Changing from clock hours to credit hours	1	Yes	6 months	Yes	Prospectus
Altering significantly the length of a program ³	1	Yes	6 months	Yes	Prospectus
Initiating degree completion programs	1	Yes	6 months	Yes	Prospectus
Closing an institution or program: (see Commission policy " Closing a Program or Institution ")					
...closing a program with internal teach-out protocol	2	Yes	Prior to implementation		Description of plan
... closing a program with a teach-out agreement with another institution	2	Yes	Prior to implementation		Copy of teach out agreement
...closing an institution	2	Yes	Prior to implementation		

¹ a significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum. To determine if a new program is a "significant departure", it is helpful to ask if the new program requires

- Numbers of new faculty?
- Many new courses?
- New library or other learning resources?
- New equipment or facilities?
- A new resource base?

² significant changes in mission are those that lead to a fundamental shift in the nature of the institution, such as an institution that had offered only professional programs deciding to add general education offerings, or a technical college transforming itself into a comprehensive community college.

³ significant changes in program length are those with noticeable impact on the program's completion time (e.g., increasing a baccalaureate degree from 124 hours to 150 hours).

**Chart taken from SACS' Policy Statement on Substantive Change dated January 2009*

From: Bhargava, Vivek

Sent: Tuesday, July 27, 2010 11:53 AM

To: Russell, Lula; Lee, Donzell

Subject: RE: Graduate Council Meeting/ MBA ADMISSIONS

Importance: High

Dear Dr. Lee:

With very little time left for Fall, we would like to incorporate the following formula

$GPA * 200 + GMAT = 1000$

OR

$GPA > 2.75$ and

$GMAT \geq 350$ and

$GPA * 200 + GMAT = 950$

Can we use this for Fall 2010. The graduate faculty at school of business has approved this. Will help students with very high GPA and low GMAT or very high GMAT and low GPA. Please advise.

Vivek Bhargava, Ph.D., CFA

Interim Dean, School of Business, &
Director, Graduate Business Programs

Alcorn State University

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Fax (601) 304-4350

Alcorn State University

Graduate Council Meeting

August 4, 2010

Agenda

Greeting, Introductions, and Opening Remarks	Dr. Donzell Lee
SACS Update	Dr. Donzell Lee
Assessment	Dr. Malinda Butler
Recommendations for Graduate Faculty	Department Chairpersons
Report on 2010 Graduates	Mrs. Lula Russell
Report on Enrollment	Mrs. Lula Russell
Policies and Procedures Issues	Mrs. Lula Russell
<ul style="list-style-type: none">• Admission Procedures• Second Degree• Thesis	
Catalog Updates	Mrs. Lula Russell
<i>Ad hoc</i> Committee Reports	
Departmental Presentations	
Guidance Education	
MBA Program	