

# Alcorn State University

## GRADUATE COUNCIL

Minutes of Meeting Held Wednesday, November 11, 2015

The Graduate Council met on Wednesday, November 11, 2015, in the School of Education and Psychology Inner Conference Room in the Walter Washington Administration Building. Dr. Martha Ravola presided.

*Present:* Dr. Kwabena Agyepong, Dr. Janelle Baker, Dr. Sandra Barnes, Dr. Malinda Butler, Dr. Daniel Collins, Dr. Akash Dania, Dr. Rebecca Fairchild, Dr. John Igwebuikwe (Conference Call), Dr. Lawrence Konecky, Dr. Ivory Lyles, Dr. Keith McGee, Ms. Julia Odom, Dr. Babu Patlolla, Dr. Blanche Sanders, Dr. Cynthia Scurria, Dr. Debra Spring, Dr. Johnny Thomas, Dr. Voletta Williams, Dr. Helen Wyatt, Dr. Ping Zhang.

*Absent:* Dr. Robert Carr, Dr. Chris Gilmer, Dr. Latoya Hart, Dr. Dickson Idusuyi, and Mr. Jimmy Smith.

*Alternate Reps in Attendance:* Mr. Billy Foster (Mrs. Dyann Moses), Dr. Rebecca Fairchild, Ms. Destini Jones

**Call to Order:** Dr. Martha Ravola called the meeting to order at 3:07 p.m. Dr. Ravola welcomed council members in attendance and introduced her role as the administrator for Graduate School.

### APPROVAL OF MINUTES

On a motion by Council Member Dr. Janelle Baker and seconded by Council Member Dr. Ivory Lyles, the Graduate Council voted to approve the Minutes of the Graduate Council held on August 17, 2015 with the following amendments.

*Amendment of name of accrediting body for School of Nursing. Minutes on Course Revisions to read:*

*Department of Graduate Nursing – Dr. Spring gave rationale for changes in course offerings. Several courses have been renumbered and sequenced in the revamping process to meet accreditation recommendations by the Accreditation Commission for Education in Nursing (ACEN).*

### REGULAR MEETING AGENDA

The Agenda was adopted with one new item added for Graduate Faculty Membership for Dr. Freda Lawrence.

## CURRICULUM

### Program Revisions

**All Non-Thesis Academic Tracks** – The Non-Thesis Option of non-binding of the research project was approved by the council. A copy of each student’s research project will be submitted to the Graduate Studies Office to be added to the archives.

**School of Business** – Dr. Akash Dania gave an update on the Master of Business Administration to inform the council of the renaming structure. The School of Business Graduate Programs has one degree offering, Master of Business Administration with three Concentrations: General Business, Gaming Management, and Hospitality Management.

**Department of Health and Physical Education** – The proposal to extend exit requirements for the Athletic Administration and Coaching Program (Non-Teaching) was approved to require students to take a Competency Exam to meet graduation requirements.

## GRADUATE FACULTY

- a) Graduate Faculty – Listed below are names of applicants who applied for graduate faculty membership and were approved by Graduate Council members:

### School of AREAS

#### Agriculture Department

Dr. LaShunda Anderson Hodges .....Assistant Professor, Reappointment, ASU Associate Member

Dr. Andra Johnson ..... Associate Professor, New Appointment, ASU Full Member

Dr. Avis Joseph..... Assistant Professor, Reappointment, ASU Full Member

#### Advanced Technology

Dr. Freda Lawrence .....Assistant Professor, New Appointment, ASU Professional Affiliate

### School of Arts and Sciences

#### Mathematics and Computer Science

Dr. Yong Wang.....Assistant Professor, New Appointment, ASU Associate Member

### School of Education and Psychology

#### Education and Psychology

Dr. Lakitta Johnson.....Adjunct, New Appointment, ASU Professional Affiliate

Dr. Felicia McGowan..... Assistant Professor, Reappointment, ASU Associate Member

Dr. LaShawn Thompson .....Assistant Professor, New Appointment, ASU Associate Member

## **UNFINISHED BUSINESS AND GENERAL ORDERS**

- a) **Graduate Appeals Committee** – Dr. Ravola shared an update with the council on the charge of this committee and the meeting schedule. The Appeals Committee will meet monthly to review appeals at Level 1 Graduate Studies and make decisions based on this review.
- b) **Non-Thesis Project** – Dr. Ravola posed the question to council members to consider standard binding of the non-thesis research project. It was the consensus of council members to use spiral binding. All signatures on the Signature Page should be in black ink. Much discussion followed regarding the format and process for the non-thesis. This matter was tabled for further discussion at the next meeting to allow departments to discuss further to offer suggestions.

## **NEW BUSINESS**

- a) **Faculty Eligibility to Teach Graduate Courses** – A review of the process for appointment of graduate faculty was shared with the council by Dr. Martha Ravola. Council Members were reminded before a faculty member can teach graduate level courses, the approval must be given by the council through application before the faculty teaches the first day of class. Each semester prior to the start of the semester the Graduate Class Schedule is reviewed to ensure departments are in compliance. Memberships are verified and departments in non-compliance are notified to submit the appropriate application for approval by the Graduate Council.
- b) **Graduate Council Sub-Committees** – Discussion was held on the need to develop a Policy Committee. The charge for this committee will be to review existing policies and make policy revisions for consideration of the council to improve business operations of the Graduate School. Departments were asked to submit recommendations of faculty to serve on this committee by November 18<sup>th</sup>.
- c) **Policy Governing Students Taking Classes Outside-** Item to be discussed at next council meeting.
- d) **Thesis Manual Guidelines** – The Thesis Manual has been reformatted to make it user-friendly. A digital draft will be sent to council members no later than November 13<sup>th</sup> for comment no later than November 20<sup>th</sup>. Following, the final document will be posted to the website.

## **GOOD OF THE ORDER**

Dr. Akash Dania shared the MBA program has been restructured as of summer 2015 to meet Institutions of Higher Learning (IHL) requirements. The degree program offers three Concentrations: General Business, Gaming Management and Hospitality Management.

## ANNOUNCEMENTS

- a) Graduate Council Meeting Calendar – Next scheduled meeting is February 3, 2016.
- b) Distance Learning Policy - The University Distance Learning Policy was shared to document compliance with Homeland Security Requirements. The policy is located on the website.
- c) HOBSONS Graduate Student Interest Page – This is a recruitment tool that will be available on the Graduate Studies website. Prospective students will be able to complete this interest form and follow-up will be executed to provide them with program of interest information.
- d) Graduation Online Application Going Live Spring 2016 – The manual application process to apply to graduate will be converted to an electronic format spring 2016. More information regarding this process will be provided to departments once this process is LIVE.
- e) Dr. Janelle Baker stated students are experiencing problems with access to resources such as EPHOST. Dr. Blanche Sanders shared students must apply for barcode and asked that students send email to library with their information to be included in the system. The barcode will then be emailed to the student. Send requests to [lutisha@alcorn.edu](mailto:lutisha@alcorn.edu).

Adjournment - Meeting adjourned at 3:51 p.m.