

## **Graduate Council Annual Report to Faculty Senate for 2011-2012**

### **[1] Mission and Purposes**

The Graduate School supports the vision, mission, and core values of the University of Central Arkansas. In doing so, the Graduate School

- Promotes intellectual excellence at the advanced levels of academic learning,
- Serves multiple communities through professional and training activities,
- Recruits and retains a highly qualified and diverse graduate student body, and
- Promotes integrity through ethical and responsible behavior in faculty, staff, and students.

The Graduate School supports doctoral, specialist, master's, and certificate programs of distinction in a variety of fields. These excellent programs help graduates acquire the knowledge, skills, and dispositions needed to become productive members of their chosen fields. The Graduate Council, a representative body of the graduate faculty, assists the Dean of the Graduate School in establishing policies and standards for graduate education.

In keeping with its mission, the Graduate School

- Approves curricula and admission, retention and completion standards for individual programs;
- Stimulates and supports creative, scholarly and research activity through the University Research Council and the Office of Sponsored Programs;
- Approves standards of appointment for members of the Graduate Faculty;
- Advocates for graduate education within the Division of Academic Affairs and other levels as appropriate; and
- Collaborates with individual graduate programs and the UCA Director of Assessment to support program self-assessment and external review.

(Adopted by the Graduate Council 11/18/10)

### **[2] Graduate Council Charge**

As outlined in the UCA Faculty Handbook the responsibilities of the Graduate Council include:

- a. To review and recommend to the Council of Deans new graduate curricula and programs proposed by the various departments and colleges.
- b. To review existing graduate offerings and make appropriate recommendations to the Council of Deans.
- c. To initiate and recommend policies relevant to graduate degree requirements, grading and credit policies, academic standards, and related matters.
- d. To review and recommend policies and criteria for graduate faculty status.
- e. To act as an academic appeal board for graduate students.

### **[3] Membership:**

- a. Department chairs are selected by the Faculty Senate, one from each of the colleges.

Chairs serving were: Ramesh Garimella, Mathematics; Tammy Rogers, EFIRM; Barbara Williams, Nursing; Jeff Jarvis, Music; Ken Barnes, History; and Terry James, Leadership Studies.

- b. Graduate faculty members with the rank of assistant professor or above are appointed by the Faculty Senate, one from each college.

Faculty appointed by the Senate included: Vamsi Paruchuri, Computer Science; Janet Filer, ECSE; Brooks Pearson, Geography; Jane Dahlenburg, Music; Paul Jensen, Accounting; and Joan Simon, Psychology and Counseling.

- c. Each college, according to the procedure for appointing college committees, appoints one faculty member.

College appointments were: Rick Noyes, Biology; Wayne Stengel, English; Susan Moss-Logan, Speech-Language Pathology; Mark McMurtrey, Management Information Systems; Gary Bunn, Teaching and Learning; and Bruce Hutchinson, Mass Communication and Theatre.

- d. One graduate student is selected by the Faculty Senate, one graduate student is selected by the Graduate Council, and one graduate student is selected by the Student Government Association.

Graduate student appointments were: Sarah Orsborn, Wes Alford, and Mary Catherine Rogers.

Jane Dahlenburg was elected secretary by the Graduate Council.

### **[4] Summary of Graduate Council Activities**

- a. Graduate Council reviewed and approved a proposal for a new Graduate Certificate program in Gifted and Talented Education and a Post-Master's Certificate program in District Level Administration (Education Leadership), and a track in Elementary Math Education in the Master of Science in Education program in Advanced Studies in Teacher Leadership.
- b. Graduate Council reviewed and approved major curriculum revisions for the Master of Science Degree in Communication Sciences and Disorders, Master of Science Degree in Occupational Therapy, and the Doctor of Physical Therapy Degree.
- c. Graduate Council reviewed and approved 50 new graduate courses: Communication Sciences and Disorders (4), Computer Science (1), Leadership Studies (3), Mathematics (2), Nutrition (2), Occupational Therapy (20), and Physical Therapy (18).

- d. Graduate Council reviewed and approved changes in admission, retention, and/or graduation requirements for the Master of Science in Communication Sciences and Disorders; Master of Business Administration; EdS in Educational Leadership; Master of Science in Nursing; Master of Science in Occupational Therapy; Master of Science in School Leadership, Management, and Administration; Doctor of Physical Therapy, and international student applicants.
- e. Graduate Council recognized the recommendations for appointments of 32 graduate faculty (15 initial appointments, 12 continued appointments, 4 associate appointment, and 1 affiliated appointment).
- f. Graduate Council recognized through information items 16 course title changes, 13 course deletions, and conversion of courses for electronic delivery for 13 courses from Business Administration, Early Childhood/Special Education School Counseling, and Library Media.
- g. Dr. Terry James, Dr. Susan Moss-Logan, and Dr. Tim Atkinson served as the selection committee for the 2011 recipients of the Robert McLaughlin Graduate Scholarship. Recipients were Ashley Roughton and Michael Wood, both DPT students.
- h. Graduate School staff and Torreyson Library staff completed all requirements for a partnership agreement to submit UCA theses and dissertations to the Proquest/UMI Thesis and Dissertation database. The cost of submission is being covered by the student library fee. The first submissions were in Spring 2012. This partnership will facilitate the discovery of UCA's graduate research and enhance the visibility of the University.
- i. Dr. Janet Filer, Dr. Terry James, Dr. Joan Simon, and Dr. Barbara Williams represented UCA on the UAMS/UALR/UCA Joint Graduate Council.

Note: Graduate Council Minutes are available at  
<http://www.uca.edu/graduateschool/gradcouncil/>

#### **[5] Graduate Productivity Report**

A copy of a report presented to the Graduate Council summarizing graduate productivity for 2011 - 2012 is attached. The report includes unduplicated fall headcount, degrees awarded, annual student semester credit hour production and annualized full time equivalents for each of UCA's graduate programs.

#### **[6] Status of Goals for 2011 – 2012**

- a. Continue to support implementation initiatives of the strategic plan. (**Goal Met**)
- b. Ensure that all policies, procedures, and requirements clearly support an appropriate academic climate for quality graduate education at all levels. (**Continuous Review**)
- c. Work with the Division of Enrollment Management to develop a realistic graduate enrollment management plan with productivity expectations for all graduate programs

based on a realistic understanding of faculty and fiscal resources and limitations. (**SEM Works Analysis Completed. Program/College Plans to be completed December 2012.**)

- d. Review and update the Graduate School and Graduate Council websites to provide accurate and current information to faculty and students. Increase use of social media to disseminate information. (**Goal Completed**)
- e. Fully implement the electronic submission of theses and dissertations. (**Goal Completed**)
- f. Continue to effectively and efficiently meet all elements of the charge to the Graduate Council. (**Goal Met**)
- g. Publish the *2011-2013 Graduate Bulletin*. (**Goal Completed, <http://uca.edu/gbulletin/>**)

#### **[7] Goals for 2012-13**

- a. Continue to support implementation of UCA's strategic plan including review of student learning outcomes for graduate students and collaboratively addressing research goals for the university.
- b. Ensure that all policies, procedures, and requirements clearly support an appropriate academic climate for quality graduate education at all levels.
- c. Work with the Graduate Faculty, Programs Coordinators, Chairs and Deans to complete graduate enrollment management plan with productivity expectations for all graduate programs based on a realistic understanding of faculty and fiscal resources and limitations. Enrollment goal for 2015 is 1800.
- d. Continue to effectively and efficiently meet all elements of the charge to the Graduate Council.

Prepared by Dean Elaine McNiece

September 1, 2012

Approved by the UCA Graduate Council

September 20, 2012