

## **Graduate Council Annual Report to Faculty Senate for 2010-2011**

### **[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
- Promotes integrity through ethical and responsible behavior in faculty, staff, and students

The Graduate School supports doctoral, specialist's, 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 Graduate Dean in establishing policies and standards for graduate education.

In keeping with its mission, the Graduate School has as its central purposes

- To approve curricula and admission, retention and completion standards for individual programs;
- To stimulate and support creative, scholarly and research activity through the University Research Council and the Office of Sponsored Programs;
- To approve standards of appointment for members of the Graduate Faculty;
- To advocate for graduate education within the Division of Academic Affairs and other levels as appropriate; and
- To work collaboratively with individual graduate programs and the UCA Office of Planning and 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; Tim Bisping, EFIRM; Barbara Williams, Nursing; Jeff Jarvis, Music; Clay Arnold, Political Science; 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; Patty Kohler-Evans, ECSE; Jaime Zambrano, World Languages; 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; Lisa Daniels, 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: Erica Johnson, Mary McCullough, and Josy Morelle.

- e. 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 Master of Fine Arts (MFA) in Creative Writing. Graduate Certificate Programs were approved in Music; Instructional Technology, Distance Education; Instructional Technology, Media Design and Development; Adult Education Administration; and P-12 certificates in Building Administration, Curriculum Administration, Gifted-Talented Education Administration, Special Education Administration, Instructional Facilitator, Special Education Instructional Specialist P-4, and Special Education Instructional Specialist 4-12.
- b. Graduate Council reviewed and approved 15 new graduate courses: Biology (2), Computer Science (1), History (4), Music (2), Nursing (1), Occupational Therapy (1), School Leadership, Management and Administration (4).

- c. Graduate Council reviewed and approved changes in admission, retention, and/or graduation requirements for the Master of Science in Community and Economic Development; Master of Science in Instructional Technology; Master of Science in Library Media; Master of Science in School Leadership, Management, and Administration; Master of Science in Education in Advanced Studies in Teaching and Learning; Master of Music with emphasis in Music Education; MSN in Nursing; and the DPT in Physical Therapy.
- d. Graduate Council recognized the recommendations for appointments of 47 graduate faculty (15 initial appointments, 27 continued appointments, 1 associate appointment, and 4 affiliated appointments).
- e. Graduate Council recognized through information items several course title changes, 113 course deletions, and conversion of courses for electronic delivery from School Counseling, Educational Leadership, School Leadership, Occupational Therapy, Health Sciences, and Physical Therapy.
- f. A working group was appointed by Dean McNiece in 2009-10 to review and revise the Graduate School Statement of Purpose and Degree and Program Descriptions (Graduate Bulletin 2.03). Joan Simon served as chair and members included Ramesh Garimella, Terry James, Jane Dahlenburg, Tim Bisping, and Clay Arnold. The group made a preliminary recommendation in April of 2010 that was adopted by the Graduate Council in November 2010, aligning the Graduate School mission and purpose statements with the university documents generated during the strategic planning initiative.
- g. Dr. Terry James, Dr. Susan Moss-Logan, and Dr. Tim Atkinson served as the selection committee for the 2010 recipients of the Robert McLaughlin Graduate Scholarship. Recipients were James Hopper, PhD student in School Psychology and David Tipton, DPT student.
- h. Graduate School staff and Torreyson Library staff are entering a partnership agreement to submit the theses and dissertations of UCA graduates to the Proquest/UMI Thesis and Dissertation database. This partnership will facilitate the discovery of UCA's graduate research and enhance the visibility of the University.
- i. UCA's Division of International Engagement produced international graduate student recruiting brochures in several languages for the Graduate School and for selected graduate programs that have an appeal to international students.

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 2010 - 2011 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 2010 – 2011

- a. Support initiatives for strategic graduate productivity growth (*Strategic Graduate Enrollment Management plan not initiated. Efforts focused on initiatives of SPARC and will continue to support efforts of SPARC through implementation phase.* )
- b. Ensure that all policies, procedures, and requirements clearly support an appropriate academic climate for quality graduate education at all levels. (*Continuing*)
- c. Approve a revised Graduate School Mission and Purpose statement consistent with the University's Vision, Mission, and Core Values. (*Completed*)
- d. Complete preparations for implementation of the PhD in Leadership Studies. (*Completed*)
- e. Approve processes for electronic submission of theses and dissertations to Proquest/UMI. (*Near Completion*)
- f. Continue to effectively and efficiently meet all elements of the charge to the Graduate Council. (*Continuing*)
- g. Complete revisions to Graduate Bulletin for 2011-2013 Issue. (*Near Completion*)

## [7] Goals for 2011-2012

- a. Continue to support implementation initiative of the strategic plan including increased support for graduate assistants.
- 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 Division of Enrollment Management to establish 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.
- 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.
- e. Fully implement the electronic submission of theses and dissertations.
- f. Continue to effectively and efficiently meet all elements of the charge to the Graduate Council.
- g. Publish the *2011-2013 Graduate Bulletin*.

Prepared by Dean Elaine McNiece

September, 2011

Approved by the UCA Graduate Council

September 15, 2011