

Agenda

Graduate Council

December 13, 2005

2:00 – 3:00 p.m.

Action Items

Minutes of last Graduate Council (November 8, 2005)

Committee Reports

Committee on Administration (Ray Green)
Literature & Languages Admissions Criteria

Committee on Curriculum (Chester Robinson)
Certificate Programs

Committee on Faculty, Research & Instruction (Dick Fulkerson)

Information Items

Report on Graduate Education Advisory Committee (GEAC)
Meeting

Announcements

Next Meeting: February 14, 2006

Adjournment

Graduate Council Minutes November 8, 2005

The Graduate Council met Tuesday, November 8, 2005, in the MSC Boardroom at 3:00 p.m. with Dean Allan D. Headley presiding. Members present were: Mr. Gagandeep Bhatia, Dr. Hasan Coskun, Dr. Wendell Edwards, Dr. Sue Espinoza, Mr. Alan Francis, Dr. Dick Fulkerson, Dr. Ray Green, Dr. John Hanners, Dr. Cynthia Harr, Dr. Ben Jang, Dr. Jeff Kopachena, Dr. Chris Myers, Dr. Chester Robinson, and Dr. Mary Beth Sampson. Members absent were: Dr. Steven Shwiff, Dr. Janet Walker, and Dr. Dayle Yeager. Dr. Jon Travis, Assistant Dean of Graduate Studies & Research was also in attendance.

Dean Headley called the meeting to order.

Action Items

The minutes from the last Graduate Council, October 11, 2005, were approved.

Dean Headley led a discussion on how the Graduate Council could better assist in the admissions process for graduate programs. After a lengthy discussion, the motion was made by Dr. Green and seconded by Dr. Robinson to have Graduate Council review the admission and pre-admission advising processes for the doctoral programs. The information collected will be reviewed by committee and feedback provided to each program. The Graduate Council unanimously approved.

Dr. Travis presented a request from a student displaced by Hurricane Katrina to transfer to A&M-Commerce twenty-one hours of a 48-hour degree program. The Department also requested approval. The motion to approve the request was made by Dr. Robinson and seconded by Dr. Fulkerson. The Graduate Council approved the request.

Report from Committee on Faculty, Research & Instruction

Dr. Fulkerson presented the committee report on graduate faculty applications. The following faculty were approved by the Council for graduate faculty membership:

Associate Status (Three-Year)

Dr. Susan Stewart	PhD	Literature & Languages
Dr. Susan Szabo	EdD	Elementary Education
Dr. Lee Waller	PhD	Secondary & Higher Education

Associate Status

Dr. John Humphreys	DBA	Business Administration
Dr. Sandra Kimbrough	PhD	Health & Human Performance
Dr. Karen Roggenkamp	PhD	Literature & Languages
Dr. Nikolay Sirakov	PhD	Mathematics and Computer Science
Dr. William Witwer	DMA	Music

Senior Status

Dr. Ray Green	PhD	Psychology & Special Education
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Dr. Fulkerson requested that a change be made to the application to request the applicant to submit a copy of at least one publication.

Dr. Fulkerson presented a committee report on the request from Literature and Languages to change their foreign language requirement for the doctoral degree. The motion to change the requirement from 18 to 12 hours was made by Dr. Fulkerson, seconded by Dr. Green, and unanimously approved by the Council.

Information Items

An audio presentation (prepared by Joe Shipman) on the new electronic *Curriculum Change Process* was presented to the Council. Lisa Robinson and Reno Alex were available for questions.

Dean Headley presented the web application for System Graduate Faculty Membership and asked Graduate Council members to encourage their colleagues to apply.

Dean Headley reported on four successful activities involving A&M-Commerce students, and/or faculty:

Dr. Linda Morales in collaboration with the Office of Graduate Studies & Research sponsored the On-Campus Student Research Symposium Poster Session, October 26th. Research posters by 18 graduate and undergraduate students were presented. The student posters represented research from Physics, Chemistry, Secondary & Higher Education, Agricultural Sciences, Computer Science, Literature & Languages, and Psychology & Special Education.

Eleven graduate and undergraduate students participated in the A&M System Pathways Student Research Symposium in Kingsville on November 5-6. Disciplines represented by student research were Agricultural Sciences, Psychology, Computer Science, and Secondary & Higher Education. Ms. Fedora Galasso, undergraduate student from Psychology & Special Education, won third place in the Social Sciences and Humanities category.

Junior Faculty Workshop, sponsored by the A&M University System brought together faculty from system institutions to learn more about research and educational partnerships among system institutions.

Graduate Advisor Roundtables were conducted on-campus and at the Metroplex Center in Mesquite. Some of the items discussed were recruitment, holistic admission requirements, the use of GRE scores, and the implementation of BANNER. Faculty advisors offered suggestions on how to improve graduate education at A&M-Commerce.

Next Meeting: December 13, 2005 (Since the next scheduled meeting conflicts with the President's Christmas Reception, it may be moved to an earlier time.)

ADJOURNMENT

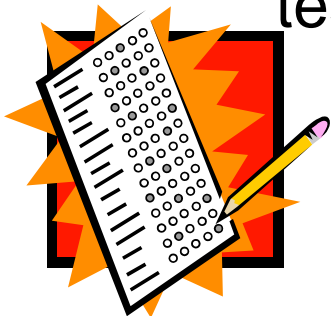
The meeting adjourned at 4:15 p.m.

Louise Skinner
Secretary to the Graduate Council

Lit and Lang GRE Request

- Pros

- Weak evidence for predictive validity of the test (both nationally, and for Lit and Lang in particular).
- Would be replaced by a more “valid” tool (composition samples).
- Difficulty in using the test due to Texas law.



- Cons

- GRE usage of grad programs is viewed as an indicator of quality. Thus, reputation of institution could be hurt.
- Increased number of data points leads to better predictive ability.
- Slippery slope argument (who would ask next).

All.35 TEXAS A&M UNIVERSITY-COMMERCE
PROCEDURES

All.35 Admission to Graduate School
Effective April 9, 1996
Revised November 2002
Revised February 2004
Revised June 2004

Supplements System Missions and Programs, General

1. Admission to The Graduate School of Texas A&M University-Commerce permits the student to enroll in graduate courses but does not guarantee admission to a program leading to the master's or doctoral degree. All students must consult with major departments concerning specific departmental admission requirements. Admission to graduate business courses and to the MBA program is granted by the Dean for Graduate Studies and Research upon the recommendation of the Director of Graduate Programs in Business. Departments and programs may have admission requirements higher than those of The Graduate School.

2. Each applicant should hold a bachelor's degree from a regionally accredited institution or equivalent degree from a foreign institution. The degree must be substantially equivalent in content to degrees granted by A&M-Commerce.

3. Admission is invalid if granted on the basis of incorrect information or on the omission of facts, which if known, would have caused the applicant to be denied.

4. Each applicant will file with The Graduate School, at least 30 days before registration for master's and doctoral level enrollment and 90 days before registration for international student enrollment, the following:

a. An application fee.

b. An application for Admission to The Graduate School.

c. An official bachelor's degree transcript and a transcript from any school at which the student has completed graduate courses. These transcripts should be sent directly to The Graduate School by the issuing institutions.

d. An official record of the student's score on the verbal and quantitative portions of the Graduate Record Examination (GRE) sent by Educational Testing Service to the A&M-Commerce Graduate School. Students pursuing an MBA degree, an M.S. degree in computer science, e-commerce, industrial technology, management or marketing or an M.A. or M.S. degree in economics may submit either the GRE or the Graduate Management Admission Test (GMAT). Applicants for nondegree status, holders of a master's degree who are seeking a second master's degree (in any field except business), or applicants to a master's degree program in Art or Music are exempt from this requirement. Applicants to master's degree programs in Early Childhood Education, Elementary Education, Reading, and Literature and Languages, and applicants to the doctoral program in Literature and Languages will be allowed

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to use optional criteria in place of a GRE test score.

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5. Nondegree Student Status.

Students who hold a bachelor's degree from a regionally accredited institution but who are not seeking graduate degrees may enroll in graduate courses and receive credit as nondegree students. Students wishing to enroll in graduate business courses must be approved by the Director of Graduate Programs in Business. Those planning to enroll as nondegree students should submit to The Graduate School:

- a. An application for Admission to The Graduate School.
- b. An official bachelor's degree transcript.
- c. An application fee.

Nondegree students will not be subject to grade point average or GRE/GMAT requirements, nor will they fall under the academic suspension policies applicable to degree-seeking students. No more than twelve hours accumulated while the student is classified as a nondegree student can be applied to a graduate degree. International students are ineligible to enroll under nondegree student status.

A student wishing to change from nondegree status to a degree program must file a new Application for Admission to The Graduate School, submit official scores (when applicable) on the Graduate Record Examination (or the Graduate Management Admission Test) and submit additional documentation required by the department. The student must be in good standing with The Graduate School.

6. Certification Status.

Students holding a bachelor's degree from a regionally accredited institution and who are not seeking a degree but are working toward a state or professionally mandated certification may enroll in graduate courses. Such students will not be subject to grade point average or GRE/GMAT requirements, nor will they fall under the academic suspension policies applicable to degree-seeking students. No more than twelve hours taken in certification and/or nondegree status can be applied to a master's degree, and no more than twenty-four hours can be applied to a doctoral degree.

A student in certification status who wishes to change to a degree-seeking status must, in addition to meeting regular admission requirements, have for all certification courses a 3.00 or higher grade point average and no more than two "C's" if applying for a master's degree and one "C" if seeking admission to a doctoral program.

7. Master's Degrees.

a. Full Admission Status. The applicant must satisfy the following requirements for full admission to The Graduate School:

(1) Have an overall undergraduate grade point average of 2.75 on a 4.00 scale or a 3.00 on the last 60 undergraduate hours, and achieve an acceptable score on the Graduate Record Examination (GRE) or, for business and technology students, on the Graduate Management Admission Test (GMAT), or GRE.

Applicants with a 2.75 GPA or a 3.00 on the last 60 undergraduate hours or higher who are pursuing a degree in economics, e-commerce, industrial technology, MBA, management, marketing or social work are not required to submit a GRE/GMAT score.

(2) Hold a master's degree from a regionally accredited institution.

(3) GRE/GMAT scores are not required for admission to the master's programs in Art and Music.

(4) Optional criteria (established by the department) can be submitted in place

of the GRE test score for admission to a master's degree program in Early Childhood Education, Elementary Education, Reading, and Literature and Languages.

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B. Probationary Admission Status. Applicants not qualifying for full admission may be granted probationary admission status based on other evidence such as high score on admissions test, professional experience and/or recent performance on graduate courses.

When a department recommends that a graduate student be admitted on probation and the student has already accumulated at least 12 graduate hours at A&M-Commerce with no grade below B, the student will be granted full admission unless otherwise directed by the department.

Individual departments may establish additional requirements for full admission to a specific degree program. Applicants will be required to fulfill any additional requirements established by the major and minor departments.

Removal of Probationary Status. Probationary status must be removed by the completion of twelve hours at the graduate level with a minimum grade point average of 3.00. No more than twelve hours completed while the student is classified as probationary can be applied to a graduate degree. Failure to remove probationary admission status after completing twelve graduate hours will result in the student being suspended from further graduate study in a degree program for six years.

c. Provisional Admission Status. Students pursuing graduate degrees in business who do not have a GRE/GMAT score on file may receive provisional admission status. Other students may enroll for one semester with one or more of the following deficiencies:

- (1) Official bachelor's degree transcript.
- (2) Official GRE/GMAT score on file.
- (3) Departmental admissions requirements (when applicable).

These documents must be received by The Graduate School by the end of the first semester of enrollment. Students not meeting these requirements during the semester of provisional enrollment will not be permitted to re-enroll until such time as the necessary documentation is received and evaluated. Furthermore, a provisional student who fails to provide an official copy of a bachelor's degree transcript will not be able to secure a transcript showing the work taken at A&M-Commerce while in provisional status.

8. Doctoral Degrees.

a. Students desiring acceptance into a doctoral program must meet the following minimum admission requirements:

- (1) Hold a bachelor's degree from an accredited institution or an equivalent degree from a foreign institution.
- (2) Have an overall undergraduate grade point average of 2.75 or a 3.00 on the last sixty undergraduate hours or a 3.40 on the master's degree and work beyond the master's level.

(3) Achieve an acceptable score on the Graduate Record Examination. Optional criteria (established by the department) can be submitted in place of the GRE test score for admission to the doctoral program in Literature and Languages. b. Individual departments may establish additional requirements for full

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admission to a specific degree program. Applicants will be required to fulfill any additional requirements established by the major and minor departments.

c. The student will be provided with reference forms for distribution to at least three persons, two of whom should hold doctoral degrees, and a work experience/goals statement form. The student will be responsible for seeing that these reference forms are returned to The Graduate School.

d. Applications of students who have met the requirements listed above will be forwarded to the major department. The department will review each application and make a recommendation regarding admission status to a degree program to the Dean for Graduate Studies and Research who will send written notice of admission status to the applicant.

e. Applicants for admission to a doctoral program are either granted full admission or are denied admission to The Graduate School. Denied students will not be permitted to enroll as doctoral students.

f. A doctoral student who has not enrolled for five calendar years must apply for readmission under the current admission standards.

9. Admission of Students Holding Degrees from Unaccredited Institutions in the United States.

Students desiring admission to The Graduate School who have received a bachelor's degree from an institution not recognized and accredited by one of the regional accrediting agencies must be approved for admission by the Dean for Graduate Studies and Research. The following documents must be submitted to The Graduate School 30 days in advance of the initial enrollment:

a. Official transcripts of all undergraduate and graduate work attempted.

b. An official Graduate Record Examination score.

c. A general catalog from the institution attended.

d. Any other documents that would support the student's application.

e. An application fee.

Factors considered by the Dean in making the determination include, but are not limited to, GRE scores, undergraduate grade point average, nature of undergraduate program and educational qualifications of the undergraduate institution's faculty.

10. International Student Admission.

An international student is considered to be any degree-seeking student holding a nonimmigrant visa. International students must submit all admission documents to The Graduate School a minimum of 90 days prior to the initial semester of enrollment.

a. Each applicant must submit:

- (1) An application fee.
- (2) An application for Admission to The Graduate School.
- (3) Official transcripts, translated in English, from each college or university attended.
- (4) Proof of financial support. (Student's sponsor must sign a Sponsor's Statement form supplied by the University and submit a current bank statement.)
- (5) If English is not the native language, an official transcript of the Test of English as a Foreign Language (TOEFL) score of at least 500.
- (6) An official Graduate Record Examination score or, for business students, a Graduate Management Admission Test or GRE score.

b. Grade point average and GRE/GMAT requirements are the same as those for the appropriate degree program as set forth in Sections 7 and 8.

c. Each applicant is subject to departmental approval. Individual departments may establish additional requirements for admission.

d. International students must be admitted to a degree program in order to enroll in graduate courses unless visa classification indicates otherwise.

11. The provisions of this admission procedure will be evaluated for the following reasons:

a. To review on a regular basis (minimum of once every five years) to assure that admission criteria are consistent with the program's requirements and supported by data on learning outcomes to ensure that those admitted to a graduate program perform at a high level.

b. To respond to legislative mandates and changing societal needs.

c. To respond to changing needs of particular disciplines as identified by program faculty.

References: Prior ETSU Policy B-60; revised July 2001; revised November 2002; revised February 2004.

CONTACT FOR INTERPRETATION: Dean for Graduate Studies and Research

Guidelines for Graduate-Level Certificates

Certificate may be offered by any academic unit (i.e., department, college, Graduate School).

Individual certificate offerings must be approved by all department heads of the departments from which courses towards the certificate are drawn.

Individual certificate offerings must be approved by all college deans of the colleges from which courses towards the certificate are drawn.

All certificate offerings must be submitted to the Graduate Council for registration (not approval) purposes on the appropriate form.

Certificate requirements can include no more than 24 semester hours.

Courses required for individual certificates must follow a planned course of study (For example, a Certificate of Graduate Studies composed of 6 randomly selected graduate classes would not be acceptable)

Questions for consideration

Should an application be required? Should students merely apply to the graduate school as non-degree seeking?

Should we have admissions standards other than holding a Bachelor's degree?

What about students "moving" from non-degree seeking or certificate to certificate or degree seeking?

Should grad. School admission be required?

Should students admitted into certificate programs be required to maintain a minimum GPA?