

Graduate Council Meeting Minutes

2:00 PM, 13 October 2022

Join Zoom Meeting:

<https://mercer.zoom.us/j/94130447364?pwd=d0Fvbjl0b1BSUVpVNy8xcXgrYlVjQT09>

Meeting ID: 941 3044 7364

Passcode: 502910

Welcome and Attendance:

Business:	Jeremy Bennett, Vijaya Subrahmanyam	Libraries:	Kim Eccles
Education:	Jeffrey Keese	International Programs:	
Engineering:	Donald Ekong, Sinjae Hyun	Program Configuration Team:	Paul McCord
Health Professions:	Jeannette Anderson	Institutional Effectiveness:	Danielle Buehrer
Law:	Steve Johnson	Institutional Research:	Sarah May
Medicine:	James Drummond	Registrar:	Alba Rodriguez, Sarah McCommon, Diana Hill
Music:	Rich Kosowski, Nathan Myrick	Bursar:	Kandy Cook
Nursing:	Humberto Reinoso, Daphnee Stewart	Financial Planning:	Maria Hammett
Pharmacy:	Susan Miller, Martin D'Souza, Phil Bowen	Distance Learning:	
Professional Advancement:	Tyler Wilkinson, Colleen Stapleton	Provost Office:	Keith Howard, Lisa Snow
Theology:	Karen Massey, Heidi Miller		

Dr. Howard welcomed all participants to graduate council and shared screen from the online University Faculty Handbook to remind all of the faculty charge and functions of the council. The majority of time is spent on the review of proposals for new graduate programs, program revisions, and graduate course changes. This council has an important role in faculty governing and assures the consistency of graduate programs in relation to the mission and purposes of the University. The remaining functions were highlighted.

Approval of Minutes

Graduate Council Meeting, 17 March 2022.

Minutes from previous meeting in March 2022 were reviewed from One Drive. No corrections or recommendations were noted. Motion was made and seconded. Action: Approved

Other Business items were discussed prior to academic proposals due to conflicting schedules.

Academic Proposals – One Drive --> Oct13

BUS – Jeremy Bennett

Program	Type Change	Notes	Action
MBA	Program Change	Oct13->BUS->MBA	Approved
BUS	Course Change	Oct13->BUS->BUS_Legal	Approved
MBA-PharmD	Program Change	Oct13->BUS->MBA_PharmD	Approved

CHP – Jeannette Anderson

Program	Type Change	Notes	Action
DPT	Program Change	Oct13->CHP->DPT	Approved

COP – Phil Bowen

Program	Type Change	Notes	Action
PHA	Course Change	Oct13->COP->PHA_611	Approved

MUS – Rich Kosowski

Program	Type Change	Notes	Action
M.M. CM	Course Change	Oct13->MUS->MM_ChurchMus	Approved
MDiv / M.M. Church Music	New Program Combined Degree	Oct13->MUS->MM_MDiv	Approved
M.T.S. / M.M. Church Music	New Program Combined Degree	Oct13->MUS->MM_MTS	Approved
NASM	Announcement	Updates were made to the accreditations page in both the Atlanta and Macon catalogs to tweak wording related to the National Association of Schools of Music.	POI

Other Business –

- **Changes to Forms and Addendum – Keith Howard**

<https://provost.mercer.edu/curriculum-information/graduate-council/gc-curriculum-proposals/>

Howard shared screen on curriculum proposals from the provost website to highlight changes in the forms and addenda. Graduate council proposals had no extensive changes this year.

- **New Program Prospectus (revised)**

Minor changes were made to the planning document worksheet. The worksheet is designed to use during the preparation phase and is not submitted to graduate council. The new program prospectus was revised in relation to Gray Data. All Gray Data forms were revised slightly to capture changes in their recording processes. The early predictor of student interest was the largest change. Gray is using data related to actual program enrollment within particular zip codes. Another change noted was in the area of student completion.

- **New Certificate Addendum (revised)**

- **Pro Forma (revised)**
Revision to Gray Tables

- **Faculty Roster Sample for New Program (new)**

Information is used in SACS reporting and new forms will provide assistance with faculty rosters.

- **Licensure Requirements Addendum (new)**

Forms are only required if programs are associated with licensure. We are required to document and report those as well.

- **Academic Technology Review Form (new)**

A new process outside of the council was constituted to review academic technology. Membership of committee consists of Keith Howard, graduate council chair, Kelly Reffitt, undergraduate council chair, and IT department members. Adopting new technologies in the classroom can open up risks for the students and faculty. Often we are competing with technologies paid by the University. The goal of this review committee is to spot potential problems and ensure we are not causing harm to our students and systems.

- **Distance Learning Addendum (revised)**

Based upon a simple overview, the distance learning committee found substantial numbers of DL courses don't meet the credit hour policy. The sample syllabi and true syllabi may be different as faculty change and this continues to be a work in progress. Susan Codone could not be here due to class conflict, but may be contacted at a later time to discuss this topic in more detail.

- **Substantive Change Policy – Danielle Buehrer**

Buehrer shared screen, referring group to the Substantive Change Policy related to SACSCOC and the Substantive Change Prospectus. This policy was last approved in 2013 and will be removed from the website because it is extremely outdated. Buehrer explained SACS overhauled the policy in 2019 and she continues to update documents for Mercer. She also encouraged group to contact her with questions on the policy.

Adjournment: 3:06 PM