

Graduate Policies and Curriculum Committee (GPCC)

General Committee

Minutes

MS Teams Virtual Meeting

August 25, 2021

- I. Attendance
 - Attendance (and quorum verification) was documented based on the individuals attending who typed their name in the chat box to be recorded.
- II. Agenda
 - The Chair called for any updates or edits to the agenda. There were none and the agenda was accepted as written.
- III. Minutes
 - The Chair called for any corrections to the minutes from the April 14, 2021 GPCC General Committee meeting. There were none and the minutes were approved as written.
- IV. Discussion Items
 - Curriculum Review Guidelines (*attached*)
No questions or discussion about the guidelines.
- V. New Business - Curriculum Review of the Proposal Docket

<https://kennesaw.curriculog.com/agenda:1060/form>

STAT 7450

New Course

College of Computing and Software
Engineering – Sherrill Hayes/Sherry Ni/
Gita Taasobshirazi

Presented by Gita Taasobshirazi.

There were questions about the course description written in present of future tense. Amy Jones clarified that there is not a policy surrounding that, they recommend 75-word limits. Tom Okie asked for clarification for why a new course is needed. Explanation that traditional regression ignores nested populations, and this course will teach students how to minimize errors with data. MA Karim suggested going forward to not name a specific software, that way a software change would not have to go back through GPCC.

Humayun Zafar motioned to approve and, Bo Yang seconded. All who voted were in favor of recommending approval.

WMBA 6040

Course Change

Coles College of Business – Jomon
Paul

Presented by Jomon Paul

**Graduate Policies and Curriculum Committee (GPCC)
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Minutes**

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Ethel King-McKenzie motioned to approve and, Humayun Zafar seconded. All who voted were in favor of recommending approval.

Business Administration PHD		Coles College of Business – Saurabh Gupta/Humayun Zafar
IS 9031	New Course	
IS 9031- IS 7060	Cross-Leveling	
IS 9032	New Course	
IS 9032- IS 7080	Cross-Leveling	
IS 9033	New Course	
IS 9033- IS 7100	Cross-Leveling	
IS 9034	New Course	
IS 9034- IS 7200	Cross-Leveling	
IS 9041	New Course	
IS 9041- IS 7310	Cross-Leveling	
IS 9042	New Course	
IS 9042- IS 7320	Cross-Leveling	
IS 9043	New Course	
IS 9043- IS 7330	Cross-Leveling	
Business Administration PHD	Program Change	

Presented by Humayun Zafar

The difference between levels was clarified (scholarly paper added to PhD level course). Tom Okie motioned to approve the entire package and, Sanjeev Adhikari and M.A. Karim seconded. Majority vote in favor of recommending approval.

GBA 7241	Course Change	Coles College Business – Brett Katzman/Alison Keefe
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Presented by Alison Keefe

It was suggested to not name a specific region so that next time the region changes they do not need to go through GPCC.

Humayun Zafar motioned to approve and, M.A. Karim seconded. All who voted were in favor of recommending approval.

VI. Other Business

- Graduate Admissions Appeals Process (*attached*)
Questions or feedback should be sent to Nikki Palamiotis, Graduate College.

VII. Announcements

- Next GPCC Executive Committee meeting: September 8, 2021
- Next GPCC General Committee meeting: September 22, 2021

Graduate Policies and Curriculum Committee (GPCC)
General Committee
Minutes

MS Teams Virtual Meeting

The meeting schedule with links, agendas, and minutes can be found on the <https://cia.kennesaw.edu> website under Curriculum Committees, GPCC, Schedule/Agenda/Minutes.

VIII. Adjournment

- The Chair called for any further business. Hearing none, the chair adjourned the meeting at 1:42 p.m.

**GPCC
ATTENDANCE – 8.25.2021**

Virtual Meeting via Microsoft Teams

Representing	First Name	Last Name	Present	Proxy Name	Absent
Bagwell College Education	Ethel	King-McKenzie	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Bagwell College of Education	Yi	Jin*	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Tridib	Bandyopadhyay	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Coles College of Business	Humayun	Zafar*	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Architecture and Construction Management			<input type="checkbox"/>		<input type="checkbox"/>
College of Architecture and Construction Management	Sanjeev	Adhikari*	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Yong	Shi	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Reza	Meimandi Parizi	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Science and Mathematics	Eric	Albrecht	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Science and Mathematics	Bo	Yang	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of the Arts			<input type="checkbox"/>		<input type="checkbox"/>
College of the Arts	Diana	Gregory	<input checked="" type="checkbox"/>	Rick Garner	<input type="checkbox"/>
Radow College of Humanities and Social Sciences	LeeAnn	Lands	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Radow College of Humanities and Social Sciences	Tom	Okie	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	M.A.	Karim	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Sumit	Chakravarty	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Jane	Brannan	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Cherilyn	McLester*	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Total Voting Members in Attendance			12		

**For virtual meetings, attendance (and quorum confirmation) is documented and based on the individuals attending who typed their name in the chat box to be recorded.

Graduate Policies and Curriculum Committee (GPCC)
General Committee Meeting Agenda
August 25, 2021
Via MS Teams

Reminder: Upon entering the meeting, please type your name and college or department in the chat box to officially be captured for attendance. Thank you.

- I. Call to order (verify a quorum is present)
- II. Agenda
- III. Approval of minutes from April 15, 2021 (*attached*)
- IV. Discussion Items
 - Curriculum Review Guidelines - Questions? Discussion? (*attached*)
- V. New Business - Curriculum Review of the Proposal Docket

<https://kennesaw.curriculog.com/agenda:1060/form>

STAT 7450	New Course
WMBA 6040	Course Change
Business Administration PHD	
IS 9031	New Course
IS 9031- IS 7060	Cross-Leveling
IS 9032	New Course
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IS 9042	New Course
IS 9042- IS 7320	Cross-Leveling
IS 9043	New Course
IS 9043- IS 7330	Cross-Leveling
Business Administration PHD	Program Change
GBA 7241	Course Change

VI. Other Business

- Graduate Admissions Appeals Process (*attached*)

VII. Announcements

- Next GPCC General Committee meeting: Wednesday, September 22, 2021; via MS Teams; 12:30 – 1:45 p.m.

VIII. Adjournment

GPCC Curriculum Approval Guidelines

This table details the items that will be reviewed at the GPCC step of the Curriculum Cycle.

Program and Certificate Proposals:	
<input type="checkbox"/>	GPCC ensures a lack of conflict with other programs.
<input type="checkbox"/>	GPCC ensures that the proposed changes do not overlap with existing programs.
<input type="checkbox"/>	GPCC reviews the rationale for the proposed changes and ensures that it is comprehensive and that the impact of the proposed changes have been fully considered.
<input type="checkbox"/>	GPCC reviews the appropriateness and alignment across campus of a proposed premium priced program (if applicable).
<input type="checkbox"/>	GPCC reviews any proposed changes to the program's admission policies to ensure that the impact of the proposed changes have been fully considered (if applicable).
<input type="checkbox"/>	GPCC ensures that the evidence of knowledge in the discipline is compelling and comprehensive.
<input type="checkbox"/>	GPCC ensures that the evidence of engagement in research is compelling and comprehensive.
<input type="checkbox"/>	GPCC ensures that the changes proposed are in alignment across campus.
<input type="checkbox"/>	GPCC finds the answers regarding the identified career paths for students compelling and complete.
<input type="checkbox"/>	GPCC ensures that the changes proposed follow all policies and requirements.
Course Proposals:	
<input type="checkbox"/>	GPCC ensures that the proposed course changes do not duplicate other course or program offerings.
<input type="checkbox"/>	GPCC ensures a lack of conflict with other courses and programs.
<input type="checkbox"/>	GPCC reviews the proposed justification and considers the impact of discontinuing the course (if applicable).
<input type="checkbox"/>	GPCC reviews the proposed course requirements to determine whether the proposed course classification is consistent across campus.
<input type="checkbox"/>	GPCC evaluates the proposed course to ensure that the content reflects the course level. GPCC ensures that the prefix and course number do not duplicate or overlap with existing courses across campus.
<input type="checkbox"/>	GPCC ensures that the credit hours assigned for the proposed coursework are in alignment across campus.
<input type="checkbox"/>	GPCC reviews the proposed prerequisites/concurrent prerequisites/ corequisites to ensure that they are reasonable and justified.

<input type="checkbox"/>	GPCC reviews how often the course will be offered and ensures that the offering is in alignment with the rest of the proposal.
<input type="checkbox"/>	GPCC uses the syllabus to determine that the course is at the appropriate level, credit hours, and credit hour ratio.
<input type="checkbox"/>	GPCC ensures that the justification for a new course or changes to an existing course are reasonable and functional.
<input type="checkbox"/>	GPCC ensures that the changes proposed follow all policies and requirements.

Process for Graduate Admissions Appeals

Current Edition

Appeals of graduate admissions decisions at Kennesaw State University are made to the Dean of The Graduate College. KSU Graduate Catalog, “Graduate Admissions.” This memorandum details the process such appeals will follow.

1. Notice to applicants

Applicants will be apprised of their ability to appeal admissions decisions through postings on the University’s Office of Graduate Admissions and The Graduate College’s websites, as well as contemporaneously with admissions decisions

- a. *Website Posting.* The Office of Graduate Admissions website will prominently feature a link regarding admissions appeals, which will link to an explanation of the appeals process. This will also be included on The Graduate College’s website under web resources for graduate students.
- b. *Notification of Admissions Decisions.* Contemporaneously with notifications of admissions decisions, applicants will be informed of their ability to appeal those decisions and directed to the University’s web resources detailing the appeals process.

2. The Appeal

- a. *Basis for appeal.* Appeals of admissions decisions may follow different processes based on the grounds of the appeal.
 - i. *Discrimination.* If the applicant believes her or his admissions decision is impermissibly based upon the applicant’s real or perceived gender identity, sexual orientation, veteran status, spiritual beliefs, physical abilities, racial and ethnic background, and economic status, the applicant may directly contact the University’s Office of Diversity & Inclusion at 470-578-2614.
 - ii. *Other basis.* If the applicant wishes to appeal his or her admissions decision based on other factors, the applicant needs to submit a written appeal to the Dean of The Graduate College.
- b. *Written Appeal.* Within fourteen (14) days of the mailing date of the admissions decision, the applicant may file an appeal. The appeal should, at a minimum, contain the following:
 - i. An explanation of the admissions decision;
 - ii. An explanation of why the applicant believes the decision was incorrect;
 - iii. Identification of any evidence the applicant believes supports her or his position. The applicant may be asked to provide this information to permit The Graduate College to process his or her appeal;
 - iv. Any other information the applicant believes is relevant to her or his appeal.

Effective appeals will typically involve information the applicant may not have provided in his or her original application, but which might have influenced the University’s decision regarding her or his application.

For example, following notification of an unsuccessful application, an applicant for the Master of Science in Criminal Justice might speak to a professor regarding his or her application. During that conversation, the applicant notes her or his five (5) years of successful service as a law enforcement officer. The professor notes this was not included in the original application and states the program faculty might believe it relevant to their consideration of the application. The professor then suggests the applicant file an appeal, providing specific evidence of his or her successful law enforcement record and an explanation of why the applicant believes it contributes to his or her strength as a graduate student in that discipline.

Please note The Graduate College is unlikely to be influenced by arguments in which the applicant is challenging the judgment of a program's faculty regarding particular aspects of the program's application. This is particularly true regarding the faculty's assessment of an applicant's undergraduate grade point average or his or her scores on an admissions examination required by the program (e.g., GRE, MAT) or the weight to give such items in the faculty's evaluation of the applicant.

- c. *Submission of Appeal.* The appeal may be submitted electronically or in writing to The Graduate College. It should be submitted to:

Assistant Dean for Graduate Students
The Graduate College
Kennesaw Hall 3423MD 0112
585 Cobb Avenue
Kennesaw, Georgia 30144

The Graduate College will acknowledge receipt of the appeal electronically or through US Mail.

3. Review Process

Upon receipt of the appeal, The Graduate College will identify an appropriate process for reviewing the appeal. This process may vary based upon the grounds of the appeal (such as a need to solicit input from the graduate program faculty).

After identifying and receiving information and evidence relevant to the appeal, The Graduate College will empanel a group of at least three (3) members of the University's Graduate Faculty to review the appeal. The Graduate Faculty members will make a recommendation regarding the appeal to the Dean of The Graduate College.

4. Decision

In the absence of exceptional circumstances, within fourteen (14) of the receipt of the appeal, the Dean of The Graduate College will issue a decision regarding the appeal. It will be communicated to the applicant through U.S. or electronic mail.

Appeal of The Graduate College's Decision. Within fourteen (14) days of the mailing date of the Dean's decision, the applicant may appeal The Graduate College's determination by sending a written appeal to the Provost of Kennesaw State University.

Process for Graduate Admissions Appeals

Proposed Revision

Appeals of graduate admissions decisions at Kennesaw State University are made to the dean of the College of Graduate and Professional Education.

1. Notice to applicants

Information about the availability of and the procedures for an appeal of a negative admissions decision are available at the KSU Office of Graduate Admissions, in the Graduate Catalog and on the Graduate Admissions website.

2. The Appeal

- a. *Discrimination as the Basis of Appeal.* If an applicant believes a negative admissions decision is impermissibly based upon the applicant's real or perceived gender identity, sexual orientation, veteran status, spiritual beliefs, physical abilities, racial and ethnic background, and economic status, the applicant may directly contact the University's Office of Diversity & Inclusion at 470-578-2614.
- b. *Misinterpretation as the Basis of Appeal.* If an applicant believes a negative admissions decision is impermissibly based upon some other misinterpretation of the application and the information it contains, the applicant must submit a written appeal.

Successful resolutions to appeals based on misinterpretation typically involve corrections to how applicant data was treated by the Office of Graduate Admissions staff or the directors of the target graduate program. For instance, proving that an undergraduate institution is accredited or arguing that a professional certification is a substantive credential when such data was dismissed are both reasonable bases for an admissions appeal.

Please note that an appeal based on disagreement with how factual aspects of an application were evaluated is highly unlikely to be successful. This is particularly true regarding assessments of an applicant's undergraduate grade point average and the applicant's scores on standardized tests (e.g., GRE, GMAT) or the weight to give such items in the evaluation of the application.

Further, the failure of the applicant to submit all materials that are pertinent to an admissions decision is not a basis of appeal. The appeal process only considers KSU's treatment information that was submitted in the original application. Applicants who wish to supplement their application packets with new or different information may submit new applications.

- i. *The Written Appeal.* Within fourteen days of the decision notification of the admissions decision, the applicant may file an appeal. The appeal should contain the following:
 1. An explanation of the applicant's disagreement with the admissions decision.
 2. An explanation of why the applicant believes the decision was based on a misinterpretation of application data.
 3. Submission of any evidence in support of the applicant's argument.

4. Any other information the applicant believes is relevant to her or his appeal.
- ii. *Submission of Appeal.* The written appeal should be submitted as an attachment to an email to gradcollegeforms@kennesaw.edu. A less preferred option is to send a printed copy of the written appeal to:
Assistant Dean for Graduate Students
College of Graduate and Professional Education
3391 Town Point Drive, MD9109
Kennesaw, Georgia 30144-5591
- iii. *Review Process.* Upon receipt of the appeal, the Assistant Dean for Graduate Students will empanel a panel of at least three members of the University's Graduate Faculty to review the appeal. The Graduate Faculty members will make a recommendation regarding the appeal to the dean of the College of Graduate and Professional Education.
- iv. *Decision.* In the absence of exceptional circumstances, within fourteen days of the receipt of the appeal, the dean of the College of Graduate and Professional Education will issue a final decision regarding the appeal. It will be communicated to the applicant through the means by which the appeal was received.