Graduate Council
Mississippi State University

Number: 5
Date: March 1, 2013


Absent: A. Adkerson, A. Bourgeois, F. Coleman, D. Franz (excused), J. Gilbert (excused), J. Hodges (excused), D. Lewis (excused), B. Mikel, T. Sellers (excused),

Guests: S. Daniewicz, M. Berman

1. Graduate Council Chair Dr. Juan Silva asked for a motion to approve the Graduate Council minutes of November 30, 2012.

   Dr. Tim Barnett made a motion to approve the minutes. The motion was seconded by Dr. David Morse. Graduate Council approved the November 30, 2012 minutes.

2. Dr. Silva asked for a motion to approve the Graduate Council minutes of January 25, 2013.

   Dr. Scott Roberts made a motion to approve the minutes. The motion was seconded by Dr. Morse. Graduate Council approved the January 25, 2013 minutes.

3. University Committee on Courses and Curricula (UCCC)

   • Modification – PhD in Cognitive Science (Name Change to Applied Psychology)

   Dr. Silva asked Dr. Mitchell Berman from the department of Psychology to explain the request for a name change. Dr. Morse made a motion to approve the proposal as presented. Dr. Wes Schilling seconded the motion. After a brief discussion, Graduate Council voted and approved the modification to the PhD in Cognitive Science by acclamation.

   • Distance Approvals for the MS and PhD in Mechanical Engineering

   Dr. Silva asked Dr. Steve Daniewicz from the Department of Mechanical Engineering to introduce the distance approval proposals for the MS and the PhD in Mechanical Engineering. Dr. Pasquale Cinnella made a motion to accept the distance approvals to both programs. Dr. Russell Carr seconded the motion. After a brief discussion, Graduate Council voted to approve the distance program modifications to the MS and PhD in Mechanical Engineering by acclamation.
4. Report from the Office of the Graduate School (OGS)

Dr. Louis D’Abramo, Dean of the Graduate School, presented the following report:

- **Staff**
  Ms. Joanne To, Business Manager II, has returned to work on a limited basis.

- **Applications and Admissions**
  As of February 27, 2013, applications for the fall 2013 semester are at 1408, down 70 or 5.3% from the same date last year. International applications are essentially holding steady, down 1.1% whereas domestic student applications are notably down 10.9%. This is a trend that is essentially occurring nationwide. Admissions are down by 53 (34.9 %) compared to last year and domestic student admissions are down 48.5 %. This large percentage is primarily attributed to an OGS based delay in sending completed applications to the departments for review and decision. The delay is principally the result of two of the five admission assistants who have been in training. Therefore, applications need to be periodically reviewed to ensure that all processing has been handled correctly. The protracted time to process and submit to the department should be eliminated in the near future. For distance education, the number of applications (88) is the same as that of last year at the same time. Admissions are down 75.8%, 8 versus 33 at the same time last year. For summer 2013, applications are up 2 %, slightly down for Distance and the Meridian campus (1% and 7 %) but distance education admissions are down 22 %. (14% and 7 % for Distance and Meridian, respectively), again reflective of delays caused by new personnel.

- **Graduation, Spring 2013**
  As of today, a total of 390 graduate students have applied for graduation, 65 are Ph.D. candidates. A total of 74 doctoral degrees were awarded for the summer and fall of 2012. I estimate that between 134 -137 Ph.D. degrees will be awarded for 2012-2013. For the last three academic years 2009-2010, 2010-2011, and 2011-2012, the total of Ph.D. degrees awarded has been 143, 139 and 135.

- **Office of the Graduate School Magazine**
  The Office of the Graduate School magazine now has a name, GradDawgs. The inaugural issue is scheduled to be available on July 1. The format of the first issue has been developed and articles are being principally prepared by University Relations. Associate Dean Coats is devoting time to organize important graduate school statistics to include in the magazine.

- **Health Insurance Supplements for Graduate Students**
  The OGS posted post health insurance supplements for the spring semester into graduate student accounts during the first week of February. A total of 385 graduate assistants received $200 health insurance supplements for a total of $77,000.

- **Graduate Assistantships**
A total of 1,115 graduate assistantships were awarded for the spring 2013 semester, 50.3% GRAs, 35.8 % GTAs, and 13.9 % GSAs about 50 less than what was awarded for spring 2012 and spring 2011, 1168 and 1162, respectively.

• **Graduate Student Grievance Policy**
The graduate student grievance policy now in the form of an AOP is under review by the Student Affairs standing committee of the Holland Faculty Senate.

• **National Professional and Graduate Student Appreciation Week**
This year, the Appreciation Week is scheduled for April 1 through April 5. Dr. Ansley Abraham, Director of the Southern Regional Education Board (SREB) State Doctoral Scholars Program, is scheduled to be on campus to talk about the program and graduate student diversity on campus. Funding for Dr. Abraham’s travel has been provided by the OGS, the Office of the Provost, the Graduate Student Association (GSA), and the Office of Diversity and Equity Programs. Other activities that are planned for the week include workshops on financial literacy and dining etiquette, an ice cream social, and a night of entertainment. The annual Graduate Student Association Banquet is scheduled on Wednesday evening of that week.

• **Graduate Student Research Symposium**
The 2013 Graduate Student Research Symposium is scheduled for Saturday March 23, the same week when the Undergraduate Research Symposium is scheduled. The call for abstracts and forms can be found on the home page of the Office of the Graduate School. The symposium is only three weeks away and is currently failing to receive the characteristically high interest. At this time, we have only 6 participants and 3 faculty volunteers to serve as judges. We will send a reminder to all department heads and graduate coordinators.

• **Graduate Assistant Awards and Graduate Student Mentor Award**
The submission deadline for the following awards, the Outstanding Graduate Service Assistant, the Outstanding Graduate Research Assistant, the Donald Zacharias Outstanding Graduate Teaching Assistant, and Outstanding Graduate Student Mentor is March 15, 2013. Nomination forms can be accessed and downloaded from the home page of the Office of the Graduate School.

• **Graduate Coordinator Workshop**
The Graduate Coordinator Workshop, offered every other year, is scheduled for two days, Wednesday, March 6, or Thursday, March 7, 2013 from 2:00 to 4:00 PM. Two dates were provided to give the coordinators the option of selecting either day to insure as much participation as possible, Changes in policy will be presented as well as informational guidance to avoid procedural problems that are chronically encountered. The workshop is also designed to be driven by topics solicited from graduate coordinators and accordingly a comprehensive and informative agenda has been developed.

• **Graduate Coordinator Survey**
Responses from the survey have been collated and many comments will be addressed at the Graduate Coordinators Workshop. The OGS was pleased with the favorable response to the services provided.

- **New and Improved On Line Application for Graduate School (Handout 1)**
  The new and improved on line application for graduate school is scheduled to be available on August 1, 2013 when the 2014 applications are turned on. It would be unwise to change exclusively to the new application form because of the existence of fall 2013 applications that had yet to be completed. The plan, therefore, is to have two links, the old application link to accommodate those students with incomplete fall 2013 applications, and the new link for new applicants for fall 2013 and 2014. This approach has already been successfully used.
  - The applicant will select his/her desired graduate program from the list of degrees/majors. Once the degree/major has been selected, the applicant can select the campus where the program is available.
  - The unclassified listing has changed from” Graduate School Unclassified” to “No Degree/Unclassified Graduate”
  - The Statement of Purpose and Resume will be uploaded as a PDF file only. In addition, the plan is to include recommendation letters as pdfs but this accommodation is still under investigation.

In addition, questions about previous attendance at MSU are being simplified and two questions that address whether the student will be enrolled in concurrent (dual) degree programs will be added. Questions about previous attendance at MSU are being simplified. Also, the application is simplified so that if the question to an answer that needs more detail is yes, then expanded questions will open. If the answer is no, then obviously, no expansion occurs.

5. **Report from Graduate Student Association (GSA)**

GSA President Thomas Sellers could not attend the meeting but provided the following written report:

Next Meeting –
  - March 4\textsuperscript{th} at 5:15 in McCool 130

Graduate Research Symposium – March 23, 2013 (9:00 am – 2:30 pm in McCool Atrium)
  - 2 Categories (Research and Innovative Idea)
  - Students can present either an oral or poster presentation
  - Monetary Awards will be given to 8 winners
  - Last day to submit is March 16\textsuperscript{th}

Graduate and Professional Student Appreciation Week
  - April 1, 2013 – April 5, 2013
  - Working with the Office of the Graduate School to plan a week of speakers, activities, and discounts for graduate students.
1. New Business
   
a) Dean of the Graduate School Search Update (Herndon)

   Dr. Bill Herndon, chair of the search committee, provided an update about the ongoing search.

b) Graduate Students taking the same course/split level (D’Abramo – Handout 2)

   Dr. D’Abramo explained that several instances of graduate students being allowed to take a course they took as an undergraduate student again, this time for graduate credit. He disseminated a handout of AOP 11.04-Combined Undergraduate-Graduate Courses and asked for a recommendation from the Graduate Council to disallow the graduate students to take a course they have already taken as an undergraduate student once more for graduate credit. Dr. D’Abramo asked if Graduate Council would like to include a policy to that effect in the next Graduate Bulletin.

   Discussion followed. It was decided that the policy in the Graduate Bulletin should include a statement that reads “with approval of the committee/graduate coordinator. Dr. D’Abramo stated that he will write up a draft of a policy statement to be included in the next Graduate Bulletin and present the draft at the next Graduate Council meeting.

   c) Announcements GSA and Mentor Awards (Coats)

   Dr. Karen Coats reminded Graduate Council that March 8 is the deadline for nominations for the GSA awards (Donald Zacharias Graduate Teaching Assistant of the Year [Master’s and PhD level], Graduate Research Assistant of the Year Award [Master’s and PhD level], and Graduate Service Assistant of the Year Award). The deadline to nominate faculty for the Outstanding Mentor Award is March 15.

   Dr. Coats announced that she distributed a call for nominations for the Council of Graduate Schools (CGS) Pro-Quest Distinguished Dissertation Awards to department heads. These are prestigious awards and come with a monetary award of $2,000 and a trip to the CGS conference in San Diego. There are two separate awards, one in Biology and Life Sciences and one in the Humanities. The deadline to submit is May 1.

   The Gustav Alt Faculty Award for the Humanities is due March 28. That call has been distributed to the dean of Arts and Sciences.

   Summer Research for undergraduates deadline is March 8. It is now open to all disciplines.

   Dr. Coats thanked Dr. Lara Dodds for nominating Ms. Natalie Nations’ thesis. Ms. Nations was honored during the CGS conference and one of the comments made by a reviewer was that this was the best thesis they had ever read!
Dr. Coats stated that she has become very interested in helping graduate students improve their communication skills after listening to some presentations at the CGS conference. She is exploring the possibility of having our graduate students participate in an international competition called “Three Minute Thesis” which also comes with awards. More information will follow on this subject.

In the absence of other business, the meeting was adjourned at 2:40 p.m.

The date for the next Graduate Council meeting has been set for Friday, April 12, 2013 at 1:30 p.m. in 611 Allen Hall.
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<td>Program of Study</td>
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**Required field:** Red asterisk indicates a required field.

**Complete Step:**
MEMORANDUM: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

TO: Operating Policy and Procedure Manual

DATE: June 19, 1989
November 10, 1998
Revised-January 28, 2010

SUBJECT: AOP 11.04-Combined Undergraduate-Graduate Courses

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to standardize the approach to handling combined undergraduate and graduate courses at Mississippi State University.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

A department may offer a split-level (undergraduate/graduate) course. The course will be given a dual number (4000/6000) to reflect undergraduate/graduate credit. A combined course must meet the following criteria:

1. The basic content for both graduate and undergraduate students should be similar.
2. Offering such a course should be deemed academically sound to the department in question.
3. Graduate students enrolled in such a course are expected to satisfy course requirements beyond the undergraduate level.
4. The additional requirements for the students enrolled in the course for graduate credit must be clearly transmitted to the students in the course syllabus at the beginning of the semester.

RESPONSIBILITIES

Position                              Section     Year
Associate Provost for Academic Affairs Review     2014

/s/ Jerome Gilbert
Associate Provost for Academic Affairs
Date

/s/ W. Glenn Steele
Provost and Vice President for Academic Affairs
Date

/s/ Hart Bailey
President, Robert Holland Faculty Senate
Date

REVIEWED BY:

/s/ Don Zant
Director, Internal Audit
Date

/s/ Charles Guest
General Counsel
Date

APPROVED:

/s/ Mark E. Keenum
President
Date

AOP 11.04
Rev. 1/28/2010
October 26, 2012

To Whom It May Concern

Dear Sir/Madam,

The purpose of this letter is to certify that the Graduate Committee of the Mechanical Engineering department at Mississippi State University has reviewed and does support the offering of the MS graduate program as a distance-education program.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

S.R. Daniewicz
Professor and Head

Keith Walters
Graduate Committee Chair

GRADUATE COMMITTEE:
Douglas Bammann
Sergio Felicelli
Mark Horstemeyer
Pedro Mago
David Marcum
Kalyan Srinivasan
APPROVAL FORM FOR

DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Engineering

Contact Person: Mark F. Horstemeyer

Nature of Change: AOCE Approval

Current Degree Program Name:

Major: Master of Science in Mechanical Engineering  Concentration: n/a

Summary of Proposed Changes:

Award the degree via distance learning

Approved:  

[Signature]

Date: 11/15/12

[Signature]

Date: 12/19/2012

[Signature]

Date: 12/20/12

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council
APPENDIX 8: DECLARATION OF INTENT TO OFFER A DEGREE PROGRAM BY DISTANCE LEARNING

<table>
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<td>Date of Initial Program Approval: Before 19?</td>
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<td>Date of Implementation:</td>
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<td>October 26, 2012</td>
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<td>Cost of implementation:</td>
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<td>$0</td>
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Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:
Master of Science in Mechanical Engineering

Degree(s) to be Awarded:
Master of Science in Mechanical Engineering

Credit Hour Requirements:

Percentage of Program Completed by Distance Learning: 100%
Percentage of Program Requiring Campus Visit: 0%

Will students be allowed to mix on-campus and distance learning courses within this program? yes
Will this program require separate admission from those offered on-campus? yes
Will this program have different fees or tuition rates from those offered on-campus? yes

Responsible Academic Unit(s):
Department of Mechanical Engineering

Institutional Contact:
Dr. Steve Daniewicz, Head

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<tr>
<th>Number of Students Expected to Enroll in First Six Years:</th>
<th>Number of Graduates Expected in First Six Years:</th>
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<td>24</td>
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Program Summary:

Institutional Executive Officer Signature

Date

63
AOCE Degree Approval (Existing Program)
Master of Science in Mechanical Engineering

CATALOG DESCRIPTION

The thesis-option Master of Science in Mechanical Engineering (MS-ME) requires at least 24 credit hours of course work above the baccalaureate degree (with at least one-half the course work at the 8000 level or above) are required along with six (6) hours credit for the thesis and a final oral exam. For the non-thesis option, thirty-three (33) credit hours of course work above the baccalaureate degree are required along with an oral presentation and final exam; at least fifteen (15) hours for the M.S. non-thesis degree must be at the 8000 level or above.

CURRICULUM OUTLINE

No specific courses are required of students in the MS-ME program. Each student’s Program of Study is customized to his/her needs, subject to approval of the student’s graduate committee and the Graduate Coordinator. The graduate advisor will ensure that facilities at either the remote site or at Mississippi State University will be available to accomplish the research required for the graduate degree. Note that all requirements for the AOCE program are the same as those for its on-campus counterpart.

JUSTIFICATION FOR AOCE OFFERING

Distance education provides students who are not able to come to the main MSU campus the opportunity to take courses for either professional development or as credit toward one of the graduate programs offered by MSU. It also provides individuals the flexibility to take courses and conduct research at a time that best meets their personal schedule. This distance-learning offering reaches working professionals in Mississippi, and elsewhere, who do not have access to traditional graduate degree-granting programs in Mechanical Engineering at Mississippi State University.

TARGET AUDIENCE

- The Army ERDC in Vicksburg, MS has some students who desire to pursue their MS degrees in Mechanical Engineering right now. Since teaching our distance learning graduate courses in Mechanical Engineering, we typically have on the order of ten students from the Army ERDC lab.

- Based upon teaching distance learning courses the past five years in Mechanical Engineering, we have had on the order of ten different students who expressed interest in earning a distance learning MS degree from MSU. These students resided in Arkansas, Louisiana, Alabama, Georgia, Tennessee, and other locations within Mississippi.

- The automotive industry has design engineers with BS degrees and many of them have programs that pay for these engineers MS degrees. This opportunity is a large one for our ME Dept.
LEARNING OUTCOMES

All graduate students in Mechanical Engineering are expected to demonstrate a high level of professional competence, including research skills. Although the majority of distance students in the MS-ME program are expected to choose the non-thesis option, graduate courses in the department generally include some research elements such as research project work, literature reviews, etc. The assessment strategy for the MS-ME program reflects this two-fold emphasis on general professional competence and research competence. Assessment methods include the following:

1) Monitoring enrollment and numbers of degrees awarded;
2) Monitoring retention, including (a) average time spent in the program and (b) program graduation rates;
3) Monitoring of placement of graduates in industrial, government, and academic institutions;
4) Measurements of student participation in research activities, including (a) numbers of students participating in funded research projects, (b) numbers of students co-authoring journal articles, (c) numbers of students co-authoring conference presentations, and (d) numbers of students attending professional conferences;
5) Obtaining feedback directly from graduate students, both in informal interactions between faculty and students, and via formal assessment tools such as course evaluations, etc.

The Department’s Graduate Committee meets regularly to develop strategies for improving the graduate programs based on input from students, alumni, faculty members, the departmental advisory council, and other stakeholder groups.

DETTERRING ACADEMIC MISCONDUCT

All distance student must have proctors (approved by the home department of the Instructor of Record), who will administer exams for each distance-learning course. All exams will be new or substantially revised each time a course is offered. All research will be conducted at facilities that have been certified by MSU. A Distance Student Certification of Off-Campus/Non-MSU Research Facility form will be processed for each student enrolled, as necessary.

PROPOSAL SUBMISSION

This proposal is accompanied by a course approval proposal for ME 8000, Research/Thesis. All 9 EM and 17 ME graduate courses have already received approval for distance-education offering. Because there are no specific course requirements for the MS-ME program, we believe that we already offer a sufficient number of courses to allow students to complete their Programs of Study and graduate. More AOCE-offering course proposals are possible in the future, depending on availability of instructors and student needs.
EFFECTIVE DATE

August 2013

CONTACT PERSON

Mark F. Horstemeyer, Professor & Endowed Chair and Giles Distinguished Professor
Carpenter Engineering Building 206;
Phone: 662.325.7308
Email: mfhorst@me.msstate.edu
January 29, 2013

Dear Colleagues:

Attached please find a Modification to Existing Degree Program Proposal (renaming) for our doctor of philosophy degree, approved by our full faculty on January 25, 2013. This name change (to Applied Psychology, a 2010 CIP) more accurately reflects the program curriculum and mission, and where the program is housed and administered. The name change will also help us broaden our pool of applicants, and ultimately the number of graduates from this program. In addition, the current CIP code internally and on the IHL inventory does not match the current degree name (Cognitive Science). For these reasons, we believe it is important that the IHL review this request at the October 2013 meeting.

Thank you for your time and consideration.

Sincerely,

Mitchell E. Berman, Ph.D.
Professor and Department Head
APPROVAL FORM FOR

DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Mail Stop 9699 (244 Magruder Street, 2nd Floor), Phone: 325-0831.

College: Arts & Sciences             Department: PSYCHOLOGY
Contact Person: Mitchell Berman, Ph.D.     Mail Stop: 9514     E-mail: mberman@psychology.msstate.edu
Nature of Change: Name Change - IHL Approval Required
Program will be offered at: Starkville (Campus 1)

Current Degree Program Name: Doctor of Philosophy
Major: Clinical Science
Concentration:

New Degree Program Name: Doctor of Philosophy
Major: Applied Psychology
Concentration:

Effective Date: 11-1-2013

Summary of Proposed Changes:
This is a request for a name change to an existing Doctor of Philosophy degree to more accurately reflect the program's location (the Department of Psychology), applied nature (the program advertises itself as an Applied Cognitive Science Degree, for which there is no CIP code), core and associated faculty (all of whom are tenured or tenure-track in the Department of Psychology), oversight and administrative structure (the program and program budget are housed and administered by the Department of Psychology), and a curriculum that consists largely of PSY (Psychology) courses.

________________________
Department Head

________________________
Chair, College or School Curriculum Committee

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Dean of College or School

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Chair, University Committee on Courses and Curricula

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Chair, Graduate Council (if applicable)

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Chair, Deans Council

☐ SACS Letter Sent
### Appendix 9a: Modifications to Existing Degree Program Proposal (Renaming)

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<tr>
<th>Date of Implementation:</th>
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<th>New Six Digit CIP Code:</th>
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<th>New Program Title as will Appear on Academic Program Inventory, Diploma, and Transcript:</th>
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<tbody>
<tr>
<td>Cognitive Sciences; N/A; Cognitive Science</td>
<td>Applied Psychology; N/A; Applied Psychology</td>
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<th>Degree(s) to be Awarded:</th>
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<tbody>
<tr>
<td>Doctor of Philosophy (no change)</td>
<td>72</td>
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</table>

List any institutions within the state offering similar programs:

No other institutions in the state offer this or similar degree programs.

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<thead>
<tr>
<th>Responsible Academic Unit(s):</th>
<th>Institutional Contact:</th>
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<tbody>
<tr>
<td>Psychology</td>
<td>Mitchell Berman, Ph.D.</td>
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<thead>
<tr>
<th>Number of Students Enrolled in Last Six Years:</th>
<th>Number of Graduates Expected in Next Six Years:</th>
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Program Summary:

The Department of Psychology offers a doctoral degree in Applied Psychology (current designation is Cognitive Science). The objective of the program is to train applied psychologists for employment in business, industry, engineering and other applied settings. Areas of training will be fundamentals of psychology, advanced statistical techniques, experimental methods, cognitive psychology, and applied research.
1. Describe how the proposed modification fits within the mission of the institution.

This is a request for a name change to an existing Doctor of Philosophy degree to more accurately reflect the degree program's location (the Department of Psychology), applied nature (the program advertises itself as an Applied Cognitive Science Degree, for which there is no CIP code), core and associated faculty (all of whom are tenured or tenure-track in the Department of Psychology), oversight and administrative structure (the program and program budget are housed and administered by the Department of Psychology), and a curriculum that consists largely of PSY (Psychology) courses.

In addition, both the current name (Cognitive Sciences) and CIP code (300601) in the IHL inventory are not consistent with the NCES system code implemented in 2000. This is an important reason to implement the name change (and correct the CIP code in the inventory). The designations at that time should have been Cognitive Science (not Sciences) and the 2000 CIP code should have been 302501. The CIP 300601 in the inventory is associated with Systems Science and Theory, not Cognitive Science(s), which is a poor description of the current degree.

At the time of the degree program's inception, the Applied Psychology degree name was not part of the NCES (IPEDS) taxonomy. The Applied Psychology designation was added in 2010. We believe this more accurately reflects the program curriculum, applied nature, and where the program is housed and administered (our Department of Psychology). The proposed administrative structure reflected in the name change is analogous to the administrative structure at Stanford and UCLA, where similar doctor of philosophy degrees are housed in the Psychology Department as Psychology Degrees.

In sum, it is important to correct the degree name and CIP code to be consistent with contemporary NCES (IPEDS) nomenclature, the degree program curriculum, administrative structure, and applied nature as a Psychology degree. Accurate classification of degree programs is an important part of the university mission for accreditation purposes and for public disclosure.

2. Is this modification unnecessarily duplicative of other programs within the System?

No. There is no other Applied Psychology doctor of philosophy degree in the state of Mississippi. Our required degree program curriculum is unique and unlike any other doctor of philosophy degree in the state.

3. Describe the anticipated institutional impact including any research efforts associated with this program.

We believe this name change to a Psychology degree will broaden the pool of highly qualified applicants we receive. The program is a small program with a current average class size of 2 students in each year of training due to some attrition from the enrollment numbers listed above. With respect to Psychology Departments in institutions classified as Carnegie RU/VH: Research Universities (very high research activity), the number of students we admit to our doctor of philosophy degree is very low and inconsistent with the research mission of the department and university. Thus, increasing the number of graduates is critical to the program, the department, and the mission of the university.

A modest increase in the number of students we enroll in the program will also allow us to be more competitive for external research dollars, which is also mission critical for the department and university. Doctor of Philosophy degrees in Psychology are highly selective and draw high
quality applicants. For this reason, the name change should increase the number of applicants to the program and the number of students who enroll by broadening the appeal to students who are interested in a doctor of philosophy in psychology. The anticipated graduation rates reported above are based on the assumption that we do not change the name of the program. We believe we can improve upon this by changing the program name to make it clear to interested students that this is an Applied Psychology degree.

4. Are there any anticipated budget savings associated with the proposed modification?

No

5. Are there any changes to the educational objectives of the degree program associated with the proposed modification?

No

6. Are there any changes to the curriculum of the degree program associated with the proposed modification?

No

7. Describe how the proposed modification will affect program faculty.

This name change will not affect our program faculty. No additional faculty lines are required to implement this name change; the same core faculty members in psychology will be responsible for delivering the curriculum and chairing doctoral dissertations. Other psychology faculty members will continue to teach required courses in the program, such as statistics and research design. Students in this degree program are required to take two courses outside of psychology, and faculty from other departments will continue to teach these classes and serve as members on dissertation committees as needed.

8. Describe the evaluation process which led to the request for the proposed modification.

Discussions about the appropriate name for the program began approximately six months ago, when it became apparent that the current CIP code was incorrect and that the program was not formally tied to the department as a psychology degree despite having full management and budgetary responsibility for the program. Discussions among the program core faculty members and other psychology department faculty members involved in the doctoral training were conducted in consultation with the Department Head. The Department Head (Dr. Mitchell Berman) and Program Director (Dr. Williams) also consulted with various university constituencies, including the Dean of Arts and Sciences, other university administrators and staff, and representatives of the various university committees responsible for curriculum. These processes were completed and the faculty of the Department of Psychology enthusiastically endorsed this name change at our regularly scheduled monthly meeting of the Psychology Department on January 25, 2013.
GRADUATE DEGREE MODIFICATION OUTLINE FORM
Use the chart below to make modifications to an existing Graduate Degree. All deleted courses and information should be shown in *italics* and all new courses and information in **bold**. Please include the course prefix, number, and title in both columns. Expand rows as needed.

<table>
<thead>
<tr>
<th>CURRENT Degree Description</th>
<th>PROPOSED Degree Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Doctor of Philosophy</td>
<td></td>
</tr>
<tr>
<td>Major: <strong>Cognitive Science</strong></td>
<td></td>
</tr>
<tr>
<td>Concentrations:</td>
<td></td>
</tr>
</tbody>
</table>

*The Department of Psychology offers a doctoral degree in *Applied Cognitive Science*. The objective of the program is to train *applied cognitive scientists* for employment in business, industry, engineering and other applied settings.*

| At least 6 credit hours overall must be taken from outside the Psychology department, whether from the CSI, ACI, or Graduate Electives categories. |

<table>
<thead>
<tr>
<th>CURRENT CURRICULUM OUTLINE</th>
<th>Required Hours</th>
<th>PROPOSED CURRICULUM OUTLINE</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methods and Quantitative Core</td>
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<td>Research Methods and Quantitative Core</td>
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<tr>
<td>PSY 8214 Quant. Methods in Psych II</td>
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<td>PSY 8214 Quant. Methods in Psych II</td>
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<tr>
<td>PSY 8803 Advanced Quant. Methods</td>
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<td>PSY 8803 Advanced Quant. Methods</td>
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<tr>
<td>PSY 8513 Psychological Research Method</td>
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</table>

<table>
<thead>
<tr>
<th>Cognitive Science Core</th>
<th>6</th>
<th>Cognitive Science Core</th>
<th>6</th>
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</thead>
<tbody>
<tr>
<td>PSY 6653 Cognitive Science</td>
<td></td>
<td>PSY 6653 Cognitive Science</td>
<td></td>
</tr>
<tr>
<td>PSY 8713 Issues and Methods in Cog Psy</td>
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<td>PSY 8713 Issues and Methods in Cog Psy</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Cognitive Science Integration - 3 hours from following list:</th>
<th>3</th>
<th>Cognitive Science Integration - 3 hours from following list:</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>CSE 6633 Artificial Intelligence</td>
<td></td>
<td>CSE 6633 Artificial Intelligence</td>
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</tr>
<tr>
<td>PSY 8723 Cognitive Models of Skill</td>
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<td>PSY 8723 Cognitive Models of Skill</td>
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<tr>
<td>CSE 8633 Natural Language Processing</td>
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<td>CSE 8633 Natural Language Processing</td>
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</tr>
<tr>
<td>PHI 6143 Philosophy of Science</td>
<td></td>
<td>PHI 6143 Philosophy of Science</td>
<td></td>
</tr>
<tr>
<td>EN 6403 Introduction to Linguistics</td>
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<td>EN 6403 Introduction to Linguistics</td>
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<table>
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<tbody>
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<td>PSY 6753 Applied Cognitive Psychology</td>
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<tr>
<td>IE 8153 Cognitive Engineering</td>
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<td>IE 8153 Cognitive Engineering</td>
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<tr>
<td>PSY 6123 Psych of Human-Computer Interaction</td>
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<tr>
<td>IE 6113 Human Factors Engineering</td>
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<td>MKT 8413 Seminar in Consumer Behav.</td>
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<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>PSY 6423 Sensation/Perception</td>
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<td>PSY 6423 Sensation/Perception</td>
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<tr>
<td>PSY 6733 Memory</td>
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<td>PSY 6733 Memory</td>
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<tr>
<td>PSY 6713 Language &amp; Thought</td>
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<td>PSY 6713 Language &amp; Thought</td>
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<td>Advanced Graduate Seminars</td>
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<td>Advanced Graduate Seminars</td>
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<tr>
<td>PSY 8403-8413 Cognitive Reading Sem.</td>
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<td>PSY 8403-8413 Cognitive Reading Sem.</td>
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<tr>
<td>Graduate Electives - 9 hours may be from following list:</td>
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<td>Graduate Electives - 9 hours may be from following list:</td>
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<tr>
<td>PSY 8313 Developmental Psychology</td>
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<td>PSY 8313 Developmental Psychology</td>
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<tr>
<td>PSY 8613 Advanced Social Psychology</td>
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<td>PSY 8613 Advanced Social Psychology</td>
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<tr>
<td>PSY 6983 Psychology of Aging</td>
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<tr>
<td>PSY 6523 Industrial Psychology</td>
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<td>CSE 8633 Natural Language Processing</td>
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</tr>
<tr>
<td>CSE 8663 Neural Computing</td>
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<td>CSE 8663 Neural Computing</td>
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<tr>
<td>IE 8343 Artificial Intelligence in Manufacturing</td>
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<td>IE 8343 Artificial Intelligence in Manufacturing</td>
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<tr>
<td>IE 8783 Neural Networks in Optimization</td>
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<td>SO 6413 Aging and Retirement</td>
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<td>COE 6713 Issues in Aging</td>
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<td>COE 6713 Issues in Aging</td>
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</tr>
<tr>
<td>MKT 8313 Marketing Policies</td>
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<tr>
<td>MKT 8343 Seminar In Marketing-Pricing and Product Strategies</td>
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<td>MKT 8343 Seminar In Marketing-Pricing and Product Strategies</td>
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<tr>
<td>BIS 8112 Management Information Systems</td>
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<td>BIS 8112 Management Information Systems</td>
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<tr>
<td>Cognitive Science Seminar</td>
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<td>Cognitive Science Seminar</td>
<td>8</td>
</tr>
<tr>
<td>PSY 8731 Applied Cognitive Science Research Seminar</td>
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<td>PSY 8731 Applied Cognitive Science Research Seminar</td>
<td></td>
</tr>
<tr>
<td>Dissertation Hours</td>
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<td>Dissertation Hours</td>
<td>21</td>
</tr>
<tr>
<td>PSY 9000 Dissertation/research</td>
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<td>PSY 9000 Dissertation/research</td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td>72</td>
<td>Total Hours</td>
<td>72</td>
</tr>
</tbody>
</table>

Note: Students are required to take at least two (2) non-PSY courses for the degree (selected from the Cognitive Science Integration, Applied Cognitive Integration, or Graduate Electives categories). The average number of courses taken outside of Psychology by graduates over the past six years is approximately two (2). Generally, 66 of the 72 hours required for the degree are PSY courses.
October 26, 2012

To Whom It May Concern

Dear Sir/Madam,

The purpose of this letter is to certify that the Graduate Committee of the Mechanical Engineering department at Mississippi State University has reviewed and does support the offering of the Mechanical Engineering concentration for the PhD in Engineering as a distance-education graduate program. Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

[Signature]

S.R. Daniewicz
Professor and Head

[Signature]

Keith Walters
Graduate Committee Chair

Douglas Bammann
Sergio Felicelli
Mark Horstemeyer
Pedro Mago
David Marcum
Kalyan Srinivasan
APPROVAL FORM FOR

DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Engineering
Contact Person: Mark F. Horstemeyer
Nature of Change: AOCE Approval
Current Degree Program Name:
Major: Doctor of Philosophy

Department: Mechanical Engineering
Phone: 57408   E-mail: mfhorst@me.msstate.edu
Date Initiated: 10/26/12   Effective Date: 8/19/13

Concentration: Mechanical Engineering

Summary of Proposed Changes:

Award the degree via distance learning

Approved: 

Date: 11/15/12

Department Head

12/19/2012

Chair, College or School Curriculum Committee

12/20/12

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council
APPENDIX 8: DECLARATION OF INTENT TO OFFER A DEGREE PROGRAM BY DISTANCE LEARNING

<table>
<thead>
<tr>
<th>Institution:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Initial Program Approval:</th>
<th>Date of Implementation:</th>
<th>Cost of Implementation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 1960 (first degree awarded in 19?)</td>
<td>October 26, 2012</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:</th>
<th>Six Digit CIP Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Philosophy, concentration in Mechanical Engineering</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree(s) to be Awarded:</th>
<th>Credit Hour Requirements:</th>
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</thead>
<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>subject to approval of Graduate Committee</td>
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</table>

<table>
<thead>
<tr>
<th>Percentage of Program Completed by Distance Learning:</th>
<th>Percentage of Program Requiring Campus Visit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

| Will students be allowed to mix on-campus and distance learning courses within this program? | yes |
| Will this program require separate admission from those offered on-campus? | yes |
| Will this program have different fees or tuition rates from those offered on-campus? | yes |

<table>
<thead>
<tr>
<th>Responsible Academic Unit(s):</th>
<th>Institutional Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Engineering</td>
<td>Mark F. Horstemeyer,</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Students Expected to Enroll in First Six Years:</th>
<th>Number of Graduates Expected in First Six Years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>2</td>
</tr>
<tr>
<td>Year Two</td>
<td>5</td>
</tr>
<tr>
<td>Year Three</td>
<td>10</td>
</tr>
<tr>
<td>Year Four</td>
<td>15</td>
</tr>
<tr>
<td>Year Five</td>
<td>20</td>
</tr>
<tr>
<td>Year Six</td>
<td>23</td>
</tr>
<tr>
<td>Total</td>
<td>77</td>
</tr>
</tbody>
</table>

Program Summary:

Institutional Executive Officer Signature

Date
AOCE Degree Approval (Existing Program)
Ph.D. in Engineering, Mechanical Engineering Concentration

CATALOG DESCRIPTION
The Bagley College of Mechanical Engineering offers the Doctor of Philosophy degree in Engineering, including the Mechanical Engineering (ME) concentration. Requirements for the degree are established and monitored by the individual departments offering each concentration, subject to University requirements for all Ph.D. programs.

CURRICULUM OUTLINE
No specific courses are required of students in the PhD-ME program. Each student’s Program of Study is customized to his/her needs, subject to approval of the student’s major professor and graduate committee. The graduate advisor will ensure that facilities at either the remote site or at Mississippi State University will be available to accomplish the research required for the graduate degree. A written and oral qualifying examination is required during the first twenty-four (24) months of graduate coursework. At least twenty hours of dissertation research is required. An oral preliminary examination is required upon completion of coursework and determination of a dissertation topic. A final oral dissertation defense is required. Note that all requirements for the AOCE program are the same as those for its on-campus counterpart. The student’s physical presence on the main campus may be encouraged for specific activities (e.g., candidacy examination or dissertation defense), however it is not required. Oral exams via teleconference have been used successfully for Campus 1 students in the past, and videoconferencing might also be considered.

JUSTIFICATION FOR AOCE OFFERING
Distance education provides students who are not able to come to the main MSU campus the opportunity to take courses for either professional development or as credit toward one of the graduate programs offered by MSU. It also provides individuals the flexibility to take courses and conduct research at a time that best meets their personal schedule. This distance-learning offering reaches working professionals in Mississippi, and elsewhere, who do not have access to traditional graduate degree-granting programs in Mechanical Engineering at Mississippi State University.

TARGET AUDIENCE
- The Army ERDC in Vicksburg, MS has several students who desire to pursue their Ph.D. in Mechanical Engineering right now. Since teaching our distance learning graduate courses in Mechanical Engineering, we typically have on the order of ten students from the Army ERDC lab.
- Several researchers at the national laboratories (Idaho National Lab, Pacific Northwest National Lab, and Sandia National Labs) have expressed strong interest in pursuing their PhDs with our Mechanical Engineering Department if there were a distance learning program.
- Since CAVS has started at MSU, there has been several requests by the automotive industry from engineers who have MS degrees to pursue their PhDs in Mechanical Engineering at MSU.
These engineers work for General Motors, Ford, and Chrysler in Detroit, Michigan area, and we have some requests from the Japanese corporations as well. Hence, the potential for many excellent students from these corporations appears to be a very nice opportunity.

LEARNING OUTCOMES

All graduate students in Mechanical Engineering are expected to demonstrate a high level of professional competence, including research skills. The assessment strategy for the PhD-ME program reflects this emphasis on research competence. Assessment methods include the following:

1) Monitoring enrollment and numbers of degrees awarded;

2) Monitoring retention, including (a) average time spent in the program and (b) program graduation rates;

3) Monitoring of placement of graduates in industrial, government, and academic institutions;

4) Measurements of student participation in research activities, including (a) numbers of students participating in funded research projects, (b) numbers of students co-authoring journal articles, (c) numbers of students co-authoring conference presentations, and (d) numbers of students attending professional conferences;

5) Obtaining feedback directly from graduate students, both in informal interactions between faculty and students, and via formal assessment tools such as course evaluations, etc.

The Department’s Graduate Committee meets regularly to develop strategies for improving the graduate programs based on input from students, alumni, faculty members, the departmental advisory council, and other stakeholder groups.

DETERRING ACADEMIC MISCONDUCT

All distance student must have proctors (approved by the home department of the Instructor of Record), who will administer exams for each distance-learning course. All exams will be new or substantially revised each time a course is offered. All research will be conducted at facilities that have been certified by MSU. A Distance Student Certification of Off-Campus/Non-MSU Research Facility form will be processed for each student enrolled, as necessary.

PROPOSAL SUBMISSION

All 9 EM and 17 ME graduate courses have already received approval for distance-education offering. We believe that we already offer a sufficient number of courses to allow students to complete their Programs of Study and graduate. More AOECE-offering course proposals are possible in the future, depending on availability of instructors and student needs.
EFFECTIVE DATE

August, 2013

7. CONTACT PERSON

Mark F. Horstemeyer, Professor & Endowed Chair and Giles Distinguished Professor
Carpenter Engineering Building 206;
Phone: 662.325.7308
Email: mfhorst@me.msstate.edu