Graduate Council  
Mississippi State University

Number: 2  
Date: September 25, 2009


Absent: W. Batchelor, P. Bonfanti, P. Ryan, D. Seale,

Guests: M. Warkentin, R. Sainsbury

1. Dr. Dwayne Wise asked for revisions to the minutes (August 28, 2009).

   Motion was made by Dr. Meghan Millea and seconded by Dr. Kathy Dooley to accept the minutes.

   Minutes were approved by acclamation.

2. University Committee on Courses and Curricula (UCCC)

   Dr. Tim Chamblee stated that the Graduate Certificate in Information Systems will be discussed under Old Business on today’s agenda.

4. Report from the Office of the Graduate School (OGS)

   Dr. Louis D’Abramo presented the following information:

   • There are 1,123 Graduate Assistantships for the Fall 2009. That represents about 33% of the on campus enrolled students.

   • In collaboration with the Office of External Affairs, a letter soliciting donations to the Graduate School was recently sent out to 7,000 graduate students who have graduated in the last ten years.

   • The response to the Travel Assistance Grants for Graduate Students has been very good. Already, $15,000 has been disbursed to graduate students to attend and give presentations at national and international meetings.
• A call for proposals for the Graduate Recruitment Assistance Grants was sent out today. A total of $15,000 of funds is available ($1,500 to $2,000 per grant) and strategies that involve departmental cost sharing are preferred.

• A brief scavenger hunt that will take graduate students on a trip around the Office of the Graduate School's web is now underway. Students are also asked a number of questions concerning the presentation and value of the website. Those students who participate become eligible to win a 8G iPod Nano. We are using Survey Monkey. The deadline is September 29 and as of this morning, there were already 158 participants.

• The deadline for application for graduation is October 9. After that date, the cost of application increases. For the fall semester this year, there will be only one graduation ceremony, Friday, December 11, 7:00 pm.

• Julie Goodin, Program Coordinator, will begin participating in a series of recruitment fairs for graduate study at different universities during late September, October, and early November. The locations are the University of Alabama, the University of Georgia, Centenary College, the University of Memphis, and the University of Southern Mississippi.

• The Office of the Graduate School collaborated with the Bagley College of Engineering to host a National Science Foundation Information Workshop on September 2. Approximately 25 undergraduate and graduate students attended and were informed about the guidelines for application by Dr. Lori Bruce, Associate Dean for Research and Graduate Studies and Dr. Tonya Stone, Assistant Professor of Mechanical Engineering, who recently received a NSF Fellowship at MSU.

• Dr. William A. Person, Associate Dean of the Graduate School, visited with 19 students who attended the Graduate and Professional Day Conference at Tougaloo College on Friday, September 18th. Ms. Shelli Williams, AGEM Graduate Research Assistant, visited with 35 students at the Career Day Program at Mississippi Valley State University on Thursday, September 17th.

• The AGEM program was one of six AGEP (Alliance for Graduate Education and the Professoriate) programs to be selected nationally by NSF to participate in a special site visitation assessment. The four-member assessment team indicated that they were very impressed with the high level of collaboration and cooperation observed in our statewide program. The assessment was conducted at the University of Mississippi on September 14-16, 2009 and five of MSU’s AGEM Scholars attended to visit with the team.

• Banner processes including workflow will be down beginning at noon on Friday, October 16 until 7:00 a.m. Monday, October 19 due to the Banner 8 upgrade. If colleges encounter any problems concerning electronic processes during the following week of October 19, please contact Ms. Forest Sparks, Admission Manager.

5. Report from Graduate Student Association (GSA)
GSA Vice President Brittany Clay presented the following report:

A GSA meeting was held on Tuesday, September 22, 2009, and about 15 students attended. The major discussion point was the upcoming research symposium scheduled for November 6, 2009, beginning at 8:30 a.m. at the Colvard Student Union. The guest speaker at the meeting was Dr. Janae Taylor who spoke about different support groups for graduate students.

Dr. Wise inverted the agenda order at the request of Dr. D’Abramo, so New Business will be dealt with first.

6. New Business

a) Dual Degree Policy (D’Abramo) (Handout)

Dr. D’Abramo proposed that changes be made in the graduate bulletin concerning dual degree policies. Presently, our policy in the Graduate Policy only addresses “shared” hours between two master’s degrees.

After a brief discussion, it became evident that the proposed changes to the wording in the Graduate Bulletin need further review since the Educational Specialist degree was omitted. Dr. D’Abramo stated that a proposed change will be submitted again for review by Graduate Council.

b) Early Participation in Commencement (D’Abramo/Lee) (Handout)

Ms. Karin Lee requested that the Graduate Council expand the early commencement participation guidelines to each semester rather than just for graduate students who graduate in the summer semester. Graduate Council had approved guidelines for participation in graduation ceremonies prior to completion of degree during the March 27, 2009 meeting. There are two instances when a graduate student should be allowed to participate in a ceremony before they actually graduate:

○ If there is no ceremony and the student has meets all the requirements

○ If the student is unable to attend his/her ceremony but meets all the requirements stated above.

Students who participate in commencement without actually graduating will have to apply for graduation again during the semester in order to receive their degree.

A motion was made by Dr. Juan Silva to include implementation of the guidelines for early participation in graduation ceremonies approved earlier for the summer semester to apply for spring and fall semesters as well. Dr. Dan Reynolds seconded the motion.
Graduate Council voted and the expansion to include spring and summer semesters in the guidelines for early participation in commencement ceremonies was approved by acclamation.

c) Part-time Graduate Students – Time Limit (D’Abramo)

Dr. D’Abramo proposed that Graduate Council take a closer look at graduate policy when it applies to part-time students. Should part-time students have a different time limit policy or should the time limits be removed altogether?

Dr. Wise requested volunteers to form an ad hoc committee to review the time limit policy and its application to part-time graduate students. Drs. Ed Allen, Doug Goodman and Juan Silva agreed to serve on the ad hoc committee. They will submit a report to Graduate Council at a later meeting.

7.) Old Business

Graduate Certificate in Information Systems

Dr. Wise stated that Graduate Council members had the opportunity to review the revised document and asked for a motion.

Dr. Millea made a motion to approve the Graduate Certificate in Information Systems. Dr. Burnette Hamil seconded the motion.

After a very brief discussion, Graduate Council voted and the Graduate Certificate in Information Systems was approved.

Meeting adjourned at 2:35 p.m.

The date for the next Graduate Council meeting has been set for October 23, 2009, at 1:30 p.m. in 611 Allen Hall.
DUAL DEGREES

An applicant may apply and be admitted to more than one degree program. This requires prior approval of each department. If the student is approved to pursue two master's degrees, one doctoral and one master's degree, no more than 9 hours of coursework from one MSU master's degree program may be applied toward meeting the requirements for the second MSU master's degree program.
Early Participation in Commencement

- During the March 27, 2009 Graduate Council meeting, the topic of graduate students “walking” during the May commencement ceremonies but officially graduating during the summer semester was discussed. There are no commencement ceremonies for summer graduation.

- After discussion, Graduate Council decided to allow Ph.D. students and master’s students in the thesis track who officially graduate during the summer semester, to participate in the graduation ceremony in May after missing applicable deadlines, provided they have met all requirements prior to the ceremony. Graduate Council also decided to allow non-thesis master’s students who have passed their comprehensive examinations, if applicable, to participate in commencement ceremonies in May if they only have six hours of coursework to take during the summer semester and they have already registered for those hours. It was decided that the student’s academic dean would have to verify whether a student was eligible to participate and that the student would have to be informed of the requirement to apply again for graduation during the summer semester.

- Now this issue has come up again, this time with students who are unable to attend the commencement ceremony during the semester they actually graduate. Can the previously approved guidelines for participation in May ceremonies by summer graduates be expanded to other semesters?

- There are two instances when a graduate student should be allowed to participate in a ceremony BEFORE they actually graduate:
  - If there is no ceremony and the student meets all the requirements stated above.
  - If the student is unable to attend his/her ceremony but meets all the requirements stated above.
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).

College or School: College of Business     Department: Management and Information Systems

Contact Person: Dr. Merrill Warkentin     Phone: 1955 or 3928     E-mail: m.warkentin@msstate.edu

Nature of Change: New graduate certificate program     Date Initiated: 10/30/08     Effective Date: 1/1/09

New Degree Program Name: Graduate Certificate in Information Systems

Summary of Proposed Changes: Establishment of new graduate certificate program, comprised of 12 hours of currently-offered courses, as outlined on the following pages.

Approved: John D. Riggs

Date: 10/23/08

Chair, College or School Curriculum Committee

Date: 10/24/08

Dean of College or School

Date: 3/5/09

Chair, University Committee on Courses and Curricula

Date: 4/3/09

Chair, Graduate Council (if applicable)

Chair, Deans Council
Overview and Justification
This non-degree graduate certificate program is designed to augment a student’s academic preparation for a diverse set of career objectives in which computer information systems will be a major component of the work activity. Courses in Systems Analysis, Database Design, Security, Telecommunications, and other topics will provide an opportunity for students to establish a coherent set of skills and knowledge that complement their primary knowledge domains, enabling such students to successfully compete in today’s job marketplace, and in the execution of their careers. The flexibility of the certificate program will facilitate greater opportunities for completion of the certificate requirements, regardless of the student’s schedule in their primary areas. It is presumed that these students will come from other disciplines in the College of Business (e.g. Marketing, Accounting, Finance, etc.) as well as from other colleges and departments (e.g. Forestry, Engineering, Biology, etc.).

Committee Oversight
The Graduate Certificate in Information Systems (GCIS) Oversight Committee (“the committee”) will consist of three members who are faculty in the BIS area. One member will serve as the Chair, and will serve as the primary contact for matters concerning the GCIS. The committee will establish program guidelines, assess the credentials of applicants and approve admissions into the certificate program, approve awards of the GCIS to potential certificate recipients (by formally informing the Registrar’s Office of the successful candidate’s name and IDs), and will promote the program with appropriate materials.

(The initial committee through the 2010-2011 academic year will consist of Dr. Merrill Warkentin (Chair), Dr. Robert Otondo, and Dr. Robert Sainsbury.)

Credit Hours Required
The Graduate Certificate in Information Systems (GCIS) will be awarded by the committee to candidates who have successfully completed 12 hours of approved coursework with a minimum GPA of 3.0, of which 9 hours must be taken in approved BIS courses at MSU. Under normal circumstances, the 12 hours are expected to be taken from the following list.

<table>
<thead>
<tr>
<th>BIS</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS</td>
<td>6113</td>
<td>BIS Security Management</td>
</tr>
<tr>
<td>BIS</td>
<td>6513</td>
<td>Microcomputers/Networks</td>
</tr>
<tr>
<td>BIS</td>
<td>6523</td>
<td>Advanced Languages II</td>
</tr>
<tr>
<td>BIS</td>
<td>8112</td>
<td>Management Information Technology &amp; Systems</td>
</tr>
<tr>
<td>BIS</td>
<td>8213</td>
<td>Advanced Systems Analysis &amp; Design</td>
</tr>
<tr>
<td>BIS</td>
<td>8313</td>
<td>Advanced Database Design &amp; Administration</td>
</tr>
<tr>
<td>BIS</td>
<td>8513</td>
<td>Business Telecommunications</td>
</tr>
<tr>
<td>BIS</td>
<td>8613</td>
<td>MIS Administration</td>
</tr>
<tr>
<td>BIS</td>
<td>8753</td>
<td>Information Systems Collaborative Project</td>
</tr>
</tbody>
</table>

At the discretion of the committee, up to 3 hours of related appropriate graduate coursework may be approved. Such approved coursework may be transferred into MSU or may be taken from another department at MSU with the committee’s approval. Students seeking such waivers should contact the committee chair with documentation about the course for which they want credit in the GCIS program. If official approvals for such substitutions are awarded, an official letter will be placed in the student's advising file, copied to the student.
Supplemental Notes

1. **Abbreviation.** The proposed official four-letter abbreviation for this certificate program (for university reports) is GCIS.

2. **Budgetary Implications.** This program is expected to generate minor positive gains for total revenue or will be (at worst) revenue neutral. No new resources will be required to administer the GCIS; it utilizes existing courses. But a small number of students are expected to take additional coursework at MSU.

3. **Enrollment.** Anticipated enrollment is four students per year, of which 3 to 4 will be existing MSU students.

4. **Coordination with MSIS.** All courses taken for the GCIS may also serve as courses to complete the Masters of Science in Information Systems (MSIS) at MSU. Entrance requirements for the MSIS will be enforced (are not waived).

5. **Prerequisites.** There are no pre-requisites for this non-degree program. All normal course requirements apply. It is presumed that each applicant will have taken at least one undergraduate or graduate course in computer information systems or a related field. Promotional materials will also strongly suggest that all applicants take at least one programming class.

6. **Minor.** UCCC documents indicate that if a certificate is “completed within a degree program it is usually considered a minor” (UCC Guide and Format for Curriculum Proposals, July 2008, page 27). If an MBA student at MSU completed the requirements for the MBA and the GCIS, that student might be considered to receive an MBA with a GCIS minor.
To: University Curriculum Committee

From: BIS Faculty, Management and Information Systems Department, College of Business and Industry

Date: October 23, 2008

The BIS faculty have reviewed all of the changes in this submission. In all cases, these requests involve changes to pre-requisites.

This set of proposals includes:

4 minor modifications: BIS 8213, bis 8313, bis 8413, AND bis 8613

We support all of the changes in these proposals. If you have any questions, or need any additional information, please feel free to contact the contact person listed on each form, or me (Rodney Pearson, 325-1995, rodney.pearson@mssstate.edu).

Thank you for your time in considering these requests.

Rodney Pearson, Department Head

J.P. Shim

Kent Marett

Gary Templeton

Robert Otodo

Merrill Warkentin

Robert Sainsbury
September 10, 2009

Tim Chamblee, Ph.D.
Chair, MSU Graduate Council
Mississippi State University
Mississippi State, MS 39762

Dear Dr. Chamblee:

I offer this letter in support of the newly proposed Graduate Certificate in Information Systems program. For both students and practitioners in the field of public administration, awareness and understanding of policy and management issues in information technology (IT) is crucial for the effective and efficient operation of government. Today, beyond basic and near-universal computer skills, newly educated public servants are called upon to possess a thorough knowledge of the nature and role of electronic government (e-government) as well as other technologies, with specific attention paid to the impact of government competence, transparency, communication, service delivery, engagement with citizens, and information provision, collection, and preservation.

To that end, this non-degree graduate certificate program appears to be well designed and, in my own experience as a student and practitioner of public administration, well suited to academically challenge and prepare students for a diverse career from a primarily managerial, not technical, perspective.

I support and ask for your favorable consideration of this application.

Sincerely,

Craig P. Orgeron, Ph.D.
Director, Strategic Services