SPECIAL GRADUATE COUNCIL MEETING
APPROVED MINUTES
May 19, 2008

MEMBERS PRESENT
Dr. Lance Janda - Associate V.P. for Enrollment Management/Graduate Coordinator - Council Chair
Dr. John Courington - Interim Dean, School of Business (voting)
Dr. Ronna Vanderslice - Dean, School of Educ & Beh Sci (voting)
Dr. Aubree Helvey - School of Business (voting)
Dr. Terrence Paridon - School of Business (voting)
Dr. Jennifer Dennis - School of Educ & Beh Sci (voting)
Student Representative – Megan Foster (voting)
Student Representative – Whitney Burris (voting)
Ms. Bernadette Lonzanida - School of Business - MBA and MSE Grad Advisor (nonvoting)
Ms. Claudia Edwards - School of Educ/Beh Sci, Educ & Psych Grad Advisor (nonvoting)
Dr. Shawn Carraher - School of Business (guest)
Ms. LaQuita Shaw - Graduate Enrollment/Admissions Coordinator (nonvoting)
Ms. Ruth Martin – Admin Assist, Office of Grad Studies & Enroll Mgmt/taking minutes (nonvoting)

MEMBERS ABSENT
Dr. Lawrence Weinstein - Chair, Psychology Dept, School of Educ & Beh Sci (voting)
Dr. Margery Kingsley - Chair, English & Foreign Languages, School of Liberal Arts (voting)
Dr. Michelle Smith - Chair, Education Dept, School of Educ & Beh Sci (voting)

I. Call to Order
The meeting was called to order at 3:35 p.m. by Dr. Lance Janda.

II. Approval of Minutes
Dr. Janda passed out a copy of the April 10, 2008, Graduate Council Meeting minutes for approval. After review, Dr. Dennis motioned to approve the minutes. Dr. Courington seconded the motion. Motion approved.

III. Announcements
A. Dr. Janda announced and applauded Dean Vanderslice and her faculty and staff for the NCATE visit and results.
B. Dr. Janda stated that Dr. McArthur had a question on the leveling courses in Business. Should the leveling classes be changed to 4000 level classes and does that make sense to the Department. Dr. Courington stated the reason for the 5000 level number is due to financial assistance and their requirements. Dr. Janda stated Dr. McArthur questioned the academic level. Dr. Courington said the courses are taught at grad level so the numbers reflect graduate course numbers. Dr. Janda wanted to know the history. Originally, more than 33 hours was not allowed for students until Dr. Davis allowed a sliding scale of 33-45 hours for degree program to include the leveling courses. Dr. Janda asked if it is academically sound to make the leveling courses 4000 level. He also asked the Business faculty to take under advisement - could take UG and GR together. Dr. Janda said he would ask Carol Claiborn about the financial impact. Dr. Carraher input that most programs at other schools have a sliding requirement. Dr. Paridon stated we are doing a disservice to the student if they can not pass a leveling course then expect them to go on in the program. Dr. Janda asked that the council take this up at next month’s meeting.

C. Dr. Janda shared that the certificates for ES still do not have approval yet.

D. Dr. Janda stated the reason for today’s meeting is to vote on the new Master of Science program scheduled to start in the Fall 2008 semester. He passed out all the program information and gave Dr. Courington the floor to explain the Master of Science in Organizational Leadership.

E. Dr. Courington started by saying the program is similar to the one at UT-El Paso. Military students may transfer up to 12 hours of CPT courses in as electives after they have taken 12 hours or program requirements. The advisor will work out what is best for the student on what to transfer in, up to 12 hours. A military-type transcript will be used the same as an official transcript from any other accredited college. The outcome assessment has 2 options: Thesis / 36 hour program or Comps / 33 hour program. The program is supposed to be ready to go in Fall 2008 semester. Dr. McArthur has approved the department to hire another instructor this summer. The program will be offered entirely online. Dr. Janda asked if anyone had any questions. Dr. Dennis asked if this program originally was going to be placed in the Communication Department. Dr. Janda said yes, originally it was.

F. Dr. Courington proceeded to explain the handouts of the eight new classes. OLDR will be used to designate the course title. He went thru the list:

OLDR5991-6 Thesis
OLDR 5893 Master Project/Research Paper (alternative to Thesis/33 hr program)
MGMT 5703 Organizational Behavior - management course
OLDR 5713 Leadership and Knowledge Management
MGMT 5723 Training & Development and Human Resources in the Organization
OLDR 5733 Strategic Knowledge and Change Management
OLDR 5743 Data-driven Decision-making
MKTG 5873 Marketing Research for Decision Making

Dr. Paridon asked about adding a prerequisite to MKTG 5873, maybe a basic marketing 5513 or equivalent and 5743 OLDR or equivalent. A request was made to type up a new front page for the program.
G. Dr. Janda asked the Council if they could vote on the program and, if approved, send it up the line after the new front page was added. The question was asked if there is a concern the new program will pull students from the MBA. Dr. Courington answered no, not enough to hurt the MBA program.

H. Dr. Courington made the motion to approve the new MS-Organizational Leadership program in its entirety as presented with additional new front page to be updated and typed. Dr. Dennis seconded the motion. Motion passed.

I. The next regular Graduate Council meeting is scheduled for June 12, at 3:30, N. Shepler 4th floor conference room.

IV. Dismissed

Graduate Council was dismissed at 4:30 p.m.
Proposed Catalog Description

Master of Science: Organization Leadership

PROGRAM DESCRIPTION

The Master of Science in Organization Leadership program addresses fundamental questions of transformation and change in organizations and the required leadership needed to facilitate those transformations. The program is designed to enable students to advance professionally by understanding more clearly what is happening in organizations and to develop practices that empower organizations to be successful. To meet the needs of professionals, the Organization Leadership Master's degree is offered in an accelerated format [in online and/or on campus modes of delivery] that emphasizes experiential, collaborative and authentic learning. Students typically take 1-2 classes each 8 weeks.

The interdisciplinary framework is designed for the adult learner. Our typical students are professionals in business, military, government, and non-profits who are poised to move into positions of increased responsibility in a variety of areas. Career choices include organizational leadership, knowledge management, training and development, organizational change management, and project management.

This degree equips professionals with both knowledge and practices to act effectively in a world that requires networked, interactive ways of working, innovative approaches to managing work, and new concepts of leadership. A knowledgeable faculty connects theory and practice in a student-centered and collaborative program that provides a tightly integrated learning experience. Students are encouraged to learn from each other by sharing their considerable work and organizational experience, and they work as teams on projects to gain an understanding of how to develop dynamic organizational knowledge structures.

PROGRAM OBJECTIVES

The Master of Science in Organizational Leadership at Cameron is designed to prepare men and women to be leaders in military, governmental, entrepreneurial, and corporate ventures as well as for further graduate study. The program objectives are to provide common bodies of knowledge at an advanced level regarding:

1. Organizational behavior;
2. Leadership & knowledge management;
3. Training and development and human resource issues within organizations;
4. Strategic knowledge and change management.
5. Synthesis and communication of information gleaned from data sets for decision making purposes, and
6. Global policies and strategies.

ADMISSION TO PROGRAM

Interested students must apply for admission to the Cameron University Office of Graduate Studies. Applications may be obtained from the Office of Graduate Studies in North Shepler 415 or online at http://www.cameron.edu/graduate. Additional information may be obtained via e-mail by writing to graduate@cameron.edu, via telephone at 580-581-2987, or via Cameron
University’s web site. The entrance requirements are to be based upon a combination of undergraduate GPA and GMAT or GRE scores.

MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP PROGRAM

The M.S. in Organizational Leadership student will take from 33 (non-thesis option) to 36 semester hours (thesis option) of approved graduate course work in satisfying course requirements for the degree. A previous graduate or undergraduate course in statistics is highly recommended.

The Master of Science in Organizational Leadership has two options. The first option is the non-thesis option, which consists of a minimum of 33 semester hours of graduate credit in three parts: a core of 18 hours, electives or possible specialization classes totaling 12 hours, and a master’s project/research paper class (3 hours). Students selecting the first option will be required to successfully complete a written comprehensive exam. The second option is the thesis option, which consists of a minimum of 36 semester hours of graduate credit in three parts: a core of 18 hours, electives or possible specialization classes totaling 12 hours, and a thesis (6 hours). Students selecting the second option will not be required to complete a written comprehensive exam.

Students in the Master of Science in Organizational Leadership program must participate in Cameron’s comprehensive outcomes assessment program that consists of entry-level placement, program outcomes assessment, and student satisfaction assessment. Participation in the assessment activities is required as a condition of enrollment and graduation. Students must complete either a written comprehensive examination or a thesis. (For further details regarding theses, see that section of this catalog. In addition, students selecting this option should review the current Thesis Instruction Booklet, available in the Office of Graduate Studies and online.) Students selecting the non-thesis option may have a maximum of three attempts on the comprehensive exam.

Students must have completed all degree and outcomes assessments and have a cumulative graduate GPA of 3.00 or above to be awarded a degree.

The coursework for the M.S. in Organizational Leadership program consists of three parts:

**Part I: Core Classes (18 hours)**

- MGMT 5703 Organizational Behavior
- OLDR 5713 Leadership and Knowledge Management
- MGMT 5723 Training & Development and Human Resources in the Organization
- OLDR 5733 Strategic Knowledge and Change Management
- OLDR 5743 Data-driven decision-making
- MGMT 5803 Global Policy and Strategy

*Changed*
Part II: Electives/Concentration (12 hours)

Although not required to do so, students may choose an area of specialization within the program by completing 12 hours of electives within a single discipline (Accounting, Economics, Entrepreneurship, or Marketing). All elective/specialization graduate courses must be approved by the M.S.O.L. Graduate Advisor, the Dean of the School of Business, and the Office of Graduate Studies. The following courses will not count toward the 33 or 36 hours (depending on option) required for the M.S.O.L. degree: ACCT 5033, BUS 5013, BCON 5023, and FIN 5053.

Part III: Capstone Experience: Research Paper Non-Thesis Option (3 hours) or Thesis Option (6 hours)

Part III of the Master of Science in Organizational Leadership program is determined by the student's selection of the non-thesis (3 hours) or thesis (6 hours) option. Thus, the student may pursue either of the following options:

OLDR 5893 Master's Project/Research Paper
Or
OLDR 5991-6 Thesis (The student who selects the thesis option must complete six hours of Thesis, although all six hours do not have to be completed in one semester. Students who complete OLDR 5893 and subsequently decide to switch to the thesis option must complete six hours of Thesis credit. OLDR 5893 will not substitute for OLDR 5991-6.)

Students who choose the non-thesis option will be required to complete OLDR 5893 Master's Project/Research Paper. Students pursuing this option will be required to pass a written comprehensive exam administered by the School of Business. (See below.)

Students who choose the thesis option (six hours) will not be required to complete the written comprehensive exam administered by the School of Business. Students who choose to write a thesis must complete the following steps prior to enrolling in OLDR 5991-6 Thesis:
(a) complete 18 hours of required core courses (Part I above),
(b) secure the approval of the M.S.O.L. Graduate Advisor,
(c) obtain a faculty supervisor in the discipline area of the thesis study,
(d) form a thesis advisory committee in accordance with the Thesis Information Handbook, and
(e) complete the Thesis Topic Form, obtaining approval of the Office of Graduate Studies prior to data collection.
For further details regarding the thesis option, contact the M.S.O.L. Graduate Advisor or the Office of Graduate Studies.

Comprehensive Exam

Students who do not complete a Thesis in the Master of Science in Organizational Leadership Program are required to pass a comprehensive written examination. A Master of Science in Organizational Leadership degree will be awarded to all students who have selected the non-thesis option and who have (1) completed the required course work described above with a GPA of 3.00 or higher and (2) passed the written comprehensive examination administered by the Cameron University School of Business. The written comprehensive exam covers Part I of the program. A student may attempt the comprehensive examination up to three times following the completion of the Core classes (Part I). If a student is unsuccessful in his/her attempt on the
comprehensive examination, he/she may attempt the comprehensive examination additional times (no more than three attempts are allowed) only with the written permission of the Dean (or other persons designated by the Dean). Permission to attempt the comprehensive exam a second or third time will be granted only when the student has completed, in a satisfactory and timely manner, assignments to be determined by graduate faculty holding that responsibility. Details regarding scheduling and taking the comprehensive examination may be obtained from the Graduate Advisor of the School of Business, the Office of Graduate Studies, and online at www.cameron.edu/graduate. Under no circumstances will students be allowed to take the Master of Science in Organizational Leadership Comprehensive Exam more than three times, and those who fail their third attempt of the exam will be unable to complete their Master of Science in Organizational Leadership degree at Cameron University. Students who fail the comprehensive exam three times will not be allowed to switch to the Thesis Option.

DEGREE CONFERMENT

The M.S. in Organizational Leadership degree will be awarded when the student has met all of the following requirements within six years:

1. completion of core, capstone, and elective/area of concentration courses;
2. completion of a minimum of 33 graduate hours (Non-Thesis Option) or 36 graduate hours (Thesis Option) listed on the Plan of Study with a cumulative GPA of 3.00 or above;
3. passed the comprehensive exam or successfully defended the Master’s Thesis;
4. completion of “Application for Graduate Degree” form; and
5. completion of an Exit Interview.

PARTICIPATION IN COMMENCEMENT

Three criteria must be met for a Master of Science in Organizational Leadership graduate student to participate in commencement ceremonies. A student must

1. have passed the comprehensive examination or successfully defended the Thesis;
2. have no more than six graduate credits remaining on the Plan of Study (these cannot be Thesis hours); and
3. not be on academic probation.

Typical Course of Study

First year

Organizational Behavior (3 hours)
  • Topics
    o Dynamics of behavior within organizations
    o Concepts of behavior within organizations
    o Motivation
    o Personality
    o Stress Management
    o Goal-setting
    o Group Functioning
Leadership and Knowledge Management within the Organization (3 hours)

- Topics
  - Orientation and survey course designed to introduce the learners to concepts and best practices of organizational leadership, institutional change and strategic knowledge management
  - The new leader
  - Problem solving in organizations
  - The effects of change within the organization
  - Planned change
  - Human capital and the organization
  - Diversity and cultural effect in the organization

Training & Development and Human Resources in the Organization (3 hours)

- Topics
  - Instructional design process
  - Human Resource Management Processes
  - Organizational learning
  - Training across the organization
  - Technology and learning
  - Group processes and collaborative learning
  - Evaluating and assessing training and change

Data-driven Decision Making (3 hours)

- Topics
  - Data collection techniques
  - Design of process and outcomes measures within the organization
  - Evaluation techniques and practices
  - Interpreting data within the organization
  - Statistical methods
  - Communicating results

Elective (3 hours)
TBD
Elective (3 hours)
TBD

Second Year

Strategic Knowledge and Change Management (3 hours)

- Topics
  - Organizational knowledge
  - Organizational change and the leader
  - Leadership and management of knowledge
  - People, skills, knowledge and tasks in the organization
  - Organizational memory
  - Remediation and knowledge management
  - Predicting trends and change management
Global Policy and Strategy (3 hours)
  - Topics
    - Cross-cultural issues in the organization
    - Doing business overseas
    - Communicating across borders and cultures
    - Technology and methods of global delivery
    - Creating a sustainable competitive advantage in a global environment

Elective (3 hours)
  TBD
Elective (3 hours)
  TBD

MS Summative Project (3 hours) and Comprehensive Exam
Or
Thesis (6 hours)
MEMORANDUM

TO: John McArthur, Vice President for Academic Affairs
FROM: Lance Janda, Coordinator, Office of Graduate Studies
DATE: June 4, 2008
SUBJECT: May 19, 2008 Graduate Council Meeting

Please find attached the unapproved minutes of the Graduate Council meeting held on May 19, 2008. At that meeting, the council adopted the following recommendations:

1. That a Masters of Science in Organizational Leadership (MS – OLDR) degree program proposed by the School of Business be approved.
2. That new courses specific to the program be given the prefix OLDR because ORGL is taken at the undergraduate level.
3. That the following new courses be approved to support the OLDR program:
   OLDR 5991-6; OLDR 5893; MGMT 5703; OLDR 5713; MGMT 5723; OLDR 5733; OLDR 5743; and MKTG 5873

The accompanying documentation for these recommendations is attached. If you have any questions, please do not hesitate to contact me at your convenience.
May 19, 2008 Graduate Council Agenda

I. Call to Order

II. Approval of Minutes for April 10, 2008

III. Announcements

IV. Old Business

   MS in Entrepreneurial Studies Certificates

V. New Business

   Program Request from School of Business
   New Course Request from School of Business

VI. Next Meeting – June 12, 2008, 3:30 p.m. in North Shepler 413