

UNIVERSITY-WIDE GRADUATE COMMITTEE
Minutes
January 23, 2007

PRESENT: Matt Baumer, Susan Boser, Karen Brown, Claire Dandeneau, David LaPorte, James Lenze, Scott Moore, James Myers, David Piper, Pisarn Chamcharatsri, Michael T. Williamson, Dawn Woodland, Nashat Zuraikat

EXCUSED: John Eck, Mark Staszkiwicz, Debbie Stultz, Wenfan Yen

Dr. David LaPorte called the meeting to order at 3:25 p.m.

On a Piper/Woodland motion the agenda was **APPROVED** as submitted.

On a Zuraikat/Brown motion the November 28, 2006 minutes were **APPROVED** as submitted.

ANNOUNCEMENTS:

Dr. LaPorte announced that the meetings for the committee for next year will start at 3:30pm and end at 5:00pm due to the change of class schedules. He also reported on the search for the Vice Provost and Dean of Graduate School and Research; the search has been extended with a March 2, 2007 deadline and the position would not be offered to any of the candidates that were recommended by the search committee. Dr. LaPorte, will respond to the president about the concerns of the committee on the failure of the search.

Dr. Williamson had some concern that the MOU with East Stroudsburg and Bangalore have been renewed but never came back to the committee for review.

Dr. Boser announced that she got an email from the provost asking for comment and feed back by this committee on the state systems collaboration framework. She also announced that some new program proposals are still en route, though currently being reviewed for budget at the Provost's office.

NEW BUSINESS:

BUSINESS IN PROGRESS: A) PROGRAMS/CURRICULAR MATTERS

1. Certificate of Recognition in Safety Sciences – Safety Management; assigned to subcommittee #1 (James Myers, David Piper, Scott Moore, Karen Brown, Wenfan Yan) – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; subcommittee presented their report; a memo will be sent to the proposer with suggestions for changes – 11/28/06; after some discussion the subcommittee made a motion to approve; this passed unanimously; **APPROVED** – 1/23/07
2. Certificate of Recognition in Safety Sciences – Occupational Health: assigned to subcommittee #1 (James Myers, David Piper, Scott Moore, Karen Brown, Wenfan Yan) – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; subcommittee presented their report; a memo will be sent to the proposer with suggestions for changes – 11/28/06; after some discussion the subcommittee made a motion to approve; this passed unanimously; **APPROVED** – 1/23/07

3. Minor Course Revision for several counseling courses (COUN 615, 618, 621, 624, 626, 627, 628, 634, 636, 637, 720); this was not assigned to a subcommittee – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion – 1/23/07
4. Flex MBA Program in Bangalore, India; this was not assigned to a subcommittee – 11/21/06; no discussion – 11/28/06; with much discussion it was decided that Dr. Williamson will send the proposer a memo asking for clarification regarding the language concerning the CBA – 1/23/07
5. MBA Concentration Proposal; assigned to subcommittee #2 (James Lenze, Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Mark Staszkiwicz) – 10/3/06; subcommittee sent their report electronically to the committee; no discussion – 10/17/06; no discussion – 10/31/06; lengthy discussion, LaPorte to look closely at and bring a summary back to the committee to discuss further at the next meeting – 11/14/06; LaPorte will meet with the proposers regarding what needs to be done for this to move forward for approval – 11/21/06; LaPorte has a meeting set for Friday, December 1, 2006 with Prashanth regarding proposal – 11/28/06; no discussion – 1/23/07
6. New Course: EDSP 523 Educational Programming for Gifted Learners; assigned to subcommittee #2 (James Lenze, Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Mark Staszkiwicz) – 8/29/06; no discussion – 9/5/06; subcommittee presented their report with several suggestions; memo will be sent to proposer – 9/19/06; another memo will be sent – 9/26/06; no discussion – 10/3/06; no discussion – 10/17/06; nothing back from proposer; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; memo will be sent to proposer stating they may turn in the changes they have made and UWGCC will continue with the approval process, then it can be forwarded to UWUCC for approval – 11/28/06; the proposer sent the committee the change on this (12/19/06); this course number has changed to 523 because the department has listed this as dual level, EDSP 423/523; the department did not have anything from the library so Dr. LaPorte sent them an email suggesting the way to go about getting the information needed from the library – 1/23/07
7. Graduate Distance Education Review Form: EDSP 523 Educational Programming for Gifted Learners; assigned to subcommittee #2 (James Lenze, Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Mark Staszkiwicz) – 8/29/06; no discussion – 9/5/06; subcommittee presented their report; upon completion of the new course EDSP 623 this distance education course will fall in line – 9/19/06; no discussion – 9/26/06; no discussion – 10/3/06; no discussion – 10/17/06; nothing back from proposer; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; memo will be sent to proposer stating they may turn in the changes they have made and UWGCC will continue with the approval process, then it can be forwarded to UWUCC for approval – 11/28/06; nothing came from the proposer concerning this course; no discussion – 1/23/07
8. Course Deletion for GEOG 571 Aerospace workshop; this was not assigned to a subcommittee – 11/14/06; after some discussion it was decided that a memo will be sent to the proposer to ask them to submit a minor program revision and that they will ask that the agenda item for Senate be pulled – 11/21/06; memo was sent to proposer about submitting a minor program revision – 11/28/06; waiting for something from proposer; no discussion – 1/23/07

BUSINESS IN PROGRESS: B) POLICY ISSUES

1. Handbook Revisions; discussed 3/25/03; pending – Dr. Linzey 9/16/03; discussed and Drs. Ferro, Dandeneau and Williamson volunteered to assist, 9/30/03; discussed 10/14/03; discussed and subcommittee is waiting for suggestions 10/21/03; suggestions are to be sent to subcommittee; 10/28/03; only a few suggestions have been sent to the subcommittee 11/11/03; no discussion 11/18/03 or 11/25/03; Dr. Linzey has turned this over to Dr. Soni and he will oversee the change process by incorporating suggestions and sending committee members one chapter at a time for consideration 1/20/04; Dr. Soni is working on this item 2/10/04; no discussion 2/17/04, 2/24/04, 3/16/04, 3/23/04, 4/6/04, 4/13/04. Revision of 1st chapter distributed on 10/12/04; discussed 11/9/04. Chapter 4: Certificate of Recognition - discussed inadequacies of policies in place 11/11/03; no discussion 11/18/03 or 11/25/03; Drs. Linzey and Soni are working on a white paper 1/20/04; Dr Soni has a few more details to complete 2/10/04; no discussion 2/17/04; a handout of Graduate Certificate Programs was distributed 2/24/04; discussed and Dr. LaPorte sent an email to Chairs and Graduate Coordinators requesting their input concerning certificate programs-3/16/04; no discussion-3/23/04, 4/6/04, 4/13/04. Assigned to ad hoc committee 9/14/04 (Chambers, Bharadwaj, Yost, Myers); distributed 11/15/04; much discussion and some more revisions for Chapter 1 – 12/14/04; discussed and with a few minor changes on a Brown/Ferro motion (passed unanimously) Chapter 1 was **APPROVED** – 1/18/05; no discussion – 1/25/05; discussed the urgency to finish Chapter 4 will discuss next meeting – 2/8/05; lengthy discussion on Chapter 4 – 2/15/05; completed Chapter 4, after all revisions are made will examine at the March 15th meeting – 2/22/05; some discussion on Chapter 4, on a Bharadwaj/Ferro motion (1 opposed) this was **APPROVED** and will be sent to Senate – 3/15/05; no discussion – 3/22/05; no discussion – 4/5/05; no discussion – 4/12/05; no discussion – 4/19/05; chapter 3 and chapter 5 were sent to the committee via email attachment on 9/9/05; no discussion – 9/13/05; no discussion – 9/20/05; no discussion – 9/27/05; no discussion – 10/11/05; no discussion – 10/18/05; no discussion – 11/8/05; no discussion – 11/15/05; no discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; no discussion – 2/14/06; no discussion – 2/21/06; no discussion – 2/21/06; no discussion – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06; no discussion – 4/11/06; no discussion – 4/18/06; no discussion – 4/25/06; Chapter 2 revision discussed and with a few minor changes on a Zuraikat/Lenze motion (passed unanimously) was **APPROVED** – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; talked about revision of MOU's: language will be drafted and brought back to the committee for approval; Dr. LaPorte is going to send the provost an email about the committee drafting language, that will be put in the handbook and approved by Senate, as such that before MOU's can be renewed they must come back to this committee for review – 1/23/07
2. Graduate Distance Education Review Form; Co-chairs will set up a meeting with Rob and John Henry about the Graduate Distance Education Review Form - 11/23/04; no discussion - 11/30/04; no discussion – 12/14/04; there has been and will be more discussions with John Henry about this form – 1/18/05; some discussion – 1/25/05; no discussion – 2/8/05; no discussion – 2/15/05; no discussion – 2/22/05; no discussion – 3/15/05; D. Chambers will modify the form and bring back to the committee; then take to APSCUF – 3/22/05; no discussion – 4/5/05; no discussion – 4/12/05; no discussion – 4/19/05; draft procedures to prepare an existing course for distance education format and draft revision of graduate distance education review form were sent to the committee via

email attachment on 9/9/05; no discussion – 9/13/05; no discussion – 9/20/05; no discussion – 9/27/05; no discussion – 10/11/05; brief discussion – 10/18/05; no discussion – 11/8/05; lengthy discussion – 11/15/05; brief discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; no discussion – 2/14/06; no discussion – 2/21/06; no discussion – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06; no discussion – 4/11/06; no discussion – 4/18/06; no discussion – 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; announcement from Michael T. Williamson that this may be something sent to Academic Committee if and when it is approved by Senate that the Academic Committee take on some of the UWGCC's policy issues – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; lengthy discussion with many suggestions; will be discussed more at the next meeting – 11/14/06; revisions to the procedure for submitting distance education proposals and the form for distance education proposals were distributed for discussion at the next meeting – 11/21/06; lengthy discussion; several suggestions that will be put together for another draft for discussion at the next meeting – 11/28/06; no discussion – 1/23/07

3. Cooperative Agreements - discussed 3/18/03; discussed 3/25/03; discussed 4/15/03; discussed – on hold – Dr. Chambers 9/16/03 (Chambers/Kostelnik/Bieger); no discussion 9/30/03; no discussion 10/14/03; no discussion 10/21/03; discussed – committee will work on adopting policy standards to be incorporated into the *Graduate Committee Handbook* 10/28/03; discussed 11/11/03; no discussion 11/18/03 or 11/25/03; discussed and committee will work on policy 1/20/04; will wait until Dr. Linzey's return to continue options 2/10/04; no discussion 2/17/04, 2/24/04, 3/16/04, 3/23/04; no discussion, a meeting was scheduled on 4/14/04 to discuss future Cooperative Agreements – 4/13/04; no discussion – 12/14/04; no discussion - 1/18/05; no discussion – 1/25/05; no discussion – 2/8/05; no discussion – 2/15/05; no discussion – 2/22/05; no discussion – 3/15/05; no discussion – 3/22/05; there was a meeting with Mark S., Mark P., Dr. Chambers, Dr. David Myers, Dr. James Myers, Dr. Soni about gathering information to come up with a clarified policy – 4/5/05; no discussion – 4/12/05; no discussion – 4/19/05; assigned ad hoc committee (LaPorte, Williamson, D. Myers, Boser) – 9/13/05; no discussion – 9/20/05; no discussion – 9/27/05; no discussion – 10/11/05; no discussion – 10/18/05; committee was asked to read David Myers report – 11/8/05; report to be sent out electronically for everyone to read for the next meeting – 11/15/05; lengthy discussion regarding Dr. David Myers report – 11/22/05; lengthy discussion; there will be a working document for next meeting – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; will discuss at next meeting – 2/14/06; no discussion – 2/21/06; some discussion, will continue at next meeting – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06; no discussion – 4/11/06; no discussion – 4/18/06; no discussion – 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; announcement from Michael T. Williamson that this may be something sent to Academic Committee if and when it is approved by Senate that the Academic Committee take on some of the UWGCC's policy issues – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; Provost asked Dean's Associate to have committee discuss this – 1/23/07
4. Syllabi of record moratorium; discussion of issue began 11/23/04 with a decision that more information is needed; no discussion - 12/14/04; some discussion – 1/18/05; no discussion – 1/25/05; no discussion – 2/8/05; no discussion – 2/15/05; no discussion – 2/22/05; no discussion – 3/15/05; assigned to ad hoc committee (Lenze, Boser) – 3/22/05; no discussion – 4/5/05; no discussion – 4/12/05; no discussion – 4/19/05; ad hoc

committee dissolved – 9/13/05; no discussion – 9/20/05; no discussion 9/27/05; some discussion – 10/11/05; no discussion – 10/18/05; no discussion – 11/8/05; at a meeting it was decided to set this aside until the new provost has been hired – 11/15/05; no discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; Mark Staszkiwicz and Gail Sechrist attended meeting and discussed their thoughts about this policy; there was a lengthy discussion; ran out of time and could not finish discussion – 2/7/06; no discussion – 2/14/06; no discussion – 2/21/06; no discussion – 2/21/06; no discussion – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06; no discussion – 4/11/06; no discussion – 4/18/06; no discussion – 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; announcement from Michael T. Williamson that this may be something sent to Academic Committee if and when it is approved by Senate that the Academic Committee take on some of the UWGCC's policy issues – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion – 1/23/07

INACTIVE ITEMS:

1. Minor Course Revision, Course Renumbering Political Science Department – distributed – 9/13/05; some discussion with concerns on the clarity of the document, on a Boser/Yost motion to send back and ask proposer to update and address the dual-listing issue and resubmit, and the committee will quickly act on it – 9/20/05; no discussion – 9/27/05; no discussion – 10/11/05; no discussion – 10/18/05; some discussion – 11/8/05; no discussion 11/15/05; no discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; no discussion – 2/14/06; no discussion – 2/21/06; no discussion – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06; no discussion – 4/11/06; moved to inactive – 4/18/06; no discussion – 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion 1/23/07
2. English Language Communication Proficiency Requirement for Degree Candidacy in M.B.A. and M.Ed. Programs in ECOBIT; much discussion and a report will be sent out to the proposers regarding questions the committee has – 11/8/05; report was sent to proposers on 11/15/05; no discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; no discussion – 2/14/06; no discussion – 2/21/06; no discussion – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06; no discussion – 4/11/06; moved to inactive – 4/18/06; no discussion – 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/19/06; no discussion – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion – 1/23/07

The meeting was adjourned at 5:00 p.m.