

**UNIVERSITY-WIDE GRADUATE COMMITTEE**  
**Minutes**  
**October 2, 2007**

**PRESENT:** Tom Ault, Josh Battin, Susan Boser, Karen Brown, Claire Dandeneau, John Eck, Sean Gess, David LaPorte, James Lenze, Scott Moore, David Myers, David Piper, Mark Staszkiwicz, Kustim Wibowo, Michael T. Williamson, Dawn Woodland,

**EXCUSED:** Pisarn Chamcharatsri, Nashat Zuraikat

Dr. David LaPorte called the meeting to order at 3:30 p.m.

On a Lenze/Brown motion the agenda was **APPROVED** as submitted with one change: move BTST 670 from number six to number one.

On a Woodland/Ault motion the September 18, 2007 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte announced that he, Dr. Myers, and Dr. Williamson will be meeting in a couple of weeks with Dr. Kilmarx to discuss the provost's and graduate committee interface, etc.

He also reported that Randy Martin will be taking the Criminology proposal back to the department to discuss the suggested changes made by the committee.

Dr. LaPorte announced that Carl Luciano from the Biology Department would be joining the committee at 4:15pm to answer any questions about the M.S. in Biology-Accelerated Track.

He reported that he received an email from Ramesh Soni stating that according to the rules of the Senate, we could not add another person to the committee. Ramesh said that we had a couple of options, being we request the GSA to appoint her to take the place of any of the students we have now or let her attend as a non voting member .

Dr. Williamson announced that he hopes that everyone has voted on the contract; the UWGC will be returned to Senate in October, if the contract is ratified. There is an instrument being worked on for student evaluation of online courses; this is totally voluntary by the faculty. He mentioned that there will an APSCUF committee formed to review the curriculum process.

He also stated that the UWUCC is in the process of revising their handbook.

Dr. Myers distributed the following:

- EDEX 509 Instructional Strategies for Gifted Learners (new course-dual listed)
- EDEX 558 Transition for Youth with Disabilities (course revision-dual listed)
- EDEX 569 Education of Persons with Emotional/Behavioral Disorders and Learning Disabilities/Traumatic Injury (new course-dual listed)

- EDEX 578 Education of Persons with Mental Retardation and other Developmental, Physical, or Multiple Disabilities (new course-dual listed)
- QBUS 601 Data Analysis and Decision Making (distance education)

Dean Eck no announcements

## **BUSINESS IN PROGRESS:**

### **A) PROGRAMS/CURRICULAR MATTERS**

1. ***BTST 670 Organizational Communications (distance education)*** not assigned to a subcommittee; everyone to look at – 9/25/07; after some discussion there was a motion, Boser/Piper, to approve – committee voted negative; there was a motion, Lenze/Boser, to recant the first motion and the committee voted unanimously for – 10/2/07
2. ***MS in Biology-Accelerated Track***, assigned to subcommittee #2 (James Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 9/4/07; no discussion – 9/18/07; little discussion due to lack of time; will continue at the next – 9/25/07; Carl Luciano, department chair, attended the meeting; there was much discussion but due to time constraint this will be continued at the next meeting – 10/2/07
3. ***ENGL 581 Special Topics (change credits)***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, Tom Ault, Josh Battan) – 9/4/07; no discussion – 9/18/07, 9/25/07, 10/2/07
4. ***ENGL 815 (update course name and prerequisites)***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, Tom Ault, Josh Battan) – 9/4/07; no discussion – 9/18/07, 9/25/07, 10/2/07
5. ***SAHE 698 Internship (new course)***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, Tom Ault, Josh Battan) – 9/4/07; no discussion – 9/18/07, 9/25/07, 10/2/07
6. ***GEOG 525: Global Positioning Systems (GPS) Concepts and Techniques (new course)***, assigned to subcommittee #2 (James Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 9/18/07, 9/25/07, 10/2/07
7. ***EDEX 509 Instructional Strategies for Gifted Learners (new course-dual listed)***, assigned to subcommittee # - 10/2/07
8. ***EDEX 558 Transition for Youth with Disabilities (course revision-dual listed)***, assigned to subcommittee # - 10/2/07
9. ***EDEX 569 Education of Persons with Emotional/Behavioral Disorders and Learning Disabilities/Traumatic Injury (new course-dual listed)***, assigned to subcommittee # - 10/2/07
10. ***EDEX 578 Education of Persons with Mental Retardation and other Developmental, Physical, or Multiple Disabilities (new course-dual listed)***, assigned to subcommittee # - 10/2/07
11. ***QBUS 601 Data Analysis and Decision Making (distance education)***, not assigned to a subcommittee – 10/2/07
12. ***MBA Concentration Proposal***; assigned to subcommittee #2 (James Lenze, Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Mark Staszkiwicz, Matt Baumer) – 10/3/06; subcommittee sent their report electronically to the full 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 go forward through the UWGCC – 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; no discussion – 2/6/07; no response from proposer – 2/20/07; no discussion – 3/06/07; no discussion – 3/20/07; no response from proposer – 4/3/07, 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07

13. **HPED 642 Design and Operation of Aquatic Facilities**; assigned to subcommittee #1 (David Piper, Scott Moore, Karen Brown, James Lenze, Pisarn Chamcharatsri, Mary Jane Kuffner Hirt, Debbie Stultz) – 3/6/07; after some discussion there were recommendations for some revisions; a memo will be sent to the proposer with these recommendations – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07
14. **HPED 512 Physical Activity and Stress (Graduate Distance Education Review Form)**, not assigned to subcommittee – 3/6/07; after much discussion on a Woodland/Moore move to approve there was an unanimous nay vote; on a Lenze/Woodland motion there was an unanimous negative recommendation vote, on the hopes that by voting this way the clock will start over regarding the 30 day time limit; a memo will be sent to the proposer – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07
15. **HPED 652: Sport Business (Distance Education Review Form)**; was not assigned to a subcommittee – 4/3/07; after much discussion there was a vote; positive (4); negative (10); a memo will be sent to the proposer – 4/10/07; proposer replied that he appreciated the suggested changes and will make them and resubmit the proposal – 4/17/07; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07
16. **HPED 635: Sport Management (Distance Education Review Form)**; was not assigned to a subcommittee – 4/3/07; after much discussion there was a vote; positive (4); negative (10); a memo will be sent to the proposer – 4/10/07; proposer replied that he appreciated the suggested changes and will make them and resubmit the proposal – 4/17/07; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07

## **BUSINESS IN PROGRESS:**

### **B) POLICY ISSUES**

1. **Thesis Dissertation Manual** handed out for review – 10/2/07
2. **Handbook Revisions**
3. **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, 2/15/05, 2/22/05, 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, 4/12/05, 4/19/05; no discussion – 9/20/05, 9/27/05, 10/11/05; brief discussion – 10/18/05; no discussion 11/18/05; 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, 2/14/06, 2/21/06; no discussion – 3/7/06, 3/21/06; no discussion – 4/4/06, 4/11/06, 4/18/06, 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; 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; it was

decided unanimously to keep this here with the UWGCC; 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; new form and directions were sent to the committee via email; no discussion – 2/6/07; after some discussion and suggestions for minor changes a new draft will be brought back to the committee – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion – 4/3/07; no discussion – 4/10/07; some discussion with more suggestions for the “Procedures to review an existing course for distance education delivery”; Mark Staszkiwicz to forward these changes to Michael for revision – 4/17/07; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07

### **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 631/731 issue and resubmit and the committee will quickly act on it – 9/20/05, 9/27/05; no discussion – 10/11/05, 10/18/05; some discussion – 11/8/05; no discussion – 11/15/05, 11/22/05, 11/29/05, 1/24/06, 2/7/06, 2/14/06, 2/21/06, 3/7/06, 3/21/06, 4/4/06, 4/11/06, 4/18/06, 4/25/06, 8/29/06, 9/5/06, 9/19/06, 9/26/06, 10/3/06, 10/17/06, 10/31/06, 11/14/06, 11/21/06, 11/28/06, 1/23/07, 2/6/07, 2/20/07, 3/6/07, 3/20/07, 4/3/07, 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07
2. ***English Language Communication Proficiency Requirement for Degree Candidacy in M.B.A. and M. Ed. Programs in ECOBIT***, some discussion with a report to be sent to the proposer – 11/8/05; report was sent to proposers on 11/15/05; no discussion – 11/22/05, 11/29/05, 1/24/06, 2/7/06, 2/14/06, 2/21/06, 3/7/06, 3/21/06, 4/4/06, 4/11/06, 4/18/06, 4/25/06, 8/29/06, 9/5/06, 9/19/06, 9/26/06, 10/3/06, 10/17/06, 10/31/06, 11/14/06, 11/21/06, 11/28/06, 1/23/07, 2/6/07, 2/20/07, 3/6/07, 3/20/07, 4/3/07, 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07

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