

UNIVERSITY-WIDE GRADUATE COMMITTEE

Minutes

February 20, 2007

PRESENT: Matt Baumer, Susan Boser, Karen Brown, Pisarn Chamcharatsri, Sean Gess, David LaPorte, James Lenze, Scott Moore, Mark Staszkiwicz, Debbie Stultz, Michael T. Williamson, Dawn Woodland

EXCUSED: Claire Dandeneau, John Eck, David Piper, Nashat Zuraikat

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

On a Moore/Woodland motion the agenda was **APPROVED** as submitted:

On a Woodland/Staszkiwicz motion the February 6, 2007 minutes were **APPROVED** as submitted.

ANNOUNCEMENTS:

Dr. LaPorte introduced the newest graduate student member, Sean Gess. With the death of Jim Myers on Thursday, February 15, 2007 every committee member paid tribute to him by telling what their thoughts and feelings were. We will all miss Jim very very much. Dr. LaPorte also announced that Wenfan Yan resigned from the Senate and our committee due to the illness of his father.

Dr. Williamson spoke again about the use of Article 27 and 23; if there are any concerns from the committee about these articles he is asking for their input so he can take to rep council.

Dr. Boser had no announcements.

NEW BUSINESS:

BUSINESS IN PROGRESS: A) PROGRAMS/CURRICULAR MATTERS

1. 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; proposer came to the meeting and explained what the changes were that the committee inquired about; the committee understood and asked the proposer to put this summary in writing and send back for review – 2/6/07; proposer sent the summary requested; on a Lenze motion, and approval of the committee, this information was approved; after some discussion the passed unanimously – **APPROVED** – 2/20/07
2. 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; no discussion – 2/6/07; no response from proposer – 2/20/07
3. New Course: EDSP 523 Educational Programming for Gifted Learners; assigned to subcommittee #2 (James Lenze, Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Mark

Staszkiwicz, Matt Baumer) – 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; waiting information from the library; no discussion – 2/6/07; still waiting the letter from the library – 2/20/07

4. 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, Matt Baumer) – 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; no discussion – 2/6/07; no discussion – 2/20/07
5. 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; no discussion – 2/6/07; proposer sent a minor program revision to the dean's associate on 2/20/07; was signed and forwarded to the provost on same day – 2/20/07
6. HPED 641 Administration of Aquatic Programs (Graduate Distance Education Review Form); assigned to subcommittee #1 (James Myers, David Piper, Scott Moore, Karen Brown, Wenfan Yan) – 2/6/07; committee unanimously moved to approve with minor changes **APPROVED** – 2/20/07
7. HPED 642 Design and Operation of Aquatic Facilities (Graduate Distance Education Review Form); assigned to subcommittee #1 (James Myers, David Piper, Scott Moore, Karen Brown, Wenfan Yan) – 2/6/07; after some discussion; memo will be sent to the proposer with concerns from the committee – 2/20/07

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; working on language for the MOU chapter – 2/6/07; revisions in progress – 2/20/07

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; 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

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; it was decided unanimously to keep this here with the UWGCC; 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; no discussion – 2/6/07; no discussion – 2/20/07
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; it was decided unanimously to keep this here with the UWGCC; 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; no discussion – 2/6/07; no discussion – 2/20/07

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; no discussion – 2/6/07; no discussion – 2/20/07

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; no discussion – 2/6/07; no discussion – 2/20/07

The meeting was adjourned at 4:45 p.m.