**University Wide Graduate Committee**
**Minutes**
**March 31, 2009**

**PRESENT:** Matt Baumer, Mary Jane Hirt, Joann Janosko, DeAnna Laverick, James Lenze, Jamie Martin, Scott Moore, David Myers, Linda Norris, Mavis Pararai, David Piper, J.B. Smith, Laura Strong, Dawn Woodland, Nashat Zuraikat

**NOT PRESENT:** Margaret Hammond, Vida Irani, Dave Tiscione,

Dr. David Piper called the meeting to order at 3:35p.m.

On a Hirt/Martin motion the agenda was **APPROVED** as submitted.

On a Woodland/Martin motion the March 17, 2009 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. Piper announced that there are two meetings left. Also, that the next meeting will be held in room 301 Stright Hall.

Dr. Baumer announced that something will be coming to the committee regarding the Research Misconduct Policy.

Dr. Lenze distributed the following:

1. Response for the M.S. in Biology-Accelerated Track proposal
2. QBUS 601 Data Analysis & Decision Making (distance education)
3. COUN 626Career Education in the Schools (distance education)
4. EDUC 781 Leadership in the School (distance education)

Dr. Lenze also reported that the Distance Education Task Force Committee would like feedback on the idea of forming a subcommittee to check if all distance educations courses are in ADA compliance.

Dean Myers announced that the undergraduate scholars forum will be held on Tuesday, April 7, 2009. Also, coming Monday, April 6, 2009 is the 2010 Center for Rural Pennsylvania Research Grant Program. Lastly, he announced that week after next is research appreciation week.

**NEW BUSINESS:**

The new ELR program wants to be able to start in summer of 2009 instead of fall of 2009; on a Martin/Hirt motion this was unanimously **APPROVED.**

**Business in Progress:**

**A) Programs/Curricular Matters**

1. ***ANTH 415/515 Cultural Resource Management (new course),*** was not assigned to a subcommittee; after some discussion a memo will be sent to the proposer with suggested

changes – 2/10/09; no response from proposer – 3/10/09; no discussion – 3/17/09, 3/31/09

2. **Variability of delivery of the Health Services Administration Degree Program** to Monroeville; after some discussion Dr. Piper will take the proposal back to proposer with suggested changes – 3/10/09; proposer is making changes and will have back to committee for the next meeting – 3/17/09; received response from proposer; on a Smith/Laverick motion this was unanimously **APPROVED** – 3/31/09

3. **ACCT 607 Management Accounting (distance education)**, after some discussion it was decided that a memo would be sent to the proposer with suggested changes – 3/17/09; Dr. Piper met with the proposer to discuss changes; they are to make them and send back to the committee – 3/31/09

4. **MKTG 603 Marketing Management (distance education),** after some discussion it was decided that a memo would be sent to the proposer with suggested changes – 3/17/09; Dr. Piper met with the proposer to discuss changes; they are to make them and send back to the committee – 3/31/09

5. **QBUS 601 Data Analysis & Decision Making (distance education)**, after some discussion it was decided that there needed to be some changes to be made; Dr. Piper will be in touch with proposer to discuss these changes – 3/31/09

6. **COUN 626Career Education in the Schools (distance education),** after some discussion on a Woodland/Smith motion this was unanimously **APPROVED** – 3/31/09

7. **EDUC 781 Leadership in the School (distance education),** after some discussion on a Martin/Woodland motion this was unanimously **APPROVED** – 3/31/09

**Business in Progress:**

**B) Policy Issues**

1. ***Academic Integrity Policy,*** Dean's Associate is to look at IUP's peer institutes and sister institutes to see how their policy reads – 9/23/08; no discussion – 9/30/08; draft handed out and after much discussion it was decided that with a suggestion for a minor change of the time limitation from ten days to ninety days that there should be a new policy written for thesis/dissertation problems – 10/14/08; no discussion – 10/21/08, 10/28/08, 11/11/08, 11/18/08, 1/13/09; Dean Myers discussed the Model Policy for PASSHE Universities for Responding to Allegations of Research Misconduct that he had sent to the Dean's Associate, Jim Lenze; he asked that Jim send this to the committee for discussion – 2/3/09; policy was sent to committee members and there was some discussion about the policy; Dean Myers will be meeting with the provost and Helen Kennedy on Friday, February 13, 2009 – 2/10/09; Dr. Myers announced that the provost was to meet with Peter Broad and the Research Committee to have them review the Research Misconduct Policy – 3/10/09; working on a paragraph to add to the Academic Integrity Policy – 3/17/09: Dr. Baumer wrote a paragraph to add to the Academic Integrity Policy; after some discussion this will be looked at in the future – 3/31/09

2. ***Handbook,*** New Chapter – Online (Distance) Graduate Programs; lengthy discussion; LaPorte will put all the suggestions together and have another draft for the committee in the near future – 1/15/08; no discussion – 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08; LaPorte will have the draft ready so that it may be sent to Senate as information only – 4/8/08; draft was sent to everyone via email but no time for discussion; the draft will be sent to Senate on 4/22/08 as information only – 4/15/08; no discussion – 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08, 10/14/08; Dr. Lenze is on the distance education committee and reported that the committee is moving ahead; he recommended that the committee look at the document that Dr. LaPorte drafted and discuss it – 10/21/08; Dr. LaPorte's draft was put on the 'x' drive; some hard copies were passed out; did not get to discussion of this report – 10/28/08; much discussion; the co-chairs will approach the Center for Teaching Learning and the Office of Distance Learning and Continuing Education about their feelings on certification of faculty to teach distance education courses – 11/11/08; no discussion – 11/18/08, 1/13/09, 2/3/09, 2/10/09, 3/10/09, 3/17/09, 3/31/09

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, 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; David 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, 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, 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; announcement from Michael T. Williamson that Senate may approve that the Academic Committee take on some of the UWGC's policy issues and this would be one of them – 10/3/06; it was decided unanimously to keep this policy here with the UWGC – 10/10/06; no discussion – 10/17/06, 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; there were several suggestions to be added to the draft for discussion at the next meeting – 11/28/06; no discussion – 1/23/07; new form and procedures 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, 3/20/07, 4/3/07; on a Woodland/Lenze motion to discuss the revised handout from Michael T. Williamson there were several changes suggested; the discussion will continue at the next meeting – 4/10/07; some discussion with more suggestions for the "procedures to review an existing course for distance education delivery"; Mark Staszkiewicz 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, 10/16/07, 10/23/07; lengthy discussion – 10/30/07; no discussion – 11/13/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08, 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08, 10/14/08, 10/21/08, 10/28/08, 11/11/08, 11/18/08, 1/13/09, there is talk about forming a subcommittee from the UWUC and the UWGC, four or five people from each committee; volunteers were asked for to be part of this subcommittee; Dawn Woodland, Scott Moore, Jamie Martin, Jim Lenze and the two co-chairs volunteered- 2/3/09; there will be a meeting on Tuesday, February 17, 2009 immediately following the UWGC meeting – 2/10/09; no discussion – 3/10/09, 3/17/09, 3/31/09

4. ***Continuous Registration Policy,*** Dean Myers explained a couple of different ideas for this policy; he asked the committee members to bring back thoughts and feedback from their departments – 11/11/08; no discussion – 11/18/08, 1/13/09; Dean Myers said he is going to take this to the dean's council and see what their thoughts are – 2/3/09; no discussion – 2/10/09, 3/10/09, 3/17/09, 3/31/09

**Inactive Items:**

1. ***GEOG 525 Global Positioning Systems (GPS) Concepts and Techniques (new course),*** assigned to subcommittee #2 (Jim Lenze, Scott Moore, DawnWoodland, Susan Boser, Sean Gess) – 9/18/07; no discussion – 9/25/07, 10/2/07, 10/16/07; after some discussion a memo will be sent to the proposer with suggested changes – 10/23/07; no discussion – 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08, 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08, 10/14/08, 10/21/08, 10/28/08, 11/11/08, 11/18/08, 1/13/09, 2/3/09, 2/10/09, 3/10/09, 3/17/09, 3/31/09

2. ***M.S. in Biology-Accelerated Track,*** assigned to subcommittee #2 (Jim 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 meeting – 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; after some discussion with many concerns about the program a memo will be sent to the proposer – 10/16/07; no discussion – 10/23/07, 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/4/08, 4/15/08, 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08, 10/14/08, 10/21/08, 10/28/08, 11/11/08, 11/18/08, 1/13/09, 2/3/09, 2/10/09, 3/10/09; proposer mentioned to Dr. Baumer that he is making the changes requested and will be getting it back to the committee before the end of this semester – 3/17/09; received response from the proposer; this was assigned to subcommittee #1 (Margaret Hammond, Mary Jane Hirt, Vida Irani, Joann Janosko, DeAnna Laverick, J.B. Smith, Nashat Zuraikat) – 3/31/09

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