

**University Wide Graduate Committee
Minutes
September 29, 2009**

PRESENT: Matt Baumer, Linwu Gu, Valerie Gunter, Joann Janosko, Yu-Ju Kuo, DeAnna Laverick, James Lenze, Tim Mack, Jamie Martin, Scott Moore, Linda Norris, David Piper, J.B. Smith, Laura Strong, Dawn Woodland

NOT PRESENT: Margaret Hammond, Vida Irani, James Nash

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

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

On a Woodland/Norris motion the September 22, 2009 minutes were **APPROVED** as submitted.

ANNOUNCEMENTS:

Dr. Piper thanked Dr. Baumer for filling in for him while he was gone last meeting. He also, announced that the chair from Biology wants to meet with the co-chairs regarding the M.S. in Biology-Accelerated Track proposal.

Dr. Baumer announced that committee working on the research misconduct policy will be meeting soon.

Dr. Lenze distributed the following:

1. COUN 628 Management of a Professional School Counseling Program (distance education) – assigned to subcommittee #2
2. PLSC 354/554 Metropolitan Problems (distance education) – assigned to subcommittee #1

Dr. Mack announced that the UWGC is the group that he would like to receive applications from, for the Dean's Associate position.

Dr. Mack distributed a draft on electronic thesis and dissertation manual. He asked everyone to read and review this document and come back with comments.

NEW BUSINESS:

Business in Progress:

A) Programs/Curricular Matters

1. ***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; no discussion – 4/7/09; after much discussion the subcommittee wanted more clarification from proposer – 4/14/09, no discussion – 9/1/09, 9/22/09; proposer requested to meet with the co-chairs – 9/29/09

2. ***EDSP 975 Supervision of Pupil Services (new course)***, assigned to subcommittee #2 (Jamie Martin, Scott Moore, Linda Norris, David Tiscione, Laura Strong, Dawn Woodland, Yu-Ju Kuo) – 9/1/09; after some discussion the co-chair will send memo to proposer with suggested changes – 9/8/09; waiting for reply from proposer; no discussion – 9/22/09, 9/29/09
3. ***Minor Program Revision – Ph.D. Program in Administration and Leadership Studies, Nonprofit and Public Sectors:***
 - SOC 803 Contemporary Social and Organization Theories (major course revision)
 - SOC 802 Classical Social and Organizational Theory (new course)
 - LDRS 900 Dissertation Seminar (new course)assigned to subcommittee #1 (Margaret Hammond, Vida Irani, Joann Janosko, DeAnna Laverick, J.B. Smith, Linwu Gu, Valerie Gunter) – 9/1/09; no discussion – 9/8/09; memo will be sent to proposer asking for missing information (attachments mentioned in the proposal) – 9/22/09; the subcommittee made a motion to approve, this was unanimously **APPROVED** – 9/29/09
4. ***COUN 628 Management of a Professional School Counseling Program*** (distance education), assigned to subcommittee #2 (Jamie Martin, Scott Moore, Linda Norris, James Nash, Laura Strong, Dawn Woodland, Yu-Ju Kuo) – 9/29/09
5. ***PLSC 354/554 Metropolitan Problems*** (distance education), assigned to subcommittee #1 (Margaret Hammond, Vida Irani, Joann Janosko, DeAnna Laverick, J.B. Smith, Linwu Gu, Valeria Gunter) – 9/29/09

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; no discussion – 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09, 9/29/09

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, 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09, 9/29/09
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 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, 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, 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09; distance ed committee meeting bi-weekly to move this faster – 9/29/09

4. ***Graduate Curriculum Authorization Form (Expedited Review)***, distributed 9/22/09; after some discussion on a Woodland/Smith motion this was unanimously **APPROVED** – 9/29/09

5. ***Electronic Thesis and Dissertation Manual (draft)***, distributed 9/29/09

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, 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09, 9/29/09

The meeting was adjourned at 4:30 p.m.