

Graduate Council Meeting Minutes

February 4, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development
Davis, Christine – Communication Studies
Deng, Shaozhong – Math and alternate for Cheryl Hicks, HIST
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Council Chair
Gray, Lee – College of Arts + Architecture
Howarth, T. Joe – GPSG Student Representative
McCarter, Susan – Social Work
Ogundiran, Akin – Africana Studies and alternate for Angela Davies, PHOS
Reynolds, Tom – Associate Provost and Dean of the Graduate School
Schwarz, Peter – Economics

Absent: Judy Walker
Wei, Qiuming – Mechanical Engineering and alternate for Aixi Zhou, ETCM

Also Attending: Sell, Susan – Graduate School
Watson, Johnna – Graduate School
Wyse, Matt – Academic Affairs

I. Approval for the February 4, 2014 Meeting Minutes

Chair Freitag called the meeting to order. Chair Freitag called for a motion to approve the January 14, 2014 meeting minutes as submitted. There being no further discussion, the motion was approved unanimously.

II. Report of the Chair

Chair Freitag had one item for discussion – the protocol for program name changes. The Department of Psychology included a request to change the name of their program in their last proposal, but name changes are handled in a separate process. The process is as follows:

- The department requests a name change.
- The request is sent to the Provost.
- If approved by the Provost, the request goes to the Faculty Executive Committee and then the Faculty Council.

The department of Psychology would like to change from the Masters of Clinical Community Psychology to the Masters of Psychology. Chair Freitag asked the Graduate Council if they would endorse this name change request. Davis made the motion with a second from Fodor. The request was approved unanimously. Letter from the Provost attached as part of the minutes.

- The Spring Graduate Program Directors' Meeting will be held on Friday, February 14 from 12 noon – 2:00pm in Cone 341 (The Lucas Room). Dean Reynolds has asked the Chair to say a few words about the Graduate Council.
- Graduate Faculty By-Laws Review – This review is still in progress. Chair Freitag hopes to have a draft ready for review by the March meeting.
- Chair Freitag continues to receive feedback on the Long Form Checklist. This will be useful as we change over to the online proposal process.
- SEEM 11-15-13a was considered at the January 14 meeting. Since this is a new proposal and has not been vetted further, the department is asking to change the name to Energy Analytics from Energy Systems Analytics to avoid confusion with another proposal they will be sending forward which they will name Systems Analytics. Schwarz made the motion with a second from McCarter. The motion was approved unanimously.

III. Report of the Dean

- Dean Reynolds reported on the Graduate Enrollment Planning workshops that took place on January 30. Eduventures provided an Enrollment Planning (EP) Template which the departments will collect data and enter on their programs. Information being collected will be as follows:
 - Number of students admitted
 - Number of students applied
 - Number of courses
 - Number of PT/FT faculty
- Some helpful ideas were identified at the Jan. 30 workshop and Eduventures has revised the EP Template and sent out yesterday, Feb. 3 to the Graduate Program Directors. Eduventures is asking for completion of the templates by Feb. 14, to be discussed at the spring 2014 Graduate Program Directors meeting. Eduventures will be assisting programs to set 1 year, 5 year and 10 year goals and the resources needed to meet these goals. This information will be reported to the Chancellor in April, 2014.
- The Board of Governors will meet on February 20 to discuss the M.S. in Data Science and Business Analytics with a request to implement in the fall 2014.

IV. Graduate Course and Curriculum Proposals

A. EMGT 12-19-13: Curriculum Revision and MSEM Program Improvement Subgroup: Akin Ogundiran, Judy Walker, Alan Freitag

A discussion took place with the following revisions requested:

- Pages should be numbered.
- Page 12 - need to clarify conditions under which GRE is waived under Item II B iii. a -- strongly recommend the sentence be deleted or considerably clarified. Catalog Copy should state "may be waived". This is done on a case-by-case basis when certain criterion is met.
- Not clear on the significance of the entries under Item II.B.iii.d through h

- In the revised catalog copy, there is a paragraph that begins, "The curriculum consists of six core courses...." Following that is a paragraph that begins, "Students, who do not have the required background in fundamental concepts in engineering economics and/or statistics, will be required to take...." The two commas in that sentence should be removed as they change the meaning of the sentence unintentionally.
- The proposal states that both EMGT 6101 and EMGT 6965 will be offered once per year, but the catalog copy specifies "On demand." Which is it? Need to decide.
- Similarly, the proposal says EMGT has no pre- or co-requisites, but the syllabus lists basic calculus or consent of instructor as pre-requisites. Need to correct.
- Page 13 – Catalog copy plan of study – when are students required (in the first semester/first year?) Need to clarify.

There being no further discussion, a motion was made to approve the proposal pending revisions. Gray made the motion with a second from Howarth. The motion was unanimously approved.

B. ITIS 12-14-13: New Grad Course ITIS 6011/8011

Subgroup: Lee Gray, Qiuming Wei and Joe Howarth

A discussion took place with the following revisions requested:

- Signature Sheet needs to have Undergraduate and Graduate checked.
- Needs two separate syllabus – one for UG and one for Grad
- Needs same proposal # - attachments do not match Signature Sheet.
- Needs to have graduate grading scale on syllabus.
- Change verbiage to read – has to have graduate standing
- Use same pre-reqs on both syllabus
- Wrong course # on page # (6010/8010), should be 6011/8011
- Are any graduate students eligible to apply?
- 4 CH and meets 3 hours – is there a Moodle component? – this should be stated clearly.
- Make sure that ITIS is not auto-corrected in Word throughout. Remove the space between IT IS.

There being no further discussion, Chair Freitag called for a motion to defer approving until these revisions are satisfied. Gray made the motion with a second from Anderson. The motion was unanimously approved.

C. MBA 07-10-13: Formal Establishment of MBA/MHA Dual Degree Proposal

Subgroup: Susan McCarter, Peter Schwarz and Kelly Anderson

A discussion took place and the following revisions were requested:

- CBTI (what is that?) I would recommend that authors across the different colleges not use acronyms within proposals.
- Item IV A - No date of approval is noted in this section.

- Page 6 – 2nd paragraph - eliminate 2nd/3rd sentences under MHA/MBA Dual Degree
- Page 3 – I. B. Justification, 2nd paragraph, 2nd sentence – Clarify which college tuition increment. Where will this program be housed? Tuition increments are different in each college.
- It would be helpful to have an explanation of the proposed reduction of up to 5 courses by pursuing the dual MBA/MHA degree, and how the joint number of credits decreases from 88 to 67.

There being no further discussion, Chair Freitag made a motion to approve the proposal pending revisions. The motion was made by Anderson with a second from Howarth. The motion was unanimously approved.

D. SOWK 10-16-13: Revision of the Advanced Standing Master in Social Work MSW Program

Subgroup: Anthony Fodor, Shaozhong Deng and Christine Davis

A discussion took place and the following revisions were requested:

- In the revisions to the catalog copy, for the section listing Advanced Standing Curriculum, the copy refers to courses taken in "Second Year Fall" and "Second Year Spring." Shouldn't that say "first year....", since this is listed as a one year program?
- Grading scheme error – Unsatisfactory >70
- Appears to be a well-conceived and prepared proposal. I very much appreciate the effort to revise the curriculum to comply with professional practice standards and accreditation. The syllabi, which constitute the bulk of this proposal, are particularly thorough and detailed.

There being no further discussion, Chair Freitag called for a motion to approve pending revisions. McCarter made the motion with a second from Davis. The motion was unanimously approved.

V. Other Business

There being no other business, the meeting adjourned at 1:09pm.

The next meeting will be held on Tuesday, March 11, 2014, at 12 noon in Cato 228.

Respectfully submitted,



Annette Parks
Secretary to the Graduate Council