

**UNIVERSITY-WIDE GRADUATE COMMITTEE**  
**Minutes**  
**March 6, 2007**

**PRESENT:** Matt Baumer, Susan Boser, Karen Brown, Pisarn Chamcharatsri, Claire Dandeneau, John Eck, Sean Gess, Mary Jane Kuffner Hirt; David LaPorte, James Lenze, Scott Moore, David Piper, Todd Potts, Debbie Stultz, Michael T. Williamson, Dawn Woodland, Nashat Zuraikat

**EXCUSED:** Mark Staszkievicz

Dr. David LaPorte called the meeting to order at 3:23 p.m.

On a Brown/Dandeneau motion the agenda was **APPROVED** as submitted:

On a Woodland/Lenze motion the February 20, 2007 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte introduced the newest faculty committee members, Todd Potts and Mary Jane Kuffner Hirt.

Dr. LaPorte raised the possibility of the committee being convened during the summer if proposals come in with some urgency. No one opposed this, though some may not be available. Depending on the timing of the meeting, quorum could be a challenge.

Dr. LaPorte raised the possibility of restructuring from 2 to 3 subcommittees, given that the UWGC is now full. After discussion, the committee chose to continue with 2 subcommittees.

The Committee set a tentative agreement to meet shortly before the special Senate meeting of 4/10/07 to determine if there are any pressing matters that take precedence.

Discussed setting a deadline for in-coming proposals. The Committee opted not to set a deadline, though Dr. LaPorte will encourage potential proposers to submit proposals soon for initial review this spring.

Dr. Williamson provided a report on contract negotiations.

Dr. Boser distributed the following:

- COMM 614 Instructional Computing Basics (Graduate Distance Education Review Form)
- Program Deletion: GEOG 571 Aerospace
- Dual Level Application for Existing Course: GEOG 484/584 Field Studies
- Course Revision: HPED 641 Administration of Aquatic Programs

- Course Revision: HPED 642 Design and Operation of Aquatic Facilities
- Revisions to HPED 642 Design and Operation of Aquatic Facilities (Graduate Distance Education Review Form)
- Revisions to EDSP 423/523 Education Program for Gifted Learners
- HPED 512 Physical Activity and Stress (Graduate Distance Education Review Form)

Some of these were made available to the committee through the shared drive.

Committee recommended: sending email to committee to announce proposals have been placed on shared drive; using electronic copy rather than scanned; distributing copy of the Graduate Authorization Form; bring full number of copies for those that would be reviewed the same day.

Dr. Eck – no announcements.

### **BUSINESS IN PROGRESS: A) PROGRAMS/CURRICULAR MATTERS**

1. 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
2. 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; more discussion; another memo will be sent to proposer – 9/26/06; 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; 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 sent 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

3. EDSP 523 Educational Programming for Gifted Learners (Graduate Distance Education Review Form); 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; 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 sent 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; no discussion – 3/6/07
4. Course Deletion for GEOG 571 Aerospace Workshop; this was not assigned to a subcommittee – 11/14/06; memo to proposer asking them to do a minor program revision – 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, which was signed and forwarded to the provost on same day – 2/20/07; following review of minor program revision, on Lenze/Dandeneau course deletion was unanimously **APPROVED** – 3/06/07
5. Minor Program Revision – Course Deletion GEOG 571 Aerospace Workshop, distributed to committee 3/06/07. on Lenze/Dandeneau course deletion was unanimously **APPROVED** – 3/06/07
6. 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 with concerns from the committee – 2/20/07; revisions received. Following review, on a Brown/Baumer motion proposal was **APPROVED** – 3/06/07
7. COMM 614 Instructional Computing Basics (Graduate Distance Education Review Form), not assigned to subcommittee - 3/06/07;
8. Dual Level Application for Existing Course: GEOG 484/584 Field Studies, assigned to subcommittee 2 – 3/06/07;
9. Course Revision: HPED 641 Administration of Aquatic Programs, assigned to subcommittee one – 3/06/07;
10. subcommittee one – 3/06/07;

## **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 1<sup>st</sup> 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 15<sup>th</sup> meeting – 2/22/05; some discussion on Chapter 4, on a motion by Bharadwaj/Ferro Chapter 4 will be sent on to the Senate – 3/15/05; no discussion – 3/22/05, 4/5/05, 4/12/05, 4/19/05; no discussion – 9/20/05, 9/27/05, 10/11/05, 10/18/05; no discussion – 11/8/05, 11/15/05, 11/22/05, 11/29/05; no discussion – 1/24/06; no discussion – 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; 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 – 9/26/06; 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 – 1/23/07; working on language for the MOU chapter – 2/6/07; revisions in progress – 2/20/07; no discussion – 3/06/07
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, 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 – 3/06/07

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, 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 discussion future Cooperative Agreements – 4/13/04; no discussion – 12/14/04; no discussion 1/18/05, 1/25/05; the urgency was expressed about dealing with this - 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, 4/19/05; ad hoc committee assigned (LaPorte, Williamson, D. Myers, Boser) – 9/13/05; no discussion – 9/20/05, 9/27/05, 10/11/05, 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, 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

report to be sent to the proposer – 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; 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; no discussion – 9/26/06; 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; no discussion – 3/06/07

The meeting was adjourned at 5:03 p.m.