

**Graduate Committee Meeting Minutes (Approved)**  
**Wednesday, April 4, 2012**  
**2:00 pm to 4:00 pm**  
**ML1027**

**Members present:** Bobby Bothmann (Library/Unaffiliated), Nancy Fitzsimons (CSBS), Cindra Kamphoff (CAHN), Mellissa Purdue (CAH), Claudia Pragman (COB), Robert Sorensen (CSET)

1) Late proposals

- Several proposals were received after the deadline that was posted for us to act on them. The committee discussed its policy and procedures for handling CDS proposals for graduate courses and proposals that arrive after the posted deadline. Nancy said that she discussed this issue with Ron Nickerson to see how UCAP dealt with the same issue. Based on their procedures, late proposals that come with compelling justifications are discussed and acted on by that committee. Based on that information and our discussion, the committee decided to consider the following proposals:
  - Department of Accounting, Masters in accounting new program and course proposals.
  - CSBS proposals submitted by the Dean of SBS 1-day after the deadline: 3868, 3839, 3792, 3763, 3761
- The CSBS proposals will be discussed via electronic discussion.
- The Department of Accounting proposals will be discussed via electronic discussion so long as all materials are received through the appropriate channels by April 18.
- Nancy will notify Dean Flannery, Dean Greer and others to share this decision with them.
- Other than the ones mentioned above, no additional late proposals will be considered by the committee this year. A later proposal is a proposal received by the Graduate Committee for the first time after April 3, 2012.
- Proposals previously under revision will be reviewed by the Chair.

2) Graduate Research Conference Survey Report

- Bobby will put together a summary prior to our last Sub Meet for the year. He will consult with Chris Mickle on the report. He will share a copy of the document with the faculty prior to the Sub Meet.

3) Graduate Faculty Status Policy – Bring your copy to the meeting (electronic or paper)

- Nancy and Dean Ries have been working on a revised version of the policy. Discussion has focused on clarifying and simplifying the application and review process. It is anticipated that a final version of these changes will most likely be approved by the Graduate Committee in the fall.
- The faculty discussed many aspects of the policy.
- This committee discussed the need for a College Graduate Faculty Status Policy Committee and a Department Graduate Faculty Status Policy Committee. Seems as

though there are many layers of review and many people involved, creating a time-consuming and cumbersome process. The faculty recommend removing the Graduate Faculty Status Committees (College and Department) as part of the formal review process. Colleges and/or Departments may elect to form such committees, however such committees need not be part of the formal review process.

- Discussion ensued regarding differentiation of criteria for the Research Faculty status compared to Regular Faculty status. Faculty recommend having a distinction between research and regular graduate faculty in the area of professional activity. Currently the criteria is the same.
- Teaching effectiveness is no longer a part of the evaluation criteria.
- The committee discussed wording related to terminal degree status, as opposed to requiring a PhD for Research Faculty status.
- The committee discussed whether the Graduate Committee would be involved in the appeal process. What is the role of the Graduate Dean and the Graduate Committee in this process? The faculty believe that since they are involved in the review of the applications, there should be a formal role for the Graduate Committee in an appeal. Recommend is to build in a role for the faculty chair of the committee.
- Does the committee need to be involved in reviewing Associate Faculty status applications? Is one time approval sufficient? Discuss at Sub Meet and Confer.
- Suggestion was made to eliminate the Removal or Reduction... portion of the process. Has this process ever been enacted? Not that anyone is aware of. Are the steps in the process even defined? Not clearly defined. The faculty concur with the Dean of GSR that this section of the policy is not necessary.
- The faculty discussed whether we should be reviewing the applications. Is this an administrative task? Bobby reflected on the origin of the most recent policy as an outcome of the last HLC visit. Concerns raised regarding letting administration make these decisions without faculty input.
- Comments to Nancy regarding the revised version of the policy should be sent to her by April 17<sup>th</sup>.

#### 4) Elect 2012-13 Graduate Committee Faculty Chair

- Claudia Pragman accepted the committee's nomination to be faculty chair for the 2012-13 academic year. Claudia will be unable to attend FA Executive Committee meetings due to a conflict with teaching. Cindra Kamphoff will assist Claudia by attending FA Executive Committee meetings on Claudia's behalf. She will consult with Claudia on issues to put forward to the FA Executive Committee and report on discussion at such meetings pertinent to the Graduate Committee. The Chair of the Committee will forward the nomination to the FA Executive Committee with an explanation of the circumstances in which Claudia has accepted the nomination for approval.

#### 5) Update – Graduate Committee name change is on the FA ballot.

- Waiting on the results. Once the outcome is determined, Nancy will finalize the revised committee charge and disseminate.

#### 6) Update – CDS system

- Graduate committee is often excluded or an afterthought from discussion about changes in the CDS system. Nancy will be attending a meeting next week with IT, along with the faculty chairs of UCAP and GenEd/Diversity and the VP of the FA.
- Many of the Friday meetings organized by Academic Affairs about the CDS system have been cancelled and, when held conflict with Nancy's availability. Nancy alerted AVP Tomany about the conflict in her schedule.
- Meetings may be taking place this summer to discuss changes to the system.

#### 7) Course and Program Proposal Review

- Proposals recommended without discussion (N=43):
  - 3643,3825,3808,3817,3818,3810,3803,3809,3799,3811,3812,3801,3813, 3814,3798,3815,3816,3806,3807,3800,3796,3797,3802,3819,3820,3821, 3467,3829,3791,3793,3795,3794,3827,3828,3403,3718,3719,3720,3764, 3778,3510,3511,3872
- Discuss role of Academic Affairs, AVP Tomany in review process
  - Nancy informed the committee that Academic Affairs has been sending back proposals because of errors in explaining/documenting the program for the bulletin. Previously Chris Mickle would correct if he was aware of corrections needed. This is related to the information being extracted from the CDS system to populate the course description information in the university bulletin. This caused some proposals to be returned to the author for revision. Nancy is going to use the comment box to record factors considered when reviewing the proposals.
- Proposals requiring discussion:
  - Approved following discussion:
    - 3836 - The committee recommends this proposal. Nancy will make a comment about course description being non-descript of the course and not written in complete sentences.
    - 2417-The committee recommends this proposal.
    - 3822-The committee recommends this proposal.
    - 3783, 3784, 3786, 3787 were all recommended for approval. Nancy will add comments.
    - 3348-The committee recommends, but Nancy will make comment saying it appears that the Academic Affairs concerns have not been addressed.
  - Sent back to author following discussion

- 3598 – Two requests made to author for additional information. Send back for revision.
- 3481 –Send back for review and revision of SLO. Nancy will add comment recommending author consult with College representative on the Graduate Committee.
- 3730; new course; required, but no credit change. Nancy sent email for clarification. Author has not replied to email. It will be sent back for clarification. Nancy will add comment recommending author consult with College representative on the Graduate Committee.
- 3851 Send back for revision. Need clarification regarding credits needed in electives and emphasis. Nancy will add comment recommending author consult with College representative on the Graduate Committee.
- 3804 Revise for clarification of credits.
- 3824 Revise for clarification of credits.