

Graduate Council/University Graduate Curriculum Committee Minutes
April 20, 2012
3:00pm, ADM 304H

Present: Christine Byrnes, David Lund, Tony Pellegrini, John Allred, Pat Keehley, Kevin Robinson, Tom Cunningham, Gerald Calvasina, Nicole Funderburk, Mark DeBeliso

Excused: James Marchant, Jeff Barnes

Absent: Carl Franklin, David Christensen, Matthew Barton, Bart Reynolds, Karl Stevens

Bill Byrnes distributed a hard copy of the agenda to all attendees.

REVIEW OF CONSENT, SUBSTANTIVE & DEGREE CHANGES (See Action Items Below)

Bill Byrnes reminded Committee members of the allowable changes to degrees/programs mid-year, and those that must wait. *Note: Bill Byrnes, John Allred and Aimee Uchman met to revise the guidelines, and made changes to course numbers allowable if their purpose is to better align with state guidelines (e.g.- changing a lab to end in a 5 instead of a 0) and as long as the course remains at the same level. The revised guidelines are included at the end of this document.*

SUU Curriculum Development

Curriculum & Program Change Process

Bill Byrnes presented a diagram outlining the Curriculum process. The document was created to help clarify the process for people. The document is a first draft, and maps out the relationship between curriculum changes/program development and the policies we have regarding curriculum. Bill requested feedback from the Committee. He would like to have a final version available by Fall for “Welcome Back Week.”

Graduate Enrollment Report

(Sample report: (<https://learn-suu.uen.org/courses/53674/modules/items/557550>))

This version is the latest iteration of the report. Bill Byrnes is working with IT and Institutional Research to craft an ARGOS report to show all three semesters comparatively. The report will provide a clearer picture of actual enrollment. Bill will be working with Bryce in IR to build an additional drilldown to view by program and by course enrollment. Then separate by internet/hybrid courses vs face-to-face classes. By Fall, Bill will have spreadsheet with multiple tabs so figures can be viewed by program.

Nicole Funderburk - Admissions/Recruiting

Nicole attended the Nation Conference for Undergrad Research at Weber State. Nicole said it was good to be able to tell Weber Faculty that our Forensic Science program is back. Nicole is working to notify any students that have requested information or asked for applications to let them know the program is open. She hopes to hire a graduate assistant for Fall Semester to help carry responsibility and help with recruiting. Nicole will be in touch with departments about deadlines for Viewbook, advertising info, etc.

Grad Programs/Website

There isn't currently a cycle to review content on Grad program website. Bill recommended that there be an annual review of all grad program website. Points-of-distinction need to be updated at least once a year. Could info from the annual reports (due by September) be integrated into Grad pages?

E-Catalog (demo of web site)

Bill ran the committee through the E-catalog. He reminded them that it is a work in progress. Please make sure that the information in Grad/Professional studies info is accurate. If you have questions, concerns, recommendations, please email them to catalog@suu.edu

Degree Qualifications Profile (handouts)

Bill distributed handouts for Lumina Degree Qualifications Profiles (DQP). The DQP takes learning outcomes to next logical level in a degree outcome. The document can be downloaded at

http://www.luminafoundation.org/publications/The_Degree_Qualifications_Profile.pdf

The DQP covers Master's degree programs and offers a nice perspective about the overall learning outcomes we should be aspiring to at SUU.

Board of Regents Academic Affairs Calendar (handout)

Bill distributed the BOR schedule to the Committee. This will determine when our committee meets. Any major proposals will be submitted to the BOR on October 31st. Departments/Programs will need to work with Bill Byrnes well in advance of this deadline, to get changes passed by the UGCC and Board of Trustees prior to the BOR meeting..

SPECIAL REPORT: Update & Report on Learning House Online System (handouts)

Bill informed the committee that the RFP for an e-learning system has been awarded to Learning House. The program is a newer approach to online than we've used in the past. Instead of using an in-house system, we will use a national online support package. The big picture goal is to expand our reach and increase graduate enrollment at SUU.

This contract with Learning House will allow directors to promote programs to a larger audience. Approval of course content and who is teaching would be controlled by our grad program directors. Learning House offers us a good tool to help grow graduate enrollment, and will allow us to leverage the connection with a Client Service Provider to expand our programs to a national audience base. The Learning Management System in Learning House is "Moodle." Program Directors will be able to monitor what their adjuncts are doing and how much time they are spending online, how students are progressing through a course.

Bruce Tebbs will be contacting Grad Program directors to explain the details of the system and how to participate. If Committee has questions, they should contact Bruce Tebbs.

GRADUATE CURRICULUM COMMITTEE MEETING

April 20, 2012 3:00 p.m.

Minutes

CONSENT ITEMS

EDUC

Prefix	Course Title	Credits	Change Requested	Notes
EDUC 6894	Administrative Capstone Pt. 1		Title, Sequencing, Enrollment	<i>Change title to “Adm./Supervisory Capstone Internship I”, change sequencing to Fall Spring Summer annually, change enrollment considerations to include ALLIC & EDMEDLIC</i> Approved
EDUC 6895	Administrative Capstone Pt. 2		Title, Sequencing, Enrollment	<i>Change title to “Adm./Supervisory Elementary Capstone Internship II”, change sequencing to Fall Spring Summer annually, change enrollment considerations to include ALLIC & EDMEDLIC</i> Approved
EDUC 6896	Administrative Capstone Pt. 3		Title, Pre-Req, Sequencing, Enrollment	<i>Change title to “Adm./Supervisory Elementary Capstone Internship III”, add Department Permission as a Pre-req, change sequencing to Fall and Spring annually, change enrollment considerations to include ALLIC & EDMEDLIC</i> Approved
EDUC 6897	Administrative Capstone Pt. 4		Title, Pre-Req, Sequencing, Enrollment	<i>Change title to “Adm./Supervisory Elementary Capstone Internship IV”, add Department Permission as a Pre-req, change sequencing to Fall and Spring annually, change enrollment considerations to include ALLIC & EDMEDLIC</i> Approved

SCPS (Nevada CTE)

Prefix	Course Title	Credits	Change Requested	Notes/Action
EDUC 6050	Introduction to Teaching Online and in Hybrid Settings	3	Title	<i>Change title to “Online Teaching for Educators”</i> Approved
EDUC 6051	Methods for Teaching Online and in Hybrid Schools	3	Title	<i>Change title to “Instructional Design for E-Learning”</i> Approved
EDUC 6052	Helping all Students Learn and Succeed in Online and Hybrid Schools	3	Title	<i>Change title to “Creating Collaborative Communities in E-Learning”</i> Approved

Prefix	Course Title	Credits	Change Requested	Notes/Action
EDUC 6055	Practicum in Online & Hybrid Schools	3	Title	<i>Change title to "Practicum and Assessment Development in E-Learning"</i> Approved

SUBSTANTIVE ITEMS

HSS

Prefix	Course Title	Credits	Change Requested	Notes
PADM 6100	Overview of Public Administration	3	New Course	<i>New course to be added to core requirements for MPA</i> Approved
PADM 6550	Student Affairs in Higher Education	3	New Course	<i>Course is being offered to provide an additional area of emphasis within the existing Masters of Public Administration program.</i> Approved
PADM 6560	American Higher Education Environments	3	New Course	<i>Course is being offered to provide an additional area of emphasis within the existing Masters of Public Administration program.</i> Approved
PADM 6570	Student Development in College, Theory and Practice	3	New Course	<i>Course is being offered to provide an additional area of emphasis within the existing Masters of Public Administration program.</i> Approved
PADM 6580	The History of American Higher Education	3	New Course	<i>Course is being offered to provide an additional area of emphasis within the existing Masters of Public Administration program.</i> Approved
PADM 6615	Comparative Public Policy	3	New Course	<i>The course brings an international flavor to the criminal justice and public policy curriculum, thereby attracting international students and ensuring faculty and students remain current on international policy issues. Would like to offer in the Summer.</i> Approved
PADM 6650	Managing America's Cities	3	New Course	<i>Adding this elective will have a positive impact on the MPA program's ability to attract traditional and online students.</i> Approved
PADM 6670	Public Sector Contracting	3	New Course	<i>New course that will be an elective for the area of emphasis in State and Local Government. Would be taught by Randy Allen.</i> Approved

EDUC

Prefix	Course Title	Credits	Change Requested	Notes
EDUC 5420/6420	Education of the Gifted & Talented	2	Content changes, Credit & Contact Hrs.	<i>Changes credit/contact hours from 2 to 3</i> Approve at 5420 level. 6000 level will be held until next catalog publishing.
EDUC 5460/ 6460	Identification/Evaluation in Gifted Education	2	Content changes, Credit & Contact Hrs.	<i>Changes credit/contact hours from 2 to 3.</i> Approve at 5460 level 6000 level will be held until next catalog publishing.
EDUC 5480/6480	Materials/Methods in Gifted Education	2	Content changes, Credit & Contact Hrs.	<i>Changes credit/contact hours from 2 to 3</i> Approve at 5480 level. 6000 level will be held until next catalog publishing.

DEGREE/PROGRAM ITEMS**HSS**

Degree/Program	Change Requested	Notes/Action
MPA	Change core requirements	<i>Increase the number of core course requirements for the MPA degree by one class and decrease the number of electives by one class. The number of core course credit hours will increase from 18 to 21 and the number of elective credit hours will reduce from 15 to 12. Introduces four new areas of Emphasis-</i> <ol style="list-style-type: none"> 1. <i>Emphasis in State and Local Government</i> 2. <i>Emphasis in Criminal Justice</i> 3. <i>Emphasis in Nonprofit Management and Administration</i> 4. <i>Emphasis in Student Services</i> Approved- Will be reviewed at the May 18 BOR meeting and, if approved, will be put into the catalog prior to Fall registration so the program can go into effect in Fall 2012.

Discussion Items

EDUC Consent Items: EDUC is changing the course title to include “Internship.” The inclusion of this in the title will make graduates more marketable when they present transcripts to principals for potential careers.

CTE Programs: Kevin Robinson said CTE classes have 26 students currently enrolled. Purpose of consent items is to simplify titles.

EDUC Substantive Items: State has changed GATE endorsement from six 2-credit hour classes to four 3-credit hour classes. These courses are the first three to migrate over into the new format. Courses will need to be dual listed: 5000/6000. John Allred and committee determined that this change can be made immediately without affecting students.

MPA Program Changes:

PADM 6615- New Course Two criminal justice electives in the MPA were never offered. Adding 6615 as an elective choice in the degree. Would like to offer this course over the summer, online.

R401 changes: Changed prompted by new faculty member and an interest in accreditation. The MPA department conducted an evaluation of its program, which included feedback from students. Department realized that they needed to create a sandwich- a “kick-off course” to better introduce students to the program, and to sandwich the Capstone. This led to creation of a core course “Introduction to Public Administration.” The addition of this course would increase core requirements from 18 to 21, and to keep the total credits for the program the same, elective requirements would drop by 2 credits.

The Program proposes the following Emphases:

- **State & Local Government:** Two new proposed courses would be a part of this emphasis, and some existing courses could be integrated. This emphasis will be offered online.
- **Non-Profit Management & Administration:** Budgeting classes in the MPA may draw some students from the MFA- a good way to cross market classes. All courses for this emphasis already exist and are approved.
- **Criminal Justice:** This emphasis is formalizing what already exists- not adding any new courses. Program would show up on student’s transcript as “Emphasis in Criminal Justice.”
- **Student Services:** Unique way to partner with professionals in student services to teach the classes. Program will offer a limited number of assistantships. Students are already asking about this emphasis, and there is a strong demand for it. U of U turns away 30-40% of applicants for MEd programs for student services. Nicole Funderburk said current students are very interested, and it’s an area of growing interest.

Committee Approved this R401, and it is on the Agenda for the May 18th Board of Regents meeting. If approved by BOR, this program will begin in Fall 2012. Registrar John Allred gave approval to put this course in the current E-catalog (if approved by BOR) because students have not yet actually begun the program.

Announcements/Discussion from Canvas (Pre-Meeting)

MPA program:

Regarding the MPA program changes and new courses... Nothing can proceed regarding the new courses or the program changes until we meet today and grad council takes action on the proposals. Based on the outcome of that meeting, Bill will work to expedite the posting of any new courses, but first need to get approval from the Provost to take specific action that proceed the Trustee meeting May 4. Committee understands that MPA is anxious to get people enrolling in the new classes, but exceptions to the approval processes we have in place need to be OK'd first.

New program reqs after catalog published (John Allred)

We are in a unique window where the catalog has been published for the coming academic year and PADM is proposing changes to their required core curriculum. I am opposed to making changes to curriculum after the catalog has been published because there is no clear curriculum for students to follow; it is a constantly moving target and unfair. On the other hand, Summer has not begun so no students have actually begun this curriculum and won't be harmed. Do we enforce our newly developed policy for the sake of establishing the policy and require PADM to wait a year or allow the change, potentially weakening our policy stance? If students had already begun taking courses under this catalog I would be violently opposed, but in this short window (before Summer semester begins) I support the change. I feel like I am causing unintended, unnecessary barriers to the curriculum process.

The concern surrounding the addition of a prerequisite would be requiring a course prior to taking this one, expanding or extending the number of credits for graduation after the student was already working on what they thought was a set program. Requiring permission to register causes no such roadblock or extension.

Credit hour changes to required courses for EDUC should wait.

Changes to PADM: I agree that the core change to PADM required courses should be held to next year. I am torn on the addition of a new track. It is not forcing new curriculum on a student already pursuing that program, it is making new options just like adding an elective courses to the menu.

Curriculum & Catalog Changes (CANS and CAN'TS)

The following guidelines are based on the premise that we have an ethical obligation to provide clear, and consistent curriculum to students and that these expectations are set for the six-year active life of the catalog. To that end, the following operating procedures will be used by curriculum committees to determine if a proposed change may be implemented immediately, or must wait until a new catalog cycle.

Guidelines:

- Program changes must be implemented prior to catalog publication. Any changes submitted after an academic catalog has been published will be considered/approved for the following catalog publication cycle.
- Substantive course changes that impact required or core courses must be implemented prior to catalog publication. Substantive changes would include any change that would expand requirements (e.g.: addition of a prerequisite course) or negatively impact a student's ability to complete the proscribed curriculum.
- Course changes that expand the opportunities of students to meet proscribed requirements (e.g.: addition of a course to a potential elective list) may be implemented immediately upon approval of the appropriate curriculum committee(s).

CAN be changed once the catalog is locked (semester basis):

- Add Course as an ELECTIVE
- Add a course as an option to expand offerings in a degree (e.g.- Adding an additional course to a list of options)
- Change Course Title- as long as it is still accepted for the same purpose towards the major or other programs utilizing the course
- Course Numbers, if staying within same level or aligning with state requirements (e.g.-Changing a lab that ends in "0" to end with a "5")
- Enrollment considerations (e.g.: honors section, instructor approval, etc)
- Removing a pre-req/co-req
- Method of Grading
- Course Description (if acceptable for the same purpose)
- Change in contact hours where the course meets existing requirements whether within or outside the offering department
- Repeatability of a course
- Course Sequencing, if the course is to be offered more frequently

CAN'T be changed once the catalog is locked (will be a part of the catalog for the next year)

- Add a Course that is a PROGRAM REQUIREMENT
- Changes in Program Requirements
- Adding a pre-req/co-req course
- GE/University Requirements
- Course Numbers/changing levels where the course no longer meets a noted curricular requirement in ANY program not just those within the offering department
- Course Prefixes to insure that all instances where the course is utilized are identified and updated both within and outside the offering department
- Change in Credit Hours where the course no longer meets a published curricular requirement in ANY program not just those within the offering department
- Replacement/Substitution of a course where the course no longer meets a published curricular requirement in ANY program not just those within the offering department
- Deletion of a course where the course meets a published curricular requirement in ANY program not just those within the offering department