

GRADUATE CURRICULUM COMMITTEE & GRADUATE COUNCIL MEETING

Sept 23, 2011

3:00 p.m., AD 304

Minutes

Present: Ammon Jacobsmeyer, Jeff Barnes, Gerry Calvasina, Randy Allen, Matt Barton, Rick Lambson, James Marchant, Kevin Robinson, Nichole Funderburk, Patricia Keehley, Christine Byrnes, John Allred, Bart Reynolds

Absent: David Lund

1. CONSENT ITEMS

EDUC

Prefix	Course Title	Credits	Change Requested	Notes
	EDU Grad Course Sequencing		See document	Informational- does not require vote

2. SUBSTANTIVE ITEMS

EDUC

Prefix	Course Title	Credits	Change Requested	Notes
6050	Intro to Teaching Online & in Hybrid Settings	3	New Course	Approved, Pending rewritten Learning Outcomes for Students. (Need greater clarity.)
6051	Methods for Teaching Online & in Hybrid Schools	3	New Course	Approved
6052	Helping all Students Learn & Success in Online & Hybrid Schools	3	New Course	Approved
6054	Two Semester Internship in Online & Hybrid Schools	3	New Course	Approved
6055	Practicum in Online and Hybrid Schools	3	New Course	Approved

Prefix	Course Title	Credits	Change Requested	Notes
6260	Foundations of Distance & eLearning3	3	New Course	Approved, Pending clarification on course hours, course type, and contact hours. Need to align with university policy- would need to be 3 credit hours and 3 contact hours to be a lecture course. Could be differing hours if the course was a combined lecture and lab.
6261	Learning & Teaching at a Distance	3	New Course	
6262	Technologies/Tools for Distance Learning	3	New Course	
6263	Leadership for Distance & eLearning	3	New Course	

Chairman Byrnes **emphasized the importance of clear and specific Learning Outcomes for Students.** Byrnes proposes rewriting of EDUC 6050 Learning Outcomes and resubmittal to Committee at October meeting.

3. ACTION ITEM – Drop Requirement to submit Course Content Guides with new our substantial changes in the course content.

Rationale – Since the new Substantive forms require the learning outcomes information the forms are no longer necessary. In addition, the new assessment systems we are contemplating for courses and programs render this form redundant.

Approval- Removal of form (*Forms and sample forms removed from internet on 9/26/11*)

GRADUATE COUNCIL MEETING

Discussion Items & Info Items

1. ACTION ITEM: PP650Graduate Council Working Copy.docx

Last year we didn't specifically insert words "university Curr. Comm"- The policy has been updated to add the official designation of "graduate Council." Added section referencing other policies, for consistency.

For informational purposes

2. INFO & DISCUSSION ITEM: Online Grad Program Policies_1.docx (Pat Keehley)

Pat Keehley presented the Online Grad Program Policies document. Document is a "first-draft" and was created to provide University-wide guidance and standards for new faculty that will be teaching online. Ms. Keehley emphasized that the document is intended to be pedagogical, and is not a technical guide about how to use canvas. Ms. Keehley requested permission to contact committee members individually.

Permission was granted, and Ms. Keehley will contact members between before the Oct 23 meeting, and will provide a progress report at the next meeting.

Questions posed to committee

- **Would this be useful?**

Committee agrees that this document would be useful, and is much needed.

- **Policy vs Handbook**

Ms. Keehley asked the Committee if the document should be viewed as a policy (it would need to progress through formal levels) or a handbook (flexible with common areas- would allow each dept to establish their own guidelines.) Mr. Barnes stated that he is interested in being involved, and would like to have the opportunity to view the language in the document. Mr. Barnes also stated that if the document is a “handbook” it won’t have any standardization. Chairman Byrnes stated that making the document a policy would be too rigorous. He recommended the document be a “handbook” and that it include quality metrics, and integrate a rubric and other assessment tools. Mr. Pellegrini recommends the handbook contain a definition of “quality and rigor” for SUU’s online learning experience.

3. INFO ITEM: Applications Report 9-19-2011.xlsx

This report is generated every Monday. Chairman Byrnes will forward out to committee every few weeks.

4. INFO ITEM: Analytics_www.suu.edu_2011-09 -12 to 09-18 (Graduate_School_-web).pdf

5. INFO ITEM: Copy of Graduate HeadCount Reports 9-23-11.pdf

Jeff Barnes inquired if we have the ability to break out FTE Online Students versus Campus Students.

6. INFO & DISCUSSION ITEM: Graduate Recruitment Plans By Program

- a. COEHD Graduate Recruitment_Plan2011docx_3(3)_1.docx
- b. School of Business Recruitment Plan, 2012-2013, Grad Council Me.doc
- c. MSSCP Recruitment Plan.docx

These documents are posted for Committee to examine. A Recruitment Plan is **required** from every Graduate College.

7. INFO ITEM: Graduate Recruitment Report September 2011.pdf (Nichole Funderburk)

Ms. Funderburk said names of GRE test takers have been purchased, and GMAT names will be purchased in the future. Posters have been sent out. Buffer/Gateway/Summary pages for Education and Communications are close to being published. A new Rack card has been printed for the MPA program, and new cards will be created for other programs as the old cards are used up. Colleges will need to work with Ms. Funderburk to design these cards.

A new Graduate Prospectus/Graduate Viewbook booklet, “Belong: Southern Utah University” is in the works. The public will have an overview page for each program. Ms. Funderburk will work with each Department on their page spreads for the book. She will be contacting Committee Members individually over the next several weeks. The booklet will be reprinted every year.

- Working to creating a hover button that says “Apply Now” to appear on all pages of the Graduate websites
- Matt Barton expressed concern about GRE dates conflicting with Graduate Application deadlines. Chairman Byrnes recommended adding language to the Graduate Program Application Deadlines page- (<http://www.suu.edu/graduateschool/app-deadlines.html>) Chairman Byrnes and Ms. Funderburk will create explanatory language
- Graduate School Webpage:
 - Committee would like to remove boxes from “catch-phrase” messages like “You are tomorrow’s lead; prepare today” or “An investment in your future.”
- Randy Allen is working on a UNIV 4930- GRE Prep course. Jeff Barnes would like to grow this program, and advertise it to current students. Chairman Byrnes will have a link added to information about this course on the University College Graduate School Fair SUU page. Ms. Funderburk will take will take ownership to build a page for students about the GRE course, and will post an announcement on the Graduate page. .
- SUU Grad School Fair is on Oct 21st. There will be an individual table for every graduate program. (10am-2pm).
- Ms. Funderburk will meet with each program director each Semester

Items for Feedback:

Kevin Robinson: Out of State Graduate Online Program (handout)

Offering online tools for out-of-state degrees without having to pay out-of-state tuition. Pilot program will be double the amount of in-state tuition: (current out of state tuition is triple the amount of in-state). Immediate steps: 1) establish pricing, 2) get people on board, 3) develop target audience, 4) develop recruiting plan.

- Chairman Byrnes recommends starting with MPA and Sports Condition Programs. Chairman Byrnes will set up a meeting with Kevin and Randy to discuss implementing the pilot program.
- Committee recommends pursuing Military audience/demographic

Matt Barton: Scholarship Board/Alumni Participation

Mr. Barton would like to get Alumni to participate in an informal scholarship board. This will help the Alumni program and give them a greater sense of investment in the University.

8. INFO ITEM: Grad Faculty List Fall 2011 ver 9 9-23-11.xlsx

Chairman Byrnes needs info for Education & Public Administration.

Next Meeting

Next meeting on Oct 21st at 3pm- deadline for submittals is Oct 14th at noon.

- Graduate Faculty List needs to stay up-to-date, so we don't have holes in NWCCU. Chairman Byrnes will be working with Deans to gather information for this report.
- Chairman Byrnes will talk about overall info that NWCCU is asking for, and will work with each department to come up with summary information.