

## GRADUATE CURRICULUM COMMITTEE MEETING

December 9, 2011

3:00 p.m.

### Minutes

**Present:** John Allred, Jeff Barnes, Matthew Barton, Christine Byrnes, Gerry Calvasina, David Christensen, Mark DeBeliso, Nicole Funderburk, Ammon Jacobsmeyer, Pat Keehly, Rick Lambson, James Marchant

**Absent:** Toni Pelligrini (excused), Verlene Schafer

### CONSENT ITEMS

#### BUS

Prefix	Course Title	Cred	Change Requested	Notes
ACCT 6201	Tax Practicum I	3	Pre-Req	Remove ACCT 4200 from Pre-Req requirement (Would allow student that have work experience equivalent to ACCT 4200: <i>Tax Research/Advanced Topics</i> to take the class.)  <b>APPROVED</b>
ACCT 6210	Corporate Tax I	3	Pre-Req	Remove ACCT 4200 Pre-Req requirement ( <i>See above</i> )  <b>APPROVED</b>
ACCT 6240	Estate & Gift Tax	3	Pre-Req	Remove ACCT 4200 Pre-Req requirement ( <i>See above</i> )  <b>APPROVED</b>
ACCT 6260	Taxes for Pass Through Entities	3	Pre-Req	Remove ACCT 4200 Pre-Req requirement ( <i>See above</i> )  <b>APPROVED</b>
ACCT 6290	Property Transactions	3	Pre-Req	Remove ACCT 3200 from Pre-Req requirement (Would allow student that have work experience equivalent to ACCT 3200: <i>Tax I</i> to take the class.)  <b>APPROVED</b>

Prefix	Course Title	Cred	Change Requested	Notes
ACCT 6320	Advanced Cost Accounting	3	Pre-Req	Remove ACCT 3300 from Pre-Req requirement (Would allow student that have work experience equivalent to ACCT 3300: Cost to take the class.)  <b>APPROVED</b>
ACCT 6400	Auditing II	3	Pre-Req	Remove ACCT 3400 from Pre-Req requirement (Would allow student that have work experience equivalent to ACCT 3400: Auditing I to take the class.)  <b>APPROVED</b>
ACCT 6600	Practice & Theory Seminar	3	Pre-Req, Change Course Seq.	Remove ACCT 3020 Pre-Req requirement. Change Sequencing to Fall and Spring (Would allow student that have work experience equivalent to ACCT 3020: Financial Acct II to take the class.)  <b>APPROVED</b>
ACCT 6700	Graduate Readings	1-4	Pre-Req	Add "Permission of Chair, Dept of Accounting" to Pre-Req  <b>APPROVED</b>
MGMT 6100	Organizational Behavior & Issues	3	Title/Prefix	Change from "Organizational Behavior & Issues" to "Managing Organizations and People." (Natn'l Business Assoc-recommendation for more concise names)  <b>APPROVED</b>
MGMT 6200	Negotiation	3	Title/Prefix	Change from "Negotiation" to "Negotiation & Conflict Resolution" (see above)  <b>APPROVED</b>
MGMT 6400	Strategic Analysis	3	Title/Prefix	Change from "Strategic Analysis" to "Global Business Strategy" (see above)  <b>APPROVED</b>

Prefix	Course Title	Cred	Change Requested	Notes
MGMT 6200	Marketing Management	3	Title/Prefix	Change from "Marketing Management" to "Strategic Marketing Management" <i>(see above)</i> <b>APPROVED</b>

**LIB**

Prefix	Course Title	Credits	Change Requested	Notes
LM 6190	Management a Media Center	3	Course Sequencing	Will be offered in Summer instead of Spring <b>APPROVED</b>
LM 6170	Children's Literature	3	Course Sequencing	Addition of Summer Semester section <b>APPROVED</b>

**DEGREE/PROGRAM ITEMS**

**BUS**

Degree/Program	Change Requested	Notes/Action
R 401 to establish Certificate in International Business	New Certificate	R-401 – 10.3: Proposal to establish a Southern Utah University Certificate in International Business for MBA and MACC Students <b>APPROVED</b>
MBA Program Changes	See "Notes"	<ul style="list-style-type: none"> <li>• Move elective course MGMT 6900 (Project/Thesis) to required section</li> <li>• Remove the requirement for particular core classes for undergraduate business majors</li> <li>• No changes in class offerings or total hours to complete degree</li> </ul> See <i>Discussion Items: MBA Program Changes</i> <b>APPROVED</b>

## Curriculum-Discussion Items

- International Business Certificate: Bill Byrnes explained that there are varying levels of R401s, at the request of a Committee Member. The R401 submitted for the International Business Certificate outlines plans to start up a supplement to current program that will enrich it for our students.
- Registrar John Allred told the Committee that it is important that the pre-requisites/co-requisite section of the Curriculum Forms contain only courses, and that any additional restrictions should be noted in the Registration Restrictions/Enrollment Consideration portion of the form. John Allred and Aimee will work to establish better wording in the form instructions.
- Aimee reminded the Committee to make sure they are using the form posted on the website- it is the most current form. Aimee instructed committee members to empty the “cookies” from their files in order to ensure they are viewing the most current version.
- MBA Program changes: John Allred questioned why the new degree table showed a range of credits (18-21) rather than a set amount. Explained that Students with undergraduate business degrees are NOT required to take the MBA core course in their undergraduate major. It is assumed that these students have sufficient knowledge from their undergrad degree. For example, students who majored in Marketing are not required to take the MKTG 6200 MBA course, etc. These students would only have to take 18 required credits. However, students who did not major in a business discipline as undergraduates MUST take all required courses as listed, and would have to take 21 credits.

## **GRADUATE COUNCIL AGENDA ITEMS**

### **INFORMATION ITEMS**

#### **1. Graduate Enrollment Report**

Bill uploaded the latest version of this to Canvas. Spring Semester headcount is at 640. Above estimates for Budget FTE. Numbers continue to be close to anticipated levels. Sports conditioning is seeing a minor lag-a function of registration for Thesis projects. Program is anticipating an addition 17 registrations in the next few weeks. Overall, Numbers seem to be consistent or ahead of Fall semester.

#### **2. Nicole – Recruitment efforts updates**

Nicole has been making phone calls to students in our areas. She saw an increase in Requests for Information for MACC and MBA from students in Hawaii- a positive result from the visit there.

##### **Website Updates:**

- All buffer pages have been completed.
- Updated links section to be more robust on Grad page, changed header to “Learn More”- Improved
- “Apply Now Button”

Nicole reminded Committee members to visit the webinar link she sent out- it discusses changes that are occurring for the GRE.

##### **Conditional Admissions for International Student:**

Nicole will be speaking with each program about Conditional Admissions for International Students. This program would allow students to be “Conditionally” admitted, pending receipt of successful completion of a TOEFL. The intent is to entice students to get the financial statements, TOEFEL, and other information they need to be fully enrolled. Nicole requested that Grad programs talk to their committees about what each program is willing to do. Nicole would like to meet with each program to define your perimeters. She will send out an email as a follow-up.

#### **3. Grad School Fair – Post Mortem and assessment of survey results**

Nicole praised programs for their involvement. The date for next year’s Fair has not yet been set. It is anticipated that it will be sometime in October 2012.

#### **4. Updated Graduate Faculty List**

Bill Byrnes requested that Committee members need to look at the Grad Faculty list and make sure it is accurate. If there are changes that need to be made, please contact Bill Byrnes.

#### **5. FYI on Google Analytics and 12/5 Application report**

## **6. FYI - Catalog copy for graduate programs**

Bill Byrnes provided an overview of what is going on with E-catalog. Approved information (final documents approved by Deans) must be uploaded to Canvas on March 5<sup>th</sup>. This deadline allows for Curricular Changes from the next meeting to go live for the Spring Catalog. Committee Members should follow-up with department Designee at the beginning of the year if they haven't heard anything about the E-Catalog.

## **7. FYI - WAGS Conference - March 18 – 21 in Ft. Collins, CO (<http://www.wagsonline.org/>)**

Bill will send out an email when updated information for the conference is released. Conference is an affiliation of Graduate Schools in our demographic.

## **8. Updates from Program Directors (future plans, points of distinction or other program highlights of student or faculty accomplishments that you wish to share)**

### **MAcc**

- Hired new staff member- Amanda Wolford- undergrad Alumni and Perdue Graduate. Will begin in July.
- Marshall Chamberlin was working as a Lecture Adjunct- Now working in Assistant Controllorship position.
- Nichole is assisting MACC in approving website presence and marketing issues.

### **MBA**

- Trying to more clearly communication two year option to International Students & Grad programs/Nicole, so they can promote the program.
- High level of Interest from Dixie State Students
- Solid enrollment numbers for next Semester.

### **MFA Arts Admin**

- James Marchant will be adding new classes to the program, opening up electives, and opening art courses up to grad students from other programs. Anticipated new Courses: Grant Writing, Event Planning.
- Will move forward with online MA program that would go live in Fall 2013.
- MFA student's part of Intermountain College Think-tank- Healthcare: Competed in Salt Lake. SUU team came in 2<sup>nd</sup> place in the state.

## **MA COMM**

- Recruiting current undergrads for the grad program. Largest road block is that students will go where the financial incentives are
- Working to update web presence and make it look better. Working on buffer pages and photos
- Developing Prezi for Travel

## **MPA**

- Starting Accreditation process- will require energy and focus. Will be making Curriculum Changes as a part of this
- MPA & MFA program are working together to incorporate classes that would be applicable for students in both programs.
- Online classes coming up next Semester (online versions of traditional classes.) Program will try to alternate face-to-face classes with online classes. SUU will have the only online MPA program in the State.
- Talking with Nicole about International Possibilities
- Student presented to Parowan City Council
- Student Amy MCiff will present at an Economics Conference in April.

## **MSSC&P**

- Formalized Capstone to Thesis process. Eliminated some of the choices from the student- making it less vague. Starting to pay off.
- Working with Nicole to publicize in Stars and Stripes. Christine has been of significant assistance with the program.

## **M Ed**

- Have put together a recruitment plan. Numbers will not recover to 700 because program doesn't have the faculty. Will probably stay at around 400. Had to split classes for spring because of Faculty Issues. Would like to maintain program at 400. Have 85-86 new people for spring,

## **DISCUSSION ITEMS**

1. ***Don't you want my money?*** Use of \$10,000 in funds set aside to support graduate students: Funds were intended to support conference attendance, presentations or research, or applied research projects. At this point there have been no proposals submitted and the entire balance remains. Funds need to be used up by the end of the Fiscal Year so that we can justify requesting them again next year. To apply, graduate students need to send a proposal and budget to Bill Byrnes.

## **2. Estimated wavier needs to 2012-13? (HANDOUT)**

Bill Byrnes distributed copies of projected 2012-12 wavier needs. Figures were projected based on the assumption that there will be 5% increase in tuition that would create a 5% increase in waver budget. Figures presented are an estimate- and programs should not build their programs around these figures. Bill Byrnes will have a more solid idea of what waivers will look like in the beginning of January or February when the legislative session begins and Board of regents determine first and second tier tuition increases. The Committee would like to establish a more substantive waiver policy in February.

### **Ammon Jacobsmeyer/Student Rep:**

SUUSA has funds to help Graduate students with research, conferences, etc. Two music education students were funded through SUUSA and have been nominated for a Grammy. We need to start using this money. Ammon needs to get idea of how much is available and how much it can be used for. Current budget is about \$34,000. Students don't know about the availability of funding. Departments need to raise awareness of this. These are student funds, so they have to go directly back to students.

### **NEXT MEETINGS**

Feb. 17, 2012 @ 3pm – Curriculum proposal items for 2012-12 catalog due Friday, Feb. 10<sup>th</sup> @ Noon.

April 19, 2012 @3pm – Curriculum proposals due Friday, April 13 @ Noon