

October 12, 2012
GRADUATE COUNCIL AGENDA ITEMS
Chair Graduate Council: Mark Atkinson
Chair Graduate Curriculum Committee: Bill Byrnes

Present:

Yazeed Alhanyaf, John Allred, Matthew Barton, Eric Freden, Christine Byrnes, Tom Cunningham, Mark DeBeliso, Patricia Keehley, Rick Lambson, James Marchant, Tony Pellegrini, Gerald Calvasina, Aimee Uchman, Bill Byrnes, Mark Atkinson.

Absent: Nicole Funderburk, Jeffrey Barnes, David Christensen, Terrie Bechdel

I. ANNOUNCEMENTS

This marks the first committee meeting that is jointly run by Bill Byrnes (Provost's Office/Strategic Planning) and Mark Atkinson (SCPS/Grad). Bill Byrnes will continue to be responsible for Curriculum, and Mark Atkinson will be responsible for the Graduate Council portion.

John Allred requested that Kristin Wiggins be added to both the UUCC Canvas site and the Grad Council/UGCC Canvas site, so she can better monitor curriculum items as they pertain to Degree Works.

II. INFORMATION & DISCUSSION ITEMS

1. SUU web conferencing & synchronous interaction standard (Mark Atkinson)

Various Faculty/Staff have reported that Adobe Connect Pro software is broken or no longer functioning efficiently. The software will only work if a student has high-speed internet. Mark is looking for suggestions about new software. Pat Keehley recommended mymeetings.com, which is free and has a capacity of 28 students.

Mark recommends examining software that is audio only with screen sharing capacity, because having webcams as part of the process complicates it. Connect Pro requires a lot of faculty support. GoToMeetings has been used by various departments at SUU successfully. Mark is considering purchasing a license for GoToMeetings. Anyone can get a free 30 day license. If you are interested, please use the 30 day trial and send any feedback to Mark Atkinson. EDUC is testing other systems and will provide feedback to Mark.

2. Should faculty teaching online be certified? See www.insynctraining.com (Mark)

Mark asked the committee if there is an interested for certifying online teaching. There is an internal certification course available - 6 to 7 hours in length. Mark Barton and James Marchant think it is would be a good use of time. David Lund said the state is trying to put together an endorsement specifically for online teaching. Overall committee opinion is positive. Michiko Kobayashi has put together a course. Mark & Bill will work with her to gather more information before the next meeting in December.

3. Dean of Grad Studies & Grad Council Responsibilities - Do we need to re-visit policies 6.50? (Mark)

Mark Atkinson will send out an email to the committee about the committee's responsibilities. Please send any feedback you have to him.

4. Conference funding support guidelines for graduate students (Mark)

Mark distributed a handout about student conference funding. There is \$10K available at two funding levels: \$650 (reimbursement) to present at a specific conference; \$250 (reimbursement) to attend a

specific conference. Funding starts July 1 of each FY. Funding does not roll over. The department or student pays for the conference, and then either department or student will be reimbursed. Mark Barton wonders if there should be language on the form about a student attending “networking” events for potential schools where the student might pursue a Phd. Pat Keehley wonders if \$250 would be enough to make it worthwhile or plausible for a student to attend a conference. Should there be a cap on the number of students from each program that can receive funding? Mark Atkinson suggests limiting to 2 students per program per semester. By the December grad council meeting, Program directors should be prepared to report on how many students they anticipate would be attending or presenting at conferences. The Committee approved the overall structure of the guidelines. Mark Atkinson will have instructions and the application posted on the Graduate website.

5. WICHE nominations (Mark)

WICHE seeking unique programs in the Health/Science areas. At this point, the only unique program we have in WICHE is the Arts Administration Program. John Allred spoke about the WICHE-ICE/Internet Course Exchange. There is a fee to be a part of the Consortium. Once you have joined the consortium, you can work with other institutions that offer courses that you do not have the resources for, and direct your online students to specific courses. The institution offering the course determines what the cost of the course will be, and the tuition differential is passed along to the student. The charge is per credit-hour, rather than resident or non-resident. Pat Keehley would like more information about WICHE-Ice.

6. Policy 6.45 Graduate Faculty - requests for clarification about grad faculty criteria (Pat Keehley) MPA program is going through accreditation, and has to define faculty as either professional qualified or academically qualified. Accreditation standards say “A full time faculty member is employed full-time by the institution and teaches in your program.” (Not necessarily someone who teaches full-time in your program, and not necessarily in Academics.) Our definition of Graduate Faculty includes Academic Administrators as Graduate Faculty. Can an Academic Administrator be considered Faculty, or are they Associate Faculty? Bill Byrnes clarified that Associate Graduate Faculty category was created for those who don’t have the terminal degree in their field. Matt Barton has also uses the term “Associate” for someone who is serving temporarily on a Committee, and may still have a terminal degree. Bill Byrnes will fix policy to change number for Policy 6.45 delineating between Grad Faculty and Associate Faculty. Earned Terminal Degree=Grad Faculty; Earned a Master’s Degree=Associate Faculty. If policy needs to be changed, members should submit modified language at December meeting.

7. Policy 6.36 - Course Syllabus - Proposed revisions (Bill)

This policy is currently in draft stage. Wording in bold is new language that is being proposed. The current version of policy is skeletal. There were no references in the original policy. Scope section has been added about larger Institutional Purpose. Added information about online learning management systems. Boilerplate text has been moved to the end of the template. If you have feedback, contact Bill Byrnes in the next 10 days. The document is posted in Canvas as a word document. You can use “Track Changes” to make edits. If you have feedback, please submit it to Bill by the 26th or 27th at the latest. Bill wants to put this on the Dean’s Council Agenda for October 29th.

8. Graduate Enrollment Report – posted to Canvas

Bill Byrnes encouraged committee members to look at the graduate enrollment report. Mark Debeliso had a comment about “Headcount” in the Enrollment report. He is concerned that Headcount may not be the most accurate depiction of how a program is doing. His program is shifting in terms of the kind of students they are bringing in. Students used to want to spread their degree out over a long span of time but now students enrolling are trying to get through as soon as possible. Because students are moving through the program more rapidly, headcount will be the same, but student credit hours are increasing.

9. Other?

Degree Works

Christine Byrnes said the degree works is now available for Graduate Students. Would Program directors be comfortable having their name listed as advisor in DegreeWorks for graduate programs? If you make changes to this advising structure, let John Allred/Registrars Office know. Please send the point-of-contact you want listed for your program to John Allred. Bill recommended that everyone log into DegreeWorks. If you find that you don't have access, you need to complete FERPA training on John's website, and then have the Dean send an email granting your permission.

Graduate Graduation Requirements

Mark Barton would like to revisit graduate graduation requirements. He would like to add a continuous enrollment clause. Purpose of keeping them enrolled is to make sure they finish, and in a timely fashion. This affects headcount & FTE and budget. Policy 6.53 "A grad student has 6 calendar years to complete the degree." Mark Atkinson asked Mark Barton to look at a few models and get back to him. John Allred suggested that if it becomes a institution-wide policy, it should be a certain number of credits every year, instead of every semester- to account for students that have a heavy summer load.

Tuition Waiver money:

Pat Keehley wants a status update on tuition waiver. Mark Atkinson said the money has been spent.

How are people dealing with students that are non-matriculated that want to take courses in your program? (Pat Keehley). Matt Barton allows non-degree seeking student to take one class. Pat Keehley wants to find out if there is a way to route students to an intro class. How do you deal with multiple entry-points? Undergrad students can take grad programs as they get to the end of their degree, as long as the student does not count the courses towards their undergrad degree- and those courses can be counted towards the students Grad program. If you have feedback or recommendations, please contact Pat.

Next Meeting: **December 7, 2012 @ 3pm –**

Curriculum proposal items Friday, Nov. 30 @ Noon.

GRADUATE CURRICULUM COMMITTEE MEETING

October 12, 2012

3:00 p.m.

AGENDA

CONSENT ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Notes
BIOL 6130	DNA Analysis & Quality Control	3	Delete Course	These were part of the discontinued MSFS: Biology Emphasis (lab based courses) <i>Requested Imp: Spring 2013</i> Approved
BIOL 6230	Forensic Microscopy & Lab	3	Delete Course	These were part of the discontinued MSFS: Biology Emphasis (lab based courses) <i>Requested Imp: Spring 2013</i> Approved
BIOL 6330	Readings in Forensic Biology	3	Delete Course	These were part of the discontinued MSFS: Biology Emphasis (lab based courses) <i>Requested Imp: Spring 2013</i> Approved
BIOL 6430	Forensic Biochemistry	2	Delete Course	These were part of the discontinued MSFS: Biology Emphasis (lab based courses) <i>Requested Imp: Spring 2013</i> Approved
CHEM 6240	Advanced Analytical Chemistry	2	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CHEM 6245	Advanced Analytical Chemistry Lab	1	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CHEM 6340	Forensic Toxicology	2	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CHEM 6345	Forensic Toxicology Lab	1	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved

Prefix	Course Title	Credits	Change Requested	Notes
CHEM 6440	Forensic Drug Analysis	2	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CHEM 6445	Forensic Drug Analysis Lab	2	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CHEM 6540	Chemistry of Forensic Analysis	2	Delete Course	The masters of science forensic science will no longer offer the chemistry emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CSIS 6150	Cyber-Crime (with lab)	3	Delete Course	The masters of science forensic science will no longer offer the Computer Science Information Systems emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CSIS 6250	Digital Forensics	3	Delete Course	The masters of science forensic science will no longer offer the Computer Science Information Systems emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved
CSIS 6450	Network and Internet Forensics	3	Delete Course	The masters of science forensic science will no longer offer the Computer Science Information Systems emphasis and so the courses should be deleted from the catalog. <i>Requested Imp: Spring 2013</i> Approved

EDU

Prefix	Course Title	Credits	Change Requested	Notes
EDUC 6650	Master of Education Thesis Proposal Writing	3	Add Pre-req	Add EDUC 6030 as a pre-req. <i>Requested Imp: Fall 2013/New Catalog</i> Approved
EDUC 6652	Master of Education Thesis Portfolio Writing	3	Add Pre-req	Add EDUC 6030 as a pre-req. <i>Requested Imp: Fall 2013/New Catalog</i> Approved

HSS

Prefix	Course Title	Credits	Change Requested	Notes
BIO 6130	DNA Analysis and Quality Control	3	Prefix	Change to MSFS 6130 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
BIO 6230	Forensic Miroscopy & Lab	3	Prefix	Change to MSFS 6230 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
BIO 6330	Readings in Forensic Biology	3	Prefix	Change to MSFS 6330 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
BIO 6430	Forensic BioChemistry	2	Prefix	Change to MSFS 6430 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CHEM 6240	Advance Analytic Chemistry	2	Prefix	Change to MSFS 6240 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CHEM 6245	Advanced Analytic Chemistry Lab	2	Prefix	Change to MSFS 6245 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CHEM 6340	Forensic Drug Analysis	2	Prefix	Change to MSFS 6340 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CHEM 6345	Forensic Toxicology Lab	1	Prefix	Change to MSFS 6345 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CHEM 6445	Forensic Drug Analysis Lab	1	Prefix	Change to MSFS 6445 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CHEM 6540	Chemistry of Forensic Analysis	2	Prefix	Change to MSFS 6540 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CSIS 6150	Cyber-Crime (with lab)	3	Prefix	Change to MSFS 6150 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
CSIS 6250	Digital Forensics	3	Prefix	Change to MSFS 6250 <i>Requested Imp: Fall 2013/New Catalog</i> Approved

Prefix	Course Title	Credits	Change Requested	Notes
CSIS 6450	Network and Internet Forensics	3	Prefix	Change to MSFS 6450 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
PADM 6890	MPA Internship	3	Course Description	The change to the catalog description clarifies that 1: The internship is recommended for students with less than one year of professional work experience, (those with a year or more should take the MPA Project Course) and 2: Enrollment must be approved by an MPA faculty advisor. <i>Allowable mid-year. Requested implementation, Spring 2013</i> Approved
PSY 6830	Principles of Graduate Research	3	Prefix & Number	Change to MSFS 6100 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
PYS 6120	Legal Psychology	3	Prefix	Change to MSFS 6120 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
PYS 6220	Psychology of Criminal Behavior	3	Prefix & Number	Change to MSFS 6220 <i>Requested Imp: Fall 2013/New Catalog</i> Approved
PSY 6830	Readings in Forensic Psychology	2	Prefix	Change to MSFS 6830 <i>Requested Imp: Fall 2013/New Catalog</i> Approved

SUBSTANTIVE ITEMS

EDUC

Prefix	Course Title	Credits	Change Requested	Notes
EDUC 6894	Adm./Supervisory Internship I	3	Course Type, Contact Hours, Enrollment	Change from “other” to “Lecture/Lab.” Contact hours changed from 10 to 4. Class size changed to 50 students <i>Requested Imp: Spring 2013</i> Approved, PENDING conversation with Bruce Tebbs about how this will impact budget & schedule type w/John Allred <i>Per committee request, changed course type to LECTURE, not lecture lab.</i>

Prefix	Course Title	Credits	Change Requested	Notes
EDUC 6895	Adm./Supervisory Internship II	3	Course Type, Contact Hours, Enrollment	Change from "other" to "Lecture/Lab." Contact hours changed from 10 to 4. Class size changed to 50 students <i>Requested Imp: Spring 2013</i> Approved, PENDING conversation with Bruce Tebbs about how this will impact budget & schedule type w/John Allred <i>Change course type to LECTURE, not lecture lab</i>

HSS

Prefix	Course Title	Credits	Change Requested	Notes
PADM 6950	Professional Project	3 to 6	New Course	The course is one option for core electives. <i>Requested Imp: Spring 2013- Allowable because it's adding an option</i> Approved

PVA

Prefix	Course Title	Credits	Change Requested	Notes
AA 6940	Final Project	6	New Course	Would be part of new online Masters, Arts Admin Program. This course would be for students who will go out into the work force, and not pursue a PhD. Approved <i>Per Committee recommendation, course type was changed to THESIS.</i>
AA 6950	Arts Administration Thesis	6	New Course	Would be part of new online Masters, Arts Admin Program. This is the course for people want to move on to a PH.d. Approved

DEGREE/PROGRAM ITEMS

Degree/Program	Change Requested	Notes/Action
Master of Science Forensic Science	Document the move of the MSFS program from COSE to HSS, effective Fall 2012	Approved

HSS

Degree/Program	Change Requested	Notes/Action
MPA- opening emphasis electives to the general MPA degree	Addition of multiple courses to the elective option for the General (non-emphasis) MPA	<i>Requested Imp: Spring 2013- Allowable because it's adding options</i> Approved
MPA-Addition of new course to degree electives	Addition of PADM 6890 to general MPA core electives, and addition as elective to all other MPA degrees	<i>Requested Imp: Spring 2013- Allowable because</i> Approved

PVA

Degree/Program	Change Requested	Notes/Action
Online Master of Arts Degree, in Arts Administration	New All classes online except for "Principal of Arts Administration" will be online. All courses except for the two new proposed already exist. It is projected that in year three there will be sufficient enrollment to hire an additional faculty. Sequencing will be very specific- student will only be able to enroll in Fall.	Approved

Discussion Items

Consent Items: Bill Byrnes explained that a majority of the COSE and HSS consent items are due to the migration of the MSFS program from COSE to HSS.

EDUC 6894/6895 Consent Items: These proposals were instigated by David Lund. It was discovered that students that took EDUC 6030 did better in EDUC 6650 and 6652- their writing skills were better and they understood the research process better. If students take EDUC 6030 as a pre-req, they'll be able to focus more on writing the content of their Portfolio and Thesis, rather than the process of writing and researching itself.

EDUC 6894/6895 Substantive Items: Internships were split up into three four credit courses (they used to be two six credit courses). Wanted professionals that were a part of the program to be able to begin accumulating credit towards the 450 required internship hours for principals at the beginning of the program. The courses were coded as "Other" and were a part of the director's load (not counting them as class load). Students require more supervision than anticipated, and so the courses need to become a part of load. Making the courses part of load will not have any effect on the students, but will require a few new classes in EDUC over the next year. Work will be adjusted in the course to make it a Lecture Course, which will also allow a reasonable number of students in the course (around 25). The course will also include a number of seminars that students used to travel to attend (and that weren't calculated as part of load), that will now be available through IVC in these internship courses. These changes will also allow EDUC to meet the internship requirements of the state. Designated as "Lecture" class because load most closely matches up with that class type.