

## GRADUATE CURRICULUM COMMITTEE MEETING

October 25, 2013  
3:00 pm, AD 304H  
**MINUTES**

**Present:** John Allred, Mark Atkinson, Matt Barton, Terrie Bechdel, Rachel Bishop, Bill Byrnes, Christine Byrnes, Gerald Calvasin, David Christensen, Shawn Domgaard, Patricia Keehley, David Lund, and Bonny Rayburn.  
**Not Present:** Jeff Barnes and Mark Debeliso.

### CONSENT ITEMS

#### PVA

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
AA 6990	Professional Rotations	1	Title change to: <b>Professional Projects</b>	Spring 2014	Approve
Arts Administration			Course Sequencing and Course Descriptions	Spring 2014	Approve

#### Discussion Items

- **Course Descriptions** – Bill presented a comparison between content based syllabi and learning outcomes based syllabi. Reformatted course descriptions from a learning outcomes base, makes it easier to align program goals, learning outcomes, and courses. This makes curriculum mapping much easier. **Bill urged committee members to discuss with colleagues and bring feedback to the next meeting.**

#### Graduate Council Minutes

- **Recruitment RFP** – Mark
  - Two plans presented for graduate recruiting 1) Spend approximately \$250,000 to hire our own recruiting people and 2) Looking at the RFP.
  - Mark's choice would be going the RFP route.
  - Would like to advertise by mid-November.
  - We would ask the company to bring in 100 non-resident students.
- **Policy Revision/Creation (Committee)**

- School of Business: Graduate Faculty qualification reporting cycle
  - Change wording in E. 1 & 2 from ~~three years~~ to **Spring semester**
  - Change wording in F. 1 from ~~three years~~ to **Spring semester**
  - **Unanimously approved to recommend to Dean's Council to make these changes.**
- Mark: Student Dismissal Appeals
  - Time frame verbiage – 45 days
  - Delete #2 in second paragraph – ~~2. A clear and brief explanation as to why the student believes he or she did not perform adequately in the program,~~
  - Burden is on the student to have proof to back up their appeal.
  - Look at other appeal policies (6.33 Academic Integrity)
  - In third paragraph add the following to the first sentence... Upon receipt of an appeal, the dean will request explanation and documentation, **including relevant policy**, from the respective graduate program director.
  - Departments should spell out what is expected of students in acceptance letter or send them something with their letter that lets them know what is expected of them.
  - Add a new #3 to the second paragraph to read as follows... **A clear and brief explanation of which policy the student feels is at issue and why.**
- Pat: Graduate Commencement Ceremony
  - Two different takes on question... 1) Should there be separate commencements ceremonies for undergraduate and graduate students and, 2) When is it appropriate to allow graduate students to walk and when is it not
  - Commencement has just been changed back to one day. The biggest challenge would be trying to find a time to schedule graduate student commencements without them being at the same time as undergraduate activities.
  - Dean O'Driscoll would be the person to contact if you would like more information on the commencement schedule.
  - Graduate students being allowed to walk is a decision at the program level.
  - Some programs allow graduate students to walk if they are going to finish in the summer. Some let them walk if they've got no more than 12 credits remaining to completion. Others are not comfortable allowing them to walk with that many credits remaining.
  - Interest in mini-ceremony somewhere else?
- Matt: 6.5 updated so Associate Provost is ex-officio
  - Associate Provost is already ex-officio
  - In 3C take out ~~Appointments are made in the spring for a term of three years.~~
  - Also take out ~~Terms of members will be staggered~~
  - Third time's the charm...take out ~~If a member is unable to complete a term,~~

- **Open Items**

- Pat – Status of Connect Pro
  - Mark is very optimistic that Connect Pro will be available for Spring term
- Pat – Had to spend own money on Go To Meeting. Money comes out of very small budget.

- Mark – Presenter 9 – Thom McFarland will be able to share this soon.
  - Rachel - Final Argument is another application that can be used and it only costs \$3. Explain Everything is another one where you can record over a PDF and write and circle things and make a little movie out of it for people to watch later. The only downfall of this one is that the files can get really big if you are not careful.
  - Pat – Status of money in graduate tuition money fund
    - Mark – has \$6,000 left in fund
    - Send e-mail and make a request
  - Pat – Status of graduate travel money
    - Have a couple of conferences coming up
    - \$10,000 budget has been cut to \$5,000
    - \$1,300 of that needs to pay for graduate fairs, etc.
    - Down to around \$1,700
    - Shawn said to send graduate students to him because the SUUSA has some travel money to help with travel expenses.
  - Pat – Money for graduate student workers?
    - Check with the Provost. He is trying to facilitate students being able to work with something related to their field of study.
- **Next Grad Council Meeting** – November 21, 2013
  - **Next UGCC Meeting** – December 6, 2013
  - **Adjourn** – Meeting was adjourned at 4:35 p.m.