February 8, 2013
GRADUATE COUNCIL MINUTES
Chair Graduate Council: Mark Atkinson
Chair Graduate Curriculum Committee: Bill Byrnes

Present:
Present: Bill Byrnes, John Allred, Nicole Funderburk, Pat Keehley, Mark Atkinson, David Lund, Steve Barney, James Marchant, John Allred, Jeff Barnes, Matt Barton, Christine Byrnes, David Christensen (Proxy for Gerry Calvasina), Tom Cunningham, Mark DeBeliso, Tony Pellegrini, Karl Stevens
Excused: Gerry Calvasina
Absent: Yazeed Ahlhayyaf (student), Cathlyn Allred, Terrie Bechdel, Rick Lambson

I. INFORMATION & DISCUSSION ITEMS

1. **Graduate faculty online teaching certificate update (Mark Atkinson)**
    - Send email to faculty senate
    - Will be a discussion item in March Faculty Senate and Action Item in April
    - SUU training is currently closed. Senate could mandate: before fall, next time person teaches a course, or when a graduate faculty renews with their Dean's Office every 3 years.
    Discussion:
    - Faculty trying to get training and classes are full.
    - Will training be updated radically every three years? If the course is the same, will people have to take it again repetitively?
    - Why is number of people limited?
        o Michiko is the only person running this training- and it doesn't count towards her load
        o Could people set up a Moodle time to go through the course together? Have multiple people go through modules as one person?
        o Capacity is 10 students.

2. **Graduate recruitment (Nicole Funderburk)**
    - Adding the new MA in Arts Administration Online to the website- getting info on applications, websites, and materials. Course will take place through Canvas
    - New Travel Efforts with Education: UEA & SUCO
    - Signed an agreement with ZINCH Graduate: Will help us market ourselves on high-traffic graduate websites.

3. **The *cadence* of course offerings (Pat Keehley)**
    - Catalog requires that we list when courses are offered- part of 4 year graduation plan
    - Possibility of making elective courses for the degree "As Needed."

4. **FY12 Cost of Instruction: Allocation by Department/Program (Bryant Flake)** *handout*
    - MFA- Student faculty ratio shows big increase between 2011-2013 because of a reclassification of the director position for that program. Was reclassified from a Faculty to a Staff position. As of 2013, has been reclassified as a Staff position again.
    - Decrease in MBA enrollment. Some students from France were prospected by other schools and were drawn away.
    - Pre-MBA conditional admittance. Students come and enroll in classes towards MBA with conditional enrollment. Some do not meet the requirements. This may explain the decrease.
    - Sports Condition enrollments trending downward
    Discussion:

- Direct cost of instruction: Figure comes from a combination of data from 2 different places: Cost side comes from the general ledger of the University. Enrollment data from the data warehouse. Trying to match up cost data and enrollment data (each broken out by department.) This number is a melding of those two.

5. eCatalog Information- Graduate Studies Section (Mark Atkinson, Matt Barton)

1) **Returning Student Policy** http://www.suu.edu/pub/policies/pdf/PP653Graduate.pdf

Item #1 reads that students can "stop-out" for 3 semesters, but it doesn't give any reason for why they are allowed to do so

- Need to establish a standard, an include language about legitimate stop-out reasons
- Not all programs abide by that Policy
- Up to the department, the maximum cap of years is determined by Department oversight.
- Recommended Text: **"Stop Out policies vary by Program. Please see your program director for details."**

2) **Conditional Admission**

We don't let people into our program if any more than one admission element is below grade & limit them to no more than two classes for one semester after which an in/out judgment is rendered.

- Conditional Admission is different for National vs. International
  - If we only allow students to enroll in a limited amount of courses, they'll violate their visa.
  - Conditional Admission for International students is done only with the permission of each Program.

3) **Satisfactory Academic Performance**

This sections says a 3.0 cum has to be in place. Getting an A and a C is okay. We have some flexibility as an individual program? Which government structure is the final stopping point? Also in the Grading System section it would be nice to have an NR grade listed here & explained, at least for us as students taking capstone ask me what that grade means on a regular basis.

- Need to clarify what "satisfactory academic performance" is
- Some programs will not accept anything below a "B-"
- Programs need to have specific language if they want to hold students accountable
- Recommended Text: **"Individual programs may have a higher standard."**

4) **Course Load**

Need to clarify if full time is 9 credits (as listed in catalog currently) or 10 credits (in USHE books)

- Students are reported as full time at 9 credit hours to the National Clearinghouse. This aligns with Financial Aid Criteria.
- USHE/State numbers do not impact students, only Faculty. For Faculty to get credit full-time students at the state level, the standard may be 10 credits instead of 9.

5) **Conditions & Timetable for Graduation**

Need to update language to reflect our movement into the Digital Age, so student know they don't need to submit 3 copies of a thesis.

- Recommended Text: "**Apply electronically by the appropriate deadline; Receive Grad Program Committee Approval; Obtain approval from Department/Program Graduation Committee**

Committee voted to APPROVE making the recommended textual changes to the E-catalog. Changes will be reflected in the 2013-2014 E-Catalog.

GRADUATE CURRICULUM COMMITTEE MEETING
February 8, 2013
3:00 p.m.
MINUTES

CONSENT ITEMS

HSS

Prefix	Course Title	Credits	Change Requested	Notes
PADM 6200	Public Sector Budgeting and Financial Management	3	Title/ Description	Change title to "Public Sector Finance" to better reflects the course content. Imp: Fall 2013 **APPROVED**
PADM 6600	Practice of Public Management	3	Title/ Description	Change title to "Leadership and Management in the Public Sector." The update will help students and administrators understand that the course content is not restricted to management tools and techniques. Imp: Fall 2013 **APPROVED**
PADM 6890	MPA Internship	3-6	Description/ Credit hours	Change credit hours from variable 3-6 to 3 credits. The new catalog description will clearly articulate the processes and policies that has informally existed for several years. Imp: Fall 2013 **APPROVED**
PADM 6950	Professional Project	3	Description	Update course description to clarify policies and process. Imp: Fall 2013 **APPROVED**

SUBSTANTIVE ITEMS

EDUC

Prefix	Course Title	Credits	Change Requested	Notes
EDUC 6450	Social/Emotional Need of Gifted & Talented Learners/Practicum	3	NEW course	New course- part of Graduate Gifted and Talented Endorsement. Course is offered "As needed" because sometimes these courses are offered at the District. Master's level class is being taught by someone with a Master's Degree **APPROVED**

DEGREE/PROGRAM ITEMS

BUS

Degree/Program	Change Requested	Notes/Action
MBA	Remove MGMT 6900 Project/Thesis from the required section of the catalog and insert it into the elective section. This will change the number of hours required from 18-21 to 15-18 in the required section, and from 9-12 to 12-15 in the electives section. Imp: Spring 2013	**APPROVED**

EDUC

Degree/Program	Change Requested	Notes/Action
Gifted & Talented Endorsement	Update courses for Gifted and Talented endorsement to reflect state-mandated changes in requirements. Includes changing required credits from 15 to 16, designating a specific list of required courses, and including a note that student will obtain 1 Elective credit for attending the G/T Conference	**APPROVED**