

UNIVERSITY GRADUATE CURRICULUM COMMITTEE & GRADUATE COUNCIL MEETING

February 1, 2019
3:00 PM, Yankee Meadows

MINUTES

APPROVED 3/1/2019

Attendees: Alison Adams (for Katya Konkle), John Allred, Robin Boneck, Kim Craft, Mark DeBeliso, Ken Hall, Jennifer Hunter (for Cynthia Kimball Davis), Selwyn Layton, Steve Meredith, Rachel Parker, Tony Pellegrini, Angela Pool-Funai, Jonathan Roberts (for Roger LaMarca), James Sage, Nathan Slaughter, Lisa Swanson

Guests: Tori Taulogo

Not Present: Thomas Herb, India McDougle, CSIA Representative

UNIVERSITY GRADUATE CURRICULUM COMMITTEE

00 Call to Order

- A. Approval of November 30, 2018 minutes
 - Voting:
 1. Motion to approve minutes: Mark DeBeliso
 2. Second: Robin Boneck
 3. **Approved unanimously**

01 Course Modifications

- A. Voting:
 - Motion to bundle and approve all COEHD course modifications: Mark DeBeliso
 - Second: Jennifer Hunter
 - **Approved unanimously**

B. See table below for items.

COEHD

Course	Credits	Change(s) Requested	Implementation	Notes/Action
IELE 5000 Foundations of Instructional Design	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5010 Classroom Integration of Educational Technology	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5020 Technology Leadership	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5030 Technology Pedagogy I	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5040 Technology Pedagogy II	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5050 Online and Blended Teaching and Learning	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5060 Enhanced Software and Hardware Skills	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5400 Education for Gifted and Talented	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5410 Improvement of Curriculum Instruction in the Content Area	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved

IELE 5420 Identification/Evaluation in Gifted Education	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5430 Curriculum/Materials in Gifted Education	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5440 Social Emotional Needs of the Gifted	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5450 Practicum in Gifted Education	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5460 Ethics for Education Leaders	1-5	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5470 Creativity in Education	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5500 Mathematics for Teaching K-8: Numbers and Operations	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5510 Mathematics for Teaching K-8: Rational Numbers and Proportional Reasoning	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5520 Mathematics for Teaching K-8: Geometry and Measurement	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5530 Mathematics for Teaching K-8: Algebraic Reasoning	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5540 Mathematics for Teaching K-8: Data Analysis and Problem Solving	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved

IELE 5550 Mathematics for Teaching K-8: Assessment and Intervention	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDUC 	2019-2020 General Catalog	Approved
IELE 5600 Foundations of Literacy Instruction: Theories and Model	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5610 Reading and Writing Across the Disciplines	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5620 Reading Assessment and Instructional Interventions	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5630 K-12 Literacy Practices and processes: Instructional Implications	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5640 Reading Comprehension Instruction	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5650 Writing Instruction	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5660 Literature and Informational Texts for Children and Adolescents	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5700 Research in Reading	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5710 Supervision of Literacy Programs	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved
IELE 5720 Literacy Specialist Internship	3	<ul style="list-style-type: none"> ● Department: Move to Graduate Studies in Education ● Prefix: Change to EDRG 	2019-2020 General Catalog	Approved

C. Voting:

- Motion to bundle and approve all Business course modifications: Robin Boneck
- Second: Nathan Slaughter
- Discussion:
 1. MBA program is replacing the 36 credits of undergraduate prep work with four online prep courses from MyEducator.com. (The student pays a fee and has lifetime access to the textbook.) They are adding some new required courses and opening up some electives. They are also cleaning up the catalog entries to make them consistent with those changes.
 2. Question: The courses with red in the action box—what are you doing with them? (Answer: These courses are currently crosslisted with BA 6100 Special Topics. The MBA program is looking to create stand-alone courses based on these special topics. The answer to the questions in the box is keep the undergraduate courses.)
- **Approved unanimously**

D. See table below for items.

BUS

Course	Credits	Change(s) Requested	Implementation	Notes/Action
ACCT 6100 Accounting for Decision-Making and Control	3	<ul style="list-style-type: none"> ● Title & Transcript Title: Change to “Advanced Managerial Accounting” ● Semesters Offered: Change to Fall, Spring, Summer 	2019-2020 General Catalog	Approved
ACCT 6320 Advanced Cost Accounting	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Spring, Summer 	2019-2020 General Catalog	Approved
ACCT 6360 Business Law II	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall, Spring, Summer ● Course Description 	2019-2020 General Catalog	Approved
ACCT 6650 Accounting Ethics Seminar	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall, Spring, Summer 	2019-2020 General Catalog	Approved
ECON 6100 Spreadsheet Modeling Craft	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall 	2019-2020 General Catalog	Approved
ECON 6200 Managerial Economics	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall [Online], Spring 	2019-2020 General Catalog	Approved

ECON 6210 International Economics and Finance	3	<ul style="list-style-type: none"> ● Transcript Title: Change to “Int’l Economics & Finance” ● Semesters Offered: Change to Fall 	2019-2020 General Catalog	Approved
FIN 6100 Advanced Topics in Finance	3	<ul style="list-style-type: none"> ● Title & Transcript Title: Change to “Managerial Finance” ● Semesters Offered: Change to Fall, Spring [Online], Summer [Online] ● Course Description 	2019-2020 General Catalog	Approved
FIN 3400 Entrepreneurial Finance	3	<ul style="list-style-type: none"> ● Level: Clone to Graduate ● Department: Clone to Master of Business Administration ● Course Number: Clone to 6400 ● Semesters Offered: Change to Summer [Online] ● Course Description ● Prerequisites: Remove ● Enrollment Considerations: Change to “MBA majors only” 	2019-2020 General Catalog	Approved (keep FIN 3400)
FIN 3500 Real Estate Finance	3	<ul style="list-style-type: none"> ● Level: Clone to Graduate ● Department: Clone to Master of Business Administration ● Course Number: Clone to 6500 ● Semesters Offered: Change to Fall, Summer [Online] ● Course Description ● Prerequisites: Remove ● Enrollment Considerations: Change to “MBA majors only” 	2019-2020 General Catalog	Approved (keep FIN 3500)
FIN 3750 Investments	3	<ul style="list-style-type: none"> ● Level: Clone to Graduate ● Department: Clone to Master of Business Administration ● Course Number: Clone to 6750 ● Semesters Offered: Change to Fall, Summer [Online] 	2019-2020 General Catalog	Approved (keep FIN 3750)

		<ul style="list-style-type: none"> ● Course Description ● Enrollment Considerations: Change to “MBA students only” 		
MGMT 6100 Managing Organizations and People	3	<ul style="list-style-type: none"> ● Title: Change to “Managing People and Organizations” ● Transcript Title: Change to “Managing People & Organization” ● Semesters Offered: Change to “Fall [Online], Spring ● Course Description 	2019-2020 General Catalog	Approved
MGMT 6200 Negotiation and Conflict Resolution	3	<ul style="list-style-type: none"> ● Title & Transcript Title: Change to “Negotiations” ● Semesters Offered: Change to Spring 	2019-2020 General Catalog	Approved
MGMT 6300 Human Resources Management and Law	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall [Online] 	2019-2020 General Catalog	Approved
MGMT 6320 Labor Management Relations	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to As Needed 	2019-2020 General Catalog	Approved
MGMT 6340 Strategic Issues in Human Resources	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Spring 	2019-2020 General Catalog	Approved
MGMT 6400 Global Business Strategy	3	<ul style="list-style-type: none"> ● Title & Transcript Title: Change to “Strategy” ● Semesters Offered: Change to Fall, Spring [Online], Summer [Online] ● Course Description 	2019-2020 General Catalog	Approved
MKTG 6200 Strategic Marketing Management	3	<ul style="list-style-type: none"> ● Title & Transcript Title: Change to “Marketing” ● Semesters Offered: Change to Fall, Spring [Online] 	2019-2020 General Catalog	Approved

E. Voting:

- Motion to bundle and approve all remaining course modifications: Mark DeBeliso
- Second: Rachel Parker
- Discussion:

1. The changes requested by MPA to the Research Methods and Capstone courses are in the hopes of reducing the number of add/drop forms needed. They are also aligning the displayed catalog sequencing with the semesters the courses are actually offered.
2. Question: By adding “graduate student only,” will that affect any courses you offer in the Bridge program? [\(Answer: For Bridge we have to manually add/drop students anyway. Also, Registrar automatically puts that on every graduate course.\)](#)

- **Approved unanimously**

F. See tables below for items.

HSS

Course	Credits	Change(s) Requested	Implementation	Notes/Action
PADM 6440 Research Methods	3	<ul style="list-style-type: none"> ● Course Description ● Prerequisite: Add “PADM 6000” ● Prerequisite Min. Grade: B- ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6540 Higher Education Law and Policy	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Summer ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6550 Student Affairs in Higher Education	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6560 American Higher Education Environments	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Spring ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6570 Student Development in College, Theory, and Practice	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6580 The History of American Higher Education	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Spring ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6600 Leadership and Management in the Public Sector	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Summer 	2019-2020 General Catalog	Approved

		<ul style="list-style-type: none"> ● Enrollment Considerations: Add “Graduate students only” 		
PADM 6610 Public Policy Analysis	3	<ul style="list-style-type: none"> ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6615 Comparative Public Policy	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6620 Critical Thinking and Ethics in the Public Sector	3	<ul style="list-style-type: none"> ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6630 State and Local Government	3	<ul style="list-style-type: none"> ● Enrollment Considerations: Change to “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6640 Constitutional Law	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Summer ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6650 Managing America’s Cities	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6670 Public Sector Contracting	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6700 Organization and Administration at the Criminal Justice Agency	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Fall ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6720 Criminal Justice Policy	3	<ul style="list-style-type: none"> ● Semesters Offered: Change to Spring ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6750 Special Topics in Public Administration	3	<ul style="list-style-type: none"> ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6830 Readings and Conferences	3	<ul style="list-style-type: none"> ● Enrollment Considerations: Add “Graduate students only” 	2019-2020 General Catalog	Approved
PADM 6950 Professional Project	3	<ul style="list-style-type: none"> ● Enrollment Considerations: Add “MPA majors only” 	2019-2020 General Catalog	Approved
PADM 6990 Capstone in Public Administration	3	<ul style="list-style-type: none"> ● Prerequisites: Change to “PADM 6440 or instructor permission required” 	2019-2020 General Catalog	Approved

PADM 6999 Capstone Continuance	1	<ul style="list-style-type: none"> ● Enrollment Considerations: Add “MPA majors only” 	2019-2020 General Catalog	Approved
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SIEL

Course	Credits	Change(s) Requested	Implementation	Notes/Action
LM 6890 Practicum	2	<ul style="list-style-type: none"> ● Prerequisites: Add “Instructor permission required” 	2019-2020 General Catalog	Approved

02 Course Deletions

- n/a

03 New Prefix Proposals

A. Voting:

- Motion to bundle and approve sections 03 New Prefix Proposals, 04 New Course Proposals, and 05 Program Modifications: Mark DeBeliso
- Second: Jennifer Hunter
- Question: MGMT 6240 is an entrepreneurship course but UCC just approved an ENTR prefix at the undergraduate level. Will the entrepreneurship graduate courses be under the MGMT or ENTR umbrella? ([Answer: Intention of ENTR is not to have at graduate level.](#))
- **Approved unanimously**

B. See tables below for items.

College/School Requesting	Prefix	Descriptive Name	Current Courses to Switch
COEHD	EDPD	Education and Professional Development	<ul style="list-style-type: none"> ● See Excel file Approved

04 New Course Proposals

BUS

Course	Credits	Implementation	Notes/Action
MGMT 6140 Operations and Supply Chain Management	3	2019-2020 General Catalog	Approved
MGMT 6150 Leadership	3	2019-2020 General Catalog	Approved
MGMT 6220 Judgment and Decision Making	3	2019-2020 General Catalog	Approved
MGMT 6240 Entrepreneurship	3	2019-2020 General Catalog	Approved
MGMT 6260 Effective Teams	3	2019-2020 General Catalog	Approved

COEHD

Course	Credits	Implementation	Notes/Action
EDUC 6930 Leadership Internship Portfolio Proposal	3	2019-2020 General Catalog	Approved
EDUC 6940 Leadership Internship Portfolio Capstone Project	3	2019-2020 General Catalog	Approved, with updated course description

05 Program Modifications

BUS

Program	Change(s) Requested	Implementation	Notes/Action
Master of Business Administration (all emphases) (M.B.A.)	<ul style="list-style-type: none"> ● Remove undergraduate prerequisite courses & accompanying narrative ● Increase degree credits to 36 ● Add MGMT 6140 and MGMT 6150 ● Update note under Required Core ● Add elective courses 	2019-2020 General Catalog	Approved

	<ul style="list-style-type: none"> Remove undergraduate options in Business Analytics Emphasis 		
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COEHD

Program	Change(s) Requested	Implementation	Notes/Action
Master of Education with Administrative/Supervisory License (M.Ed. LEAD)	<ul style="list-style-type: none"> Remove EDUC 6036, EDUC 6410, & EDUC 6380 Add EDUC 6420, EDUC 6930, & EDUC 6940 	2019-2020 General Catalog	Approved, and also apply to stand-alone Administrative License

HSS

Program	Change(s) Requested	Implementation	Notes/Action
Master of Public Administration - Criminal Justice Emphasis (M.P.A.)	<ul style="list-style-type: none"> Add PADM 6750 & PADM 6830 to electives 	2019-2020 General Catalog	Approved
Master of Public Administration - State and Local Government Emphasis (M.P.A.)	<ul style="list-style-type: none"> Add PADM 6615 & PADM 6640 to electives 	2019-2020 General Catalog	Approved

06 R401s / New Program Proposals

A. Voting:

- Motion to approve new program proposal: Mark DeBeliso
- Second: Robin Boneck
- Discussion:
 - Educators are seeing more diversity in the classroom. Teachers are anxious to have English as a Second Language on their master's degree.
 - Question: Do you think this is the future of the M.Ed. program, to have specialized emphases like the MPA does?
(Answer: Yes. It helps increase numbers in our core classes and allows us to address the changing needs of the education world.)
- Approved unanimously**

B. See table below for item.

College/School Requesting	Program Type	Program Name	Total Credits
COEHD	Emphasis	Master of Education – English as a Second Language Emphasis	36

07 Curriculum Action Items

- n/a

08 Curriculum Discussion Items

- n/a

09 Curriculum Information Items

- Reminder from John Allred:
 - At the graduate level, the grade scale jumps from “C-“ to “F.” There are no “D” grades. (John will verify that this is correct—the last grade before “F” could also be a “C.”)
 - Questions: When looking at some undergraduate courses in the catalog, noticed that the prerequisite minimum grade was “D-.” Why? (Answer: The default minimum grade when it’s not specified is “D-,” which means that the student just needs to have passed the course in order to enroll in the next one.) Is there a way to push a button and make that default at “C”? (Answer: Usually that’s done through memos in the curriculum process and we change them in Banner.)
 - Question: Policy 6.62 says that the graduate grading scale ends at “C+.” The catalog says “C.” Does Policy 6.62 need to be updated to reflect the current grade scale with “C-“ as the minimum? (Answer: The policy doesn’t say that the “C+” is the minimum grade available, but that some programs may not accept that as a passing grade in their courses. We can create a grading scale in Canvas that reflects the graduate scale, so students won’t see they would get a “D.” The Policies Workgroup will discuss if the policy needs to be changed.)
 - Question: Is this grade scale consistent with practices at other institutions or USHE/NWCCU policy? (Answer: The decision was made because a “B” average is required for graduation. Each program can adjust up as desired.)

GRADUATE COUNCIL

10 Announcements

- Graduate Red Riot on February 15, 2019 (Jonathan Roberts & Tori Taulogo)
 - The undergraduate Red Riots have seen a lot of success.
 - Potential students will participate in activities and will get information from the graduate programs they're interested in.
 - Jon and Tori will get information out about the participants' interests so programs can attend as needed.
 - Cost is \$30 per participant and their application fee is waived for attending.
 - Jon and Tori will share a sample message with James and Katya so the directors can forward to interested students as needed.
 - Question: Can directors send students to represent their programs? ([Answer: Yes, and Enrollment Management also has representatives.](#))
 - If directors have any questions or concerns, let Jonathan Roberts or Tori Taulogo know (torianotaulogo@suu.edu).
- Remaining curriculum rounds (James Sage)
 - There is one remaining curriculum round to get in items for the 2019-2020 Catalog: Deadline is February 21st for the next UGCC meeting on March 1.
 - The new catalog will launch on March 15, 2019.
 - Only clean-up and editorial changes will be accepted at the final curriculum round in April. The exception is that new R401s for *brand-new, full* programs (e.g., no emphases of current programs) may also be submitted for April to allow for time to go through USHE and NWCCU.
- Credit by exam at the graduate level
 - SUU cannot give credit for any type of experiential learning that happens before the student starts the program. This is a NWCCU regulation. This means no Prior Learning Assessment (PLA) or credit by exam at the graduate level.

11 Working Group Committees Updates

- Student Success & Retention
 - Have come up with some ideas to help with retention and honor student success. They are working with James and will send ideas to Graduate Council.
- Policy Review
 - Have not yet met.
- Finance & Budgeting
 - Met 12/13/19 and identified what they need to do and identified questions about tuition waivers:

1. How do we want to allocate once we get our lump sum?
 2. How did this year's allocation change work for each program?
 3. Can we get an advance?
 4. Would getting a base amount as soon as possible be helpful? The amount could then go up from there.
 5. We cannot discount non-resident tuition below resident tuition. If directors want to give a tuition waiver to an online-only student, they must reside in Utah.
 - Question: How do directors identify if students are out-of-state students? ([Answer: Registrar or Admissions can provide that information.](#))
 - Discussed marking practices to help figure out the best ways to talk to out-of-state students when SUU can't offer them a tuition waiver.
- Tuition rate:
 - Graduate Council hasn't really ever been consulted in the decision of tuition rates. It has been brought up that tuition rates might not reflect the market rate. SUU has always just gone up as a flat percent based on the Tier 1 tuition increase each year. It's unclear how to advocate for tuition rates to be more individualized or to increase them at a difference pace than undergraduate tuition.
 - Should we propose a tuition change to President Wyatt? If the workgroup were to take this on, what kind of guidance should Grad Council give them?
 - Show the argument that we're below the market and leaving money on the table. Look at adjusting to fit the market and show that we understand the market we're in.
 - All considerations need to be made before the Truth in Tuition hearing on March 5, 2019.
 - Options:
 1. Percentage across the board for all graduate programs and give some modest examples.
 2. Look at tuition cost per program—lane change or percent change in tiers.
 3. Can also gear up for next year with more details and information.
 - If tuition were raised, where would the money go?
 - Class sizes
 - Operating budget
 - Grad Council would like to see some sort of benefit for the programs if tuition were raised.
 - Katya will schedule a meeting for Finance & Budgeting Workgroup to meet again later this month.

Meeting adjourned at 4:46 PM.