

# UNIVERSITY GRADUATE CURRICULUM COMMITTEE

November 1, 2019  
3:00 PM, Charles Hunter

## MINUTES

### APPROVED November 22, 2019

**Attendees:** John Allred, Daniel Anderegg (by phone), Robin Boneck, Kim Craft, Kenneth Hall, Thomas Herb, Shalini Kesar, Katya Konkle, Michael Kroff, Deena Marchal (for Cynthia Kimball Davis), Rachel Parker, Tony Pellegrini, Angela Pool-Funai, Jonathan Roberts (for Roger LaMarca), James Sage, Kevin Stein, Lisa Swanson, Camille Thomas (for Nathan Slaughter)

**Guests:** Johnny MacLean, Skip Jones

**Not Present:** Mark DeBeliso, Caitlin Gerrity Kime, SUUSA Representative

## UNIVERSITY GRADUATE CURRICULUM COMMITTEE

### 00 Call to Order

- Approval of minutes from September 5, 2019 by general consent

### 01 Course Modifications

n/a

### 02 Course Deletions

n/a

### 03 New Prefix Proposals

- A. See table below for item.

B. Voting

- Motion to approve new prefix: Angela Pool-Funai
- Second: Kim Craft
- Discussion:
  - This prefix would be used at the 5000-level continuing education courses for working with various outside parties to offer credit for training and instructional functions. These credits could then potentially be used in any willing graduate programs toward fulfilling degree requirements.
- **Approved unanimously**

College/School Requesting	Prefix	Descriptive Name	Current Courses to Switch
n/a	PRDV	Professional Development – <b>APPROVED</b>	n/a

## 04 New Course Proposals

A. See table below for item.

B. Voting

- Motion to approve new course: Shalini Kesar
- Second: Angela Pool-Funai
- Discussion:
  - This course will allow MIS students to transfer in 1-9 credits of previous graduate work and apply it to the MIS degree. AP is already advertising that students can bring in transfer credits to the MIS and this course supports that.
  - Q: This would give us a way to transcript transfer courses? (A: We already have a way to transcript, but we can do it both ways. At the undergraduate level, if SUU doesn't have an equivalent course or subject, the student would receive an "ELEC" prefix course or use a current departmental prefix and give a "6000E" or "7000E" number to show that it was accepted in transfer but that SUU doesn't have an equivalency. The class would then be applied to the degree as the department approved. The Registrar's Office would be doing the same thing for MIS transfer credit, but under this course it would be transferred in as INDS 6200.)
    - Concern is if we designate transfer courses as INDS 6200, the original courses lose their previous identity. For example, if the student took a social work course at a previous institution, it would then be transcribed at SUU as INDS 6200 General Studies Special Topics and no longer be recognizable as a social work course.
    - Q: If it's a special topics, is there a colon after that that would expand the course title? (A: The Registrar's Office would lose the "Special Topics" and just add the original course title to INDS 6200.)

- Q: Why 9 hours? (A: They can transfer up to 9 credits into the MIS.) So up to 3 courses? Why not just have it 1-3 credits, repeatable three times? (A: Most courses will be in three credit chunks, but the credit range gives flexibility for those students who may enter with courses with different credits. Students wouldn't be able to earn more than 9 total credits in INDS 6200.)
- **Approved (12 for, 0 against, 1 abstention)**

**HSS**

Course	Credits	Implementation	Notes/Action
INDS 6200 General Studies Special Topics	1-9	Spring 2020	<b>APPROVED</b>

**05 Program Modifications**

- See table below for item.
- Voting
  - Motion to approve program modification: Robin Boneck
  - Second: Tony Pellegrini
  - Discussion:
    - The General Studies learning block is a placeholder to be a “transfer-in” block.
    - The Aviation block options were added to the catalog before the courses were developed. The program is coming but it is not yet available.
  - **Approved unanimously**

**HSS**

Program	Change(s) Requested	Implementation	Notes/Action
Master of Interdisciplinary Studies (MIS)	<ul style="list-style-type: none"> <li>● Add “General Studies” learning block</li> <li>● Patrick Clarke would like to propose an amendment to remove “Option 2” under the Aviation learning block</li> </ul>	Spring 2020	<b>APPROVED with changes</b>

**06 R401s / New Program Proposals**

n/a

## 07 Curriculum Action Items

- n/a

## 08 Curriculum Discussion Items

- n/a

## 09 Curriculum Information Items

- Curriculog demonstration

## 10 Graduate Council Discussion Items

- Work Group Assignments
  - The Graduate Council has formed 3 subcommittees: Finance & Budget, Policy Review, and Student Success & Retention. Last year's membership was:

<b>A. Finance &amp; Budget</b>
1. Ken Hall
2. Roger LaMarca
3. Lisa Swanson
4. Kim Craft
5. Nate Slaughter

<b>B. Policy Review</b>
1. Matt Barton
2. Steve Meredith
3. Rachel Parker
4.
5.

<b>C. Student Success &amp; Retention</b>
1. Tony Pellegrini
2. Cynthia Kimball Davis
3.
4.
5.

- We'll need to update the membership roster for the 2019-2020 academic year:

A. Finance & Budget
1. Ken Hall
2. Roger LaMarca
3. Lisa Swanson
4. Kim Craft
5. Nate Slaughter

B. Policy Review
1. Rachel Parker
2.
3.
4.
5.

C. Student Success & Retention
1. Tony Pellegrini
2. Cynthia Kimball Davis
3. Angela Pool-Funai
4.
5.

- To sign up or switch/be removed from any Work Groups, e-mail James or Katya. James, Lisa, and Katya will work with each subcommittee to schedule meetings (between UGCC/Grad Council meetings).
- The following are topics in need of discussion/deliberation/recommendation during the upcoming year:
  - **Finance & Budget:** tuition waivers (will continue with same “formula” as last year, hopefully in December), tuition rates (ongoing discussion), tuition revenue sharing (especially important for graduate programs not partnering with AP).
    - Reminder 1: Directors can return any unused funds to the main “slush fund” without any penalty for next year’s allocations. To request more funds, email James and Lisa with the request and rationalization for the additional amount.
    - Reminder 2: We can’t give tuition waivers to out of state online-only students, as it would violate state law to reduce tuition to lower than in-state students pay.
      - Q: Do students just need to live in Utah or be a resident of Utah? (A: If students are not classified as a resident by the state, then they can’t receive the waiver. To gain residency, students must live in Utah for 12 consecutive months.)
      - Q: Will incorrectly awarded waivers be caught somewhere in the system if given accidentally? (A: The system likely won’t stop or flag it. Waivers operate on more of an honor code. Financial Aid is looking into implementing a system to track all this information.)
  - **Policy Review:** worked on several policy revisions last year and will likely get these across the finish line this year.
  - **Student Success & Retention:** in addition to discussing ways to support graduate students, we want to make sure we are using the funding available in the “Grad Res” account to its fullest (i.e., graduate student travel funds). Specifically, James and Lisa are seeking recommendations regarding: ways to reduce barriers (in addition to creating the web-based submission process), changes to the maximums (\$650 / \$250), and expanding the range of approved

uses for these travel funds (job shadowing, attending professional trade shows, attending career/hiring fairs, study abroad, etc.).

- Q: Could we invite awardees to present at the Festival of Excellence? (A: It's a possibility. There are online opportunities to present at FOE.)
- Most of SUU's master's programs are more professional-oriented than research-oriented. We should keep this in mind when determining allocations.

▪ Graduate director contract survey

- In order to gather accurate information about Graduate Directors and the terms of their employment contracts (their teaching loads, any extra months during summer, etc.), please fill out the following brief (anonymous) survey by November 15: <https://forms.gle/1xKLoSEkPvWjGZNw8> Gathering this information can help Graduate Directors be in the best position to ensure their programs are successful.
- We need to recognize that identical treatment doesn't equal fair treatment. Different programs have different workloads and needs/demands; increasing course releases for some directors would put additional burdens on the department to find instructors to cover the release.

**Adjourned at 4:23 PM**