

**UNIVERSITY-WIDE GRADUATE COMMITTEE**  
**Minutes**  
**April 17, 2007**

**PRESENT:** Matt Baumer, Susan Boser, Karen Brown, Claire Dandeneau, John Eck, Sean Gess, Mary Jane Kuffner Hirt, David LaPorte, James Lenze, Scott Moore, David Piper, Todd Potts, Mark Staszkiwicz, Debbie Stultz, Dawn Woodland

**EXCUSED:** Pisarn Chamcharatsri, Michael T. Williamson, Nashat Zuraikat

Dr. David LaPorte called the meeting to order at 3:25 p.m.

On a Brown/Dandeneau motion the agenda was **APPROVED** as submitted except with a Baumer/Dandeneau motion to move Art to number one.

On a Woodland/Moore motion the April 10, 2007 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte announced that he sent the memo to Dr. Hsiao about HPED 635 and HPED 652 regarding the changes the committee made and that Dr. Hsiao replied back that he will make the changes and resubmit the proposals.

Dr. LaPorte has been asked to have a meeting with Mark Piwinsky regarding facilitating a couple of proposals and move them along to get them approved quickly so that classes may start in the fall (i.e. MS in Critical Asset Protection Sciences (CAP) and Ph.D. in Communications and Educational Technology).

Dr. LaPorte also announced that the MBA program is trying to coordinate a partnership with the University of Germany.

Dr. Eck had no announcements.

Dr. Boser handed out the following:

- Level II New COR: Certificate of Recognition – Law Enforcement Leadership in WMD
- Variability in Program Delivery Certificate of Recognition – Law Enforcement Leadership in WMD
- Letter of Support for COR from Dr. Giever (Chair Criminology), Dr. Luciano (Chair Biology), Dr. Woocock (Chair Chemistry), Dr. Hershman (Chair Physics), and Dr. Buriok (Interim Dean College of Natural Sciences and Mathematics)
- Letter of Agreement with the Federal Bureau of Investigation

Dr. Boser also stated that the budget and MOU will be coming to the next meeting.

**BUSINESS IN PROGRESS: A) PROGRAMS/CURRICULAR MATTERS**

1. Level III Minor Program Revision – The Department of Art is requesting a specific change to the limit of transfer credits from the current 6 credits to 9 credits to apply only to graduate students in the exchange program with the University of Zagreb in studio art for a full semester exchange; was not assigned to a subcommittee – 4/10/07; on a Baumer/Lenze motion this was **APPROVED** – 4/17/07
2. MBA Concentration Proposal; assigned to subcommittee #2 (James Lenze, Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Mark Staszkiwicz, Matt Baumer) – 10/3/06; subcommittee sent their report electronically to the full committee; no discussion – 10/17/06; no discussion – 10/31/06; lengthy discussion LaPorte to look closely at and bring a summary back to the committee to discuss further at the next meeting – 11/14/06; LaPorte will meet with the proposers regarding what needs to be done for this to go forward through the UWGCC – 11/21/06; LaPorte has a meeting set for Friday, December 1, 2006 with Prashanth regarding proposal – 11/28/06; no discussion – 1/23/07; no discussion – 2/6/07; no response from proposer – 2/20/07; no discussion – 3/06/07; no discussion – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07
3. HPED 642 Design and Operation of Aquatic Facilities; assigned to subcommittee #1 (David Piper, Scott Moore, Karen Brown, James Lenze, Pisarn Chamcharatsri, Mary Jane Kuffner Hirt, Debbie Stultz) – 3/6/07; after some discussion there were recommendations for some revisions; a memo will be sent to the proposer with these recommendations – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07
4. HPED 512 Physical Activity and Stress (Graduate Distance Education Review Form), not assigned to subcommittee – 3/6/07; after much discussion on a Woodland/Moore move to approve there was an unanimous nay vote; on a Lenze/Woodland motion there was an unanimous negative recommendation vote, on the hopes that by voting this way the clock will start over regarding the 30 day time limit; a memo will be sent to the proposer – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07
5. HPED 652: Sport Business (Distance Education Review Form); was not assigned to a subcommittee – 4/3/07; after much discussion there was a vote; positive (4); negative (10); a memo will be sent to the proposer – 4/10/07; proposer replied that he appreciated the suggested changes and will make them and resubmit the proposal – 4/17/07
6. HPED 635: Sport Management (Distance Education Review Form); was not assigned to a subcommittee – 4/3/07; after much discussion there was a vote; positive (4); negative (10); a memo will be sent to the proposer – 4/10/07; proposer replied that he appreciated the suggested changes and will make them and resubmit the proposal – 4/17/07

7. Master of Arts in Applied Archaeology (New Program); assigned to subcommittee #2 (Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Matt Baumer, Sean Gess, Todd Potts); no discussion – 4/10/07; subcommittee did not have a report to give – 4/17/07
8. Certificate of Recognition – Law Enforcement Leadership in WMD; assigned to subcommittee #1 (David Piper, Scott Moore, Karen Brown, James Lenze, Pisarn Chamcharatsri, Mary Jane Kuffner Hirt, Debbie Stultz) – 4/17/07

### **BUSINESS IN PROGRESS: B) POLICY ISSUES**

1. Handbook Revisions; discussed 3/25/03; pending – Dr. Linzey 9/16/03; discussed and Drs. Ferro, Dandeneau and Williamson volunteered to assist, 9/30/03; discussed 10/14/03; discussed and subcommittee is waiting for suggestions 10/21/03; suggestions are to be sent to subcommittee; 10/28/03; only a few suggestions have been sent to the subcommittee 11/11/03; no discussion 11/18/03 or 11/25/03; Dr. Linzey has turned this over to Dr. Soni and he will oversee the change process by incorporating suggestions and sending committee members one chapter at a time for consideration 1/20/04; Dr. Soni is working on this item 2/10/04; no discussion 2/17/04, 2/24/04, 3/16/04, 3/23/04, 4/6/04, 4/13/04. Revision of 1<sup>st</sup> chapter distributed on 10/12/04; discussed 11/9/04. Chapter 4: Certificate of Recognition - discussed inadequacies of policies in place 11/11/03; no discussion 11/18/03 or 11/25/03; Drs. Linzey and Soni are working on a white paper 1/20/04; Dr Soni has a few more details to complete 2/10/04; no discussion 2/17/04; a handout of Graduate Certificate Programs was distributed 2/24/04; discussed and Dr. LaPorte sent an email to Chairs and Graduate Coordinators requesting their input concerning certificate programs-3/16/04; no discussion-3/23/04, 4/6/04, 4/13/04. Assigned to ad hoc committee 9/14/04 (Chambers, Bharadwaj, Yost, Myers); distributed 11/15/04; much discussion and some more revisions for Chapter 1 – 12/14/04; discussed and with a few minor changes on a Brown/Ferro motion (passed unanimously) Chapter 1 was **APPROVED** – 1/18/05; no discussion – 1/25/05; discussed the urgency to finish Chapter 4 will discuss next meeting– 2/8/05; lengthy discussion on Chapter 4 – 2/15/05; completed Chapter 4, after all revisions are made will examine at the March 15<sup>th</sup> meeting – 2/22/05; some discussion on Chapter 4, on a motion by Bharadwaj/Ferro Chapter 4 will be sent on to the Senate – 3/15/05; no discussion – 3/22/05, 4/5/05, 4/12/05, 4/19/05; no discussion – 9/20/05, 9/27/05, 10/11/05, 10/18/05; no discussion – 11/8/05, 11/15/05, 11/22/05, 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06, 2/14/06, 2/21/06, 3/7/06, 3/21/06, 4/4/06, 4/11/06, 4/18/06, 4/25/06; Chapter 2 revision discussed and with a few minor changes on a Zuraikat/Lenze motion (passed unanimously) was **APPROVED** – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; no discussion – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; talked about revision of MOU's; language will be drafted and brought back to the committee for approval – 1/23/07; working on language for the MOU chapter – 2/6/07; revisions in progress – 2/20/07; no discussion – 3/6/07; no discussion –

- 3/20/07; preamble to the handbook was handed out on a Baumer/Staszkiwicz motion to approve this section; after some discussion there was a friendly amendment to make a few changes; on a Lenze/Staszkiwicz motion this was **APPROVED**; chapter seven was handed out, there was much discussion with suggestions for changes; next meeting chapter seven will be presented again with these changes – 4/3/07; email was sent to committee members with changes on chapter seven; there was some discussion with suggestions for minor changes; on a Lenze/Potts motion this chapter was **APPROVED** – 4/10/07; no discussion – 4/17/07
2. Graduate Distance Education Review Form; Co-chairs will set up a meeting with Rob and John Henry about the Graduate Distance Education Review Form - 11/23/04; no discussion – 11/30/04; no discussion – 12/14/04; there has been and will be more discussions with John Henry about this form – 1/18/05; some discussion – 1/25/05; no discussion 2/8/05, 2/15/05, 2/22/05, 3/15/05; D. Chambers will modify the form and bring back to the committee; then take to APSCUF – 3/22/05; no discussion – 4/5/05, 4/12/05, 4/19/05; no discussion – 9/20/05, 9/27/05, 10/11/05; brief discussion – 10/18/05; no discussion 11/18/05; lengthy discussion – 11/15/05; brief discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06, 2/14/06, 2/21/06; no discussion – 3/7/06, 3/21/06; no discussion – 4/4/06, 4/11/06, 4/18/06, 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; announcement from Michael T Williamson that this may be something sent to Academic Committee if and when it is approved by Senate that the Academic Committee take on some of the UWGCC’s policy issues – 10/3/06; it was decided unanimously to keep this here with the UWGCC; no discussion – 10/17/06; no discussion – 10/31/06; lengthy discussion with many suggestions; will be discussed more at the next meeting – 11/14/06; revisions to the procedure for submitting distance education proposals and the form for distance education proposals were distributed for discussion at the next meeting – 11/21/06; lengthy discussion; several suggestions that will be put together for another draft for discussion at the next meeting – 11/28/06; no discussion – 1/23/07; new form and directions were sent to the committee via email; no discussion – 2/6/07; after some discussion and suggestions for minor changes a new draft will be brought back to the committee – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion – 4/3/07; no discussion – 4/10/07; some discussion with more suggestions for the “Procedures to review an existing course for distance education delivery”; Mark Staszkiwicz to forward these changes to Michael for revision – 4/17/07
  3. Cooperative Agreements - discussed 3/18/03; discussed 3/25/03; discussed 4/15/03; discussed – on hold – Dr. Chambers 9/16/03 (Chambers/Kostelnik/Bieger); no discussion 9/30/03; no discussion 10/14/03; no discussion 10/21/03; discussed – committee will work on adopting policy standards to be incorporated into the *Graduate Committee Handbook* 10/28/03; discussed 11/11/03; no discussion 11/18/03, 11/25/03; discussed and committee will work on policy 1/20/04; will wait until Dr. Linzey’s return to continue options 2/10/04; no discussion 2/17/04, 2/24/04, 3/16/04, 3/23/04; no discussion,

- a meeting was scheduled on 4/14/04 to discussion future Cooperative Agreements – 4/13/04; no discussion – 12/14/04; no discussion 1/18/05, 1/25/05; the urgency was expressed about dealing with this - 2/8/05; no discussion – 2/15/05; no discussion – 2/22/05; no discussion – 3/15/05; no discussion – 3/22/05; there was a meeting with Mark S., Mark P., Dr. Chambers, Dr. David Myers, Dr. James Myers, Dr. Soni about gathering information to come up with a clarified policy – 4/5/05; no discussion – 4/12/05, 4/19/05; ad hoc committee assigned (LaPorte, Williamson, D. Myers, Boser) – 9/13/05; no discussion – 9/20/05, 9/27/05, 10/11/05, 10/18/05; committee was asked to read David Myers report – 11/8/05; report to be sent out electronically for everyone to read for the next meeting – 11/15/05; lengthy discussion regarding Dr. David Myers report – 11/22/05; lengthy discussion; there will be a working document for next meeting – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; will discuss at next meeting – 2/14/06; no discussion – 2/21/06; some discussion, will continue at next meeting – 3/7/06; no discussion – 3/21/06; no discussion – 4/4/06, 4/11/06, 4/18/06, 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; announcement from Michael T Williamson that this may be something sent to Academic Committee if and when it is approved by Senate that the Academic Committee take on some of the UWGCC’s policy issues – 10/3/06; it was decided unanimously to keep this here with the UWGCC; no discussion – 10/17/06; no discussion 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; Provost asked Dean’s Associate to have committee discuss this – 1/23/07; no discussion – 2/6/07; no discussion – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion – 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07
4. Syllabi of record moratorium; discussion of issue began 11/23/04 with a decision that more information is needed; no discussion - 12/14/04; some discussion – 1/18/05; no discussion – 1/25/05; no discussion – 2/8/05; no discussion – 2/15/05; no discussion – 2/22/05; no discussion – 3/15/05; assigned to ad hoc committee (Lenze, Boser) – 3/22/05; no discussion – 4/5/05, 4/12/05, 4/19/05; ad hoc committee dissolved 9/13/05; no discussion – 9/27/05; some discussion – 10/11/05; no discussion – 10/18/05; no discussion – 11/8/05; at a meeting it was decided to set this aside until the new provost has been hired – 11/15/05; no discussion – 11/22/05, 11/29/05; no discussion – 1/24/06; lengthy discussion – 2/7/06; no discussion – 2/14/06, 2/21/06; no discussion – 3/7/06, 3/21/06; no discussion – 4/4/06, 4/11/06, 4/18/06, 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; announcement from Michael T Williamson that this may be something sent to Academic Committee if and when it is approved by Senate that the Academic Committee take on some of the UWGCC’s policy issues – 10/3/06; it was decided unanimously to keep this here with the UWGCC; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion – 1/23/07; no discussion – 2/6/07; no discussion – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07

#### **INACTIVE ITEMS:**

1. Minor Course Revision, Course Renumbering Political Science Department – distributed 9/13/05; some discussion with concerns on the clarity of the document, on a Boser/Yost motion to send back and ask proposer to update and address the 631/731 issue and resubmit and the committee will quickly act on it – 9/20/05, 9/27/05; no discussion – 10/11/05, 10/18/05; some discussion – 11/8/05; no discussion – 11/15/05, 11/22/05, 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06, 2/14/06, 2/21/06; no discussion – 3/7/06, 3/21/06; no discussion – 4/4/06, 4/11/06, 4/18/06, 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; no discussion – 10/3/06; no discussion – 10/17/06; no discussion – 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion 1/23/07; no discussion – 2/6/07; no discussion – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion – 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07
  
2. English Language Communication Proficiency Requirement for Degree Candidacy in M.B.A. and M. Ed. Programs in ECOBIT; some discussion with a report to be sent to the proposer – 11/8/05; report was sent to proposers on 11/15/05; no discussion – 11/22/05; no discussion – 11/29/05; no discussion – 1/24/06; no discussion – 2/7/06; no discussion – 2/14/06; no discussion – 2/21/06; no discussion – 3/7/06; no discussion – 3/21/06; no discussion 4/4/06; no discussion – 4/11/06; no discussion – 4/18/06; no discussion – 4/25/06; no discussion – 8/29/06; no discussion – 9/5/06; no discussion – 9/19/06; no discussion – 9/26/06; no discussion – 10/3/06; no discussion – 10/17/06; no discussion 10/31/06; no discussion – 11/14/06; no discussion – 11/21/06; no discussion – 11/28/06; no discussion – 1/23/07; no discussion – 2/6/07; no discussion – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion – 4/3/07; no discussion – 4/10/07; no discussion – 4/17/07

The meeting was adjourned at 5:00 p.m.