

**University Wide Graduate Committee  
Minutes  
April 15, 2008**

**PRESENT:** Matt Baumer, Susan Boser, Karen Brown, John Eck, David LaPorte, James Lenze, Scott Moore, David, Myers, David Piper, Mark Staszkiwicz, Kustim Wibowo, Michael T. Williamson, Dawn Woodland, Nashat Zuraikat

**NOT PRESENT:** Claire Dandeneau

Dr. David LaPorte called the meeting to order at 3:35p.m.

On a Woodland/Zuraikat motion the agenda was **APPROVED** as submitted.

On a Woodland/Zuraikat motion the April 8, 2008 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte congratulated Communications Media for the Ph.D. being approved by the Board of Governors. He, also, congratulated the approval of the Master of Arts in Applied Archaeology.

Dr. LaPorte, also, announced that Mark Staszkiwicz and Michael T Williamson would not be members of the committee next year; he wished them well and thanked them for their hard work on the committee.

Dr. Williamson had no announcements.

Dr. Myers had no announcements.

Dr. Eck had no announcements.

**Business in Progress:**

**A) Programs/Curricular Matters**

1. ***EDEX 581 (section 801) Autism: Theory & Practice (distance education)***, all to look over – 3/4/08; no discussion – 3/18/08; after some discussion a memo will go to the proposer with suggested changes – 4/1/08; proposer sent an email stating that she would send a revised proposal – 4/8/08; on a Brown/Boser motion to approve this was **APPROVED** – 4/15/2008
2. ***M.A. in Spanish***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, Matt Baumer) – 3/4/08; subcommittee report was handed out; no discussion – 3/18/08, 4/1/08; lengthy

- discussion – 4/8/08; after much discussion a memo will be sent to proposer with suggested changes – 4/15/08
3. ***Ph.D. in Safety Science***, assigned to subcommittee #1 (Claire Dandeneau, Karen Brown, Nashat Zuraikat, Kustim Wibowo) was hand delivered to everyone on 2/26/08; subcommittee emailed part one of their report on 3/4/08; there was some discussion but due to lack of time the discussion will continue at the next meeting – 3/4/08; very intense discussion – 3/18/08; no discussion – 4/1/08; Dr Kilmarx and Chris Janciak attended the meeting to discuss the budget – 4/8/08; after much discussion a memo will be sent to proposer with suggested changes – 4/15/08
  4. ***M.S. in Biology-Accelerated Track***, assigned to subcommittee #2 (Jim Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 9/4/07; no discussion – 9/18/07; little discussion due to lack of time, will continue at the next meeting – 9/25/07; Carl Luciano, department chair, attended the meeting; there was much discussion but due to time constraint this will be continued at the next meeting – 10/2/07; after some discussion with many concerns about the program a memo will be sent to the proposer – 10/16/07; no discussion – 10/23/07, 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/4/08, 4/15/08
  5. ***GEOG 525 Global Positioning Systems (GPS) Concepts and Techniques (new course)***, assigned to subcommittee #2 (Jim Lenze, Scott Moore, DawnWoodland, Susan Boser, Sean Gess) – 9/18/07; no discussion – 9/25/07, 10/2/07, 10/16/07; after some discussion a memo will be sent to the proposer with suggested changes – 10/23/07; no discussion – 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08
  6. ***MKTG 603 (distance education)***, all to look over – 2/19/08; after some discussion it was decided to send the proposer a memo with concerns the committee have and let them make changes and send back to committee before a vote is taken – 3/4/08; proposer did not get back to the committee; no discussion – 3/18/08, 4/1/08, 4/8/08; the proposal was signed **negative** recommendation because the proposer did not get back to the committee with suggested changes – 4/15/08
  7. ***ACCT 607 (distance education)***, all to look over – 2/19/08; after some discussion it was decided to send the proposer a memo with concerns the committee have and let them make changes and send back to committee before a vote is taken – 3/4/08; proposer did not get back to the committee; no discussion – 3/18/08, 4/1/08, 4/8/08; the proposal was signed **negative** recommendation because the proposer did not get back to the committee with suggested changes – 4/15/08

8. ***Level II Program Revision in HPED with two new courses HPED 658 Emergency Management for Schools and HPED 670 Advanced Seminar in Adapted Physical Education***, no subcommittee assigned – 3/18/08; no discussion – 4/1/08, 4/8/08, 4/15/08

**Business in Progress:**

**B) Policy Issues**

1. ***Handbook***, New Chapter – Online (Distance) Graduate Programs; lengthy discussion; LaPort will put all the suggestions together and have another draft for the committee in the near future – 1/15/08; no discussion – 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08; LaPorte will have the draft ready so that it may be sent to Senate as information only – 4/8/08; draft was sent to everyone via email but no time for discussion; the draft will be sent to Senate on 4/22/08 as information only – 4/15/08
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, 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; David 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, 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, 1/24/06, 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, 8/29/06, 9/5/06, 9/19/06, 9/26/06; announcement from Michael T. Williamson that Senate may approve that the Academic Committee take on some of the UWGC's policy issues and this would be one of them – 10/3/06; it was decided unanimously to keep this policy here with the UWGC – 10/10/06; no discussion – 10/17/06, 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; there were several suggestions to be added to the draft for discussion at the next meeting – 11/28/06; no discussion – 1/23/07; new form and procedures 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, 3/20/07, 4/3/07; on a Woodland/Lenze

motion to discuss the revised handout from Michael T. Williamson there were several changes suggested; the discussion will continue at the next meeting – 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; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07; lengthy discussion – 10/30/07; no discussion – 11/13/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08

3. **Thesis Dissertation Manual**, handed out for review – 10/2/07; no discussion 10/16/07; after some discussion there were many suggested changes; La Porte asked if anyone had more suggestions that they would email them to him, he will put everything together and bring back to the committee in the near future – 10/23/07; no discussion – 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08

#### **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 for the committee to quickly act on – 9/20/05; no discussion 9/27/05, 10/11/05, 10/18/05, 11/8/05, 11/15/05, 11/22/05, 11/29/05, 1/24/06, 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, 8/29/06, 9/5/06, 9/19/06, 9/26/06, 10/3/06, 10/17/06, 10/31/06, 11/14/06, 11/21/06, 11/28/06, 1/23/07, 2/6/07, 2/20/07, 3/6/07, 3/20/07, 4/3/07, 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07, 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08
2. **English Language Communication Proficiency Requirement for Degree Candidacy in MBA 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, 11/29/05, 1/24/06, 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, 8/29/06, 9/5/06, 9/19/06, 9/26/06, 10/3/06, 10/17/06, 10/31/06, 11/14/06, 11/21/06, 11/28/06, 1/23/07, 2/6/07, 2/20/07, 3/6/07, 3/20/07, 4/3/07, 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07, 10/30/07, 11/13/07, 11/29/07, 1/15/08, 1/22/08, 2/5/08, 2/19/08, 3/4/08, 3/18/08, 4/1/08, 4/8/08, 4/15/08

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