

**UNIVERSITY-WIDE GRADUATE COMMITTEE**  
**Minutes**  
**November 29, 2007**

**PRESENT:** Matt Baumer, Susan Boser, Karen Brown, David LaPorte, James Lenze, Scott Moore, David Myers, David Piper, Mark Staszkiwicz, Kustim Wibowo, Dawn Woodland

**EXCUSED:** Claire Dandeneau, John Eck, Michael T. Williamson, Nashat Zuraikat

**ABSENT:** Josh Battin, Pisarn Chamcharatsri, Sean Gess

Dr. David LaPorte called the meeting to order at 3:30 p.m.

On a Lenze/Moore motion the agenda was **APPROVED** as submitted.

On a Piper/Woodland motion the November 13, 2007 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte announced that he has sent two emails to the chair of the Undergraduate Committee regarding getting together with her about distance education; he has not heard from her.

He also mentioned that he had sent an email to the proposers for MGMT 631, but the emails bounced back because one of the email addresses was bad and they never received them; he resent the email and they did receive the second one.

Dr. LaPorte announced that there will be one candidate, for the position of Vice Provost for Research and Dean of the School of Graduate Studies and Research, coming to campus on December 12, 13, and 14<sup>th</sup>. He asks that everyone please attend any or all of the sessions scheduled.

Dr. Myers distributed the following:

- HPED 652 Sport Business (distance education) response

**BUSINESS IN PROGRESS:**

**A) PROGRAMS/CURRICULAR MATTERS**

1. ***MS in Biology-Accelerated Track***, assigned to subcommittee #2 (James 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 – 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 and policy, 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
2. ***GEOG 525: Global Positioning Systems (GPS) Concepts and Techniques (new course)***, assigned to subcommittee #2 (James Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 9/18/07, 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

3. ***EDEX 509 Instructional Strategies for Gifted Learners (new course-dual listed)***, assigned to subcommittee # 3 (David Piper, mark Staszkiwicz, Tom Ault, Josh Battin) - 10/2/07; no discussion – 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; LaPorte talked to proposer, they are working on changes – 11/13/07; no discussion – 11/29/07
4. ***EDEX 558 Transition for Youth with Disabilities (course revision-dual listed)***, assigned to subcommittee # 3 (David Piper, mark Staszkiwicz, Tom Ault, Josh Battin) - 10/2/07; no discussion – 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; LaPorte talked to proposer, they are working on changes – 11/13/07; no discussion – 11/29/07
5. ***EDEX 569 Education of Persons with Emotional/Behavioral Disorders and Learning Disabilities/Traumatic Injury (new course-dual listed)***, assigned to subcommittee # 3 (David Piper, mark Staszkiwicz, Tom Ault, Josh Battin) - 10/2/07; no discussion – 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; LaPorte talked to proposer, they are working on changes – 11/13/07; no discussion – 11/29/07
6. ***EDEX 578 Education of Persons with Mental Retardation and other Developmental, Physical, or Multiple Disabilities (new course-dual listed)***, assigned to subcommittee # 3 (David Piper, Mark Staszkiwicz, Tom Ault, Josh Battin) - 10/2/07; no discussion – 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; LaPorte talked to proposer, they are working on changes – 11/13/07; no discussion – 11/29/07
7. ***Certificate of Recognition – Law Enforcement Leadership in WMD (response)*** assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, Matt Baumer, Josh Battin) – 11/13/07; subcommittee passed out their report; after some discussion there were suggested changes; a memo will be sent to the proposer with the suggested changes – 11/29/07
8. ***MGMT 631 Management Development and Training (distance education)*** not assigned to a subcommittee; after some discussion it was decided that a memo would be sent to the proposer with some suggested changes – 11/13/07; the email was sent but the proposer did not receive; it was resent and they did get the second one; no discussion – 11/29/07
9. ***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, 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07; handed out the response by the proposer; was reassigned to subcommittee #2 (Jim Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 10/16/07; no discussion – 10/23/07, 10/30/07; subcommittee did not have a report; they will have one for the next meeting – 11/13/07; subcommittee gave their report and after some discussion the subcommittee

was asked if they were ready to make a motion to approve, they said no; a memo will be sent to the proposer with suggested changes – 11/29/07

10. ***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, 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
11. ***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, 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
12. ***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; 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, 10/30/07; 11/13/07; distributed the updated response – 11/29/07
13. ***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; 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, 10/30/07; 11/13/07, 11/29/07

## **BUSINESS IN PROGRESS:**

### **B) POLICY ISSUES**

1. ***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; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07; Michael T Williamson emailed everyone the newest draft, no discussion – 10/16/07, 10/23/07; lengthy discussion; a subcommittee consisting of James Lenze, Dawn Woodland, Mark Staszkiwicz, and Claire Dandendeau to draft language on what the committee will be looking for pertaining to distance education – 10/30/07; there is a possibility of a meeting with the co-chairs and Gail Sechrist about drafting language – 11/13/07; two emails sent to chGail but there was not a response back – 11/29/07

2. ***Thesis Dissertation Manual*** handed out for review – 10/2/07; no discussion – 10/16/07; after some discussion there were many suggested changes; Dr. LaPorte asked anyone had more suggestions for changes to email 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

#### 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, 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
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, 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

The meeting was adjourned at 4:45 p.m.