

UNIVERSITY-WIDE GRADUATE COMMITTEE
Minutes
August 28, 2007

PRESENT: Susan Boser, Karen Brown, Pisarn Chamcharatsri, Claire Dandeneau, Sean Gess, David LaPorte, James Lenze, Scott Moore, David Myers, Mark Staszkiwicz, Debbie Stultz, Dawn Woodland, Nashat Zuraikat

EXCUSED: Tom Ault, John Eck, David Piper, Michael T. Williamson,

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

On a Lenze/Moore motion, Dr. David LaPorte was nominated to serve as chair. LaPorte was elected by a unanimous vote.

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

On a Lenze/Woodland motion the April 24, 2007 minutes were **APPROVED** as submitted.

ANNOUNCEMENTS:

Dr. LaPorte, in the light of Michael T Williamson's absence, gave the charge of the committee. LaPorte also announced that there would be visitors, Dr. Chiarulli and Dr. Neusius, joining the meeting at four pm.

Dr. LaPorte welcomed David Myers and Kustim Wibowo back to the committee; he also acknowledged Josh Battin as a new student member.

Dr. Myers handed out the following:

- MA in Criminology (variability of Delivery-online program)
- CRIM 645 The Dynamics of Cybercrimes (new course)
- CRIM 645 The Dynamics of Cybercrimes (distance education)

BUSINESS IN PROGRESS: A) PROGRAMS/CURRICULAR MATTERS

1. ***Master of Arts in Applied Archaeology (New Program)***; assigned to subcommittee #2 (Nashat Zuraikat, Dawn Woodland, Claire Dandeneau, Matt Baumer, Sean Gess, Todd Potts)- 4/3/07; no discussion – 4/10/07; subcommittee did not have a report to give – 4/17/07; after some discussion a memo will be sent to the proposer with suggested changes – 4/24/07, Dr. Beverly Chiarulli and Dr. Sarah Neusius attended the meeting in case there were any questions the committee needed them to respond to, after going over all the responses from the proposers the subcommittee moved to approve – this was **APPROVED** – 8/28/07
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, 4/10/07, 4/17/07, 4/24/07, 8/28/07
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, 4/17/07, 4/24/07, 8/28/07
 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, 4/17/07, 4/24/07, 8/28/07
 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; no discussion – 4/24/07, 8/28/07
 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; no discussion – 4/24/07, 8/28/07
 7. ***Ph.D. In Communications Media and Instructional Technology (New Program)*** this was assigned as a summer contract; there was a meeting in May and then again on 8/24/07; on 8/24/07 after much discussion and a few changes suggested on a Piper/Dandeneau motion this was **APPROVED** – 8/24/07
 8. ***MA in Criminology (variability of delivery-online program)***; assigned to subcommittee #1 (Claire Dandeneau, Karen Brown, Nashat Zuraikat, Kustim Wibowo, Pisarn Chamcharatsri) – 8/28/07
 9. ***CRIM 645 The Dynamics of Cybercrimes (new course)***; assigned to subcommittee #1 (Claire Dandeneau, Karen Brown, Nashat Zuraikat, Kustim Wibowo, Pisarn Chamcharatsri) – 8/28/07
 10. ***CRIM 645 The Dynamics of Cybercrimes (distance education)***; assigned to subcommittee #1 (Claire Dandeneau, Karen Brown, Nashat Zuraikat, Kustim Wibowo, Pisarn Chamcharatsri) – 8/28/07

BUSINESS IN PROGRESS: B) POLICY ISSUES

1. Handbook Revisions

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; no discussion - 4/24/07, 8/28/07
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, 2/20/07, 3/6/07, 3/20/07, 4/3/07, 4/10/07, 4/17/07, 4/24/07, 8/28/07
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, 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

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
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

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