

**UNIVERSITY-WIDE GRADUATE COMMITTEE**  
**Minutes**  
**September 25, 2007**

**PRESENT:** Tom Ault, Josh Battin, Susan Boser, Karen Brown, Claire Dandeneau, John Eck, Sean Gess, David LaPorte, James Lenze, Scott Moore, David Myers, David Piper, Jill Martin Rend, Mark Staszkiwicz, Kustim Wibowo, Michael T. Williamson, Dawn Woodland,

**EXCUSED:** Sandy Pembleton, Nashat Zuraikat

**ABSENT:** Pisarn Chamcharatsri

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

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

On a Brown/Ault motion the September 18, 2007 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte introduced Jill Martin Rend to the committee.

He asked for a show of hands for the number of hard copies for proposals (9).

Dr. LaPorte received a response from Prashanth regarding the MOU for Bangalore and Prashanth stated that he will have hard copies out this week.

Dr. LaPorte will be checking into the new policy regarding dissertations being submitted electronically. He is going to inform Dr. Kilmarx and the Research Department at the Graduate School that policy is set here by the committee. He will ask them to send the updated dissertation manual to the committee for approval so that it becomes policy.

He also stated that he has not heard from the provost about the dean's meeting.

Dr. Williamson announced that he and Dr. LaPorte are going to set up a meeting with Dr. Kilmarx to talk about resources and how proposals will indicate provost resource support.

He stated that everyone received the new contract language and the vote will be held the first week of October.

Dr. Myers distributed the following:

- BTST 670 Organizational Communications (distance education)

Dean Eck announced that applications are coming in for the search for the Vice Provost for Research and Dean School of Graduate Studies.

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

1. ***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; no discussion – 9/4/07; after much discussion; ran out of time; will continue discussion next week – 9/18/07; continued the discussion and with some minor changes for the co-chairs to look at this was **APPROVED** – 9/25/07
2. ***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; no discussion – 9/4/07; some discussion; ran out of time; will continue discussion next week – 9/18/07; continued the discussion; with a motion from the subcommittee this was **APPROVED** – 9/25/07
3. ***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; no discussion – 9/4/07; some discussion; ran out of time; will continue discussion next week – 9/18/07; continued the discussion; with a motion for approval this was **APPROVED** – 9/25/07
4. ***MS 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 – 9/25/07
5. ***ENGL 581 Special Topics (change credits)***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, tom Ault, Josh Battan) – 9/4/07; no discussion – 9/18/07, 9/25/07
6. ***ENGL 815 (update course name and prerequisites)***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, tom Ault, Josh Battan) – 9/4/07; no discussion – 9/18/07, 9/25/07
7. ***SAHE 698 Internship (new course)***, assigned to subcommittee #3 (David Piper, Mark Staszkiwicz, tom Ault, Josh Battan) – 9/4/07; no discussion – 9/18/07, 9/25/07
8. ***GEOG 525: Global Positioning Systems (GPS) Concepts and Techniques (new course)***, assigned to subcommittee #2 (Jim Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 9/18/07, 9/25/07
9. ***BTST 670 Organizational Communications (distance education)*** not assigned to a subcommittee; everyone to look at – 9/25/07
10. ***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
11. ***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
12. ***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
13. ***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
14. ***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

## **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 Staszkievicz 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

**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
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

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