

**University Wide Graduate Committee  
Minutes  
September 30, 2008**

**PRESENT:** Matt Baumer, Karen Brown, Margaret Hammond, Mary Jane Hirt, James Lenze, Jamie Martin, Scott Moore, David Myers, Linda Norris, David Piper, Natalie Plochoki, Dave Tiscione, Dawn Woodland, Nashat Zuraikat

**NOT PRESENT:** Claire Dandeneau, Vida Irani, Kustim Wibowo,

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

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

On a Moore/Zuriakat motion the September 23, 2008 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. Piper announced that he is still trying to setup a meeting with the provost and that he extended an invitation for him to attend one of our meetings.

Dr. Baumer had no announcements.

Dr. Lenze announced that there is a variability of delivery coming from Nursing and something from Work Force Development is in the works. He also, announced that Safety Science sent a revised proposal which will be put on the 'x' drive.

Dean Myers announced that graduation for graduate students will be held on December 14, 2008 at 10:30 am; this ceremony is separate from the undergraduates. The ceremony will be held at the IUP Performing Arts Center. Dean Myers requested that everyone please consider attending and encourage their fellow faculty members to do the same.

Dean Myers also announced that money that comes from instructional fees does come back to the students (i.e. student travel, research grants, etc.); all these funds have been increased. Also, there has been a new fund, professional development fund, created. This fund will be used to cover things like involvement in professional organizations, participating in conferences, and anything related to professional development that does not fit into paper category. The student has to fill out a form and has to get supporting evidence from faculty that this is for professional development. As has been done in the past, there will be monetary awards handed out at the Research Award Luncheon held in the spring. He also announced that assistantships and stipends have been bumped up.

**NEW BUSINESS:**

**Business in Progress:**

**A) Programs/Curricular Matters**

1. ***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; a response will be coming to the committee in a couple of weeks – 8/26/08; no discussion 9/2/08; received a response and whole new proposal from the proposer on 9/9/08 and was put on the ‘x’ drive; started discussion about the response but did not have time to finish-will continue at the next meeting – 9/16/08; after lengthy discussion a memo will be sent to the proposers with the committee’s concerns – 9/23/08; no response from proposer – 9/30/08
  
2. ***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; subcommittee sent part two of their report (report is on the ‘x’ drive) – 8/26/08; Dr. Piper announced that he received an email from Chris Janicak stating that he is putting together four new courses for the Ph.D.; subcommittee gave their report on part #2; after some discussion a memo will be sent to the proposer with suggested changes – 9/2/08; Proposer sent response to part #1 via email – this email went to everyone and was put on the ‘x’ drive on 9/8/08; no discussion – 9/16/08; Chris Janicak sent response to part #2 – put on the ‘x’ drive on 9/17/08; proposer is to revise their proposal and send it back to the committee – 9/23/08; revised proposal put on the ‘x’ drive; everyone is to look at the revised courses for next meeting– 9/30/08
  
3. ***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; assigned to subcommittee #2 (Scott Moore, Dawn Woodland, Nashat Zuriakat, Jamie Martin, Linda Norris) – 8/26/08; subcommittee gave their report; after some discussion a memo will be sent to the proposer with suggested changes – 9/2/08; no response from proposer; no discussion – 9/16/08, 9/23/08, 9/30/08
  
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, 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08

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, 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08

## **Business in Progress:**

### **B) Policy Issues**

1. ***Handbook***, New Chapter – Online (Distance) Graduate Programs; lengthy discussion; LaPorte 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; no discussion – 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08
  
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, 8/26/08, 9/2/08, 9/16/08, 9/23/08, 9/30/08

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, 8/26/08; assigned to subcommittee #1 (Karen Brown, Claire Dandeneau, Vida Irani, Mary Jane Kuffner Hirt, Kustim Wibowo) – 8/28/08; no discussion – 9/2/08, 9/16/08; everyone is to look at this for the next meeting – 9/23/08; on a Brown/Woodland motion to except the editorial changes made to the 2008-2009 graduate catalog- 9/30/08
4. ***Academic Integrity Policy***, a report will be coming from Dr. Lenze by next meeting – 9/30/08

**Inactive Items:**

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