

**University Wide Graduate Committee
Minutes
September 2, 2008**

PRESENT: Matt Baumer, Karen Brown, Mary Jane Kuffner Hirt, James Lenze, Jamie Martin, Scott Moore, David Myers, Linda Norris, David Piper, Kustim Wibowo, Dawn Woodland, Nashat Zuraikat

NOT PRESENT: Claire Dandeneau, Vida Irani

Dr. David Piper called the meeting to order at 3:40p.m.

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

On a Zuraikat/Woodland motion the August 26, 2008 minutes were **APPROVED** as submitted.

ANNOUNCEMENTS:

Dr. Piper asked for the committee as a whole to review the material that is on the 'x' drive. He moved Nashat Zuraikat to subcommittee #2 since Susan Boser will not be on the committee.

Dr. Baumer had no announcements.

Dr. Lenze had no announcements.

Dean Myers announced that as of today, Tuesday, September 9, 2008, the enrollment at the graduate school was 2322. He stated that this is not the official number and could fluctuate a little bit as the freeze has not been implemented.

NEW BUSINESS:

Business in Progress:

A) Programs/Curricular Matters

1. ***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

2. ***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
3. ***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
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
5. ***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; 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

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

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

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

Inactive Items:

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