

**University Wide Graduate Committee
Minutes
November 18, 2008**

PRESENT: Matt Baumer, Karen Brown, Margaret Hammond, Mary Jane Hirt, Vida Irani, James Lenze, Jamie Martin, Scott Moore, David Myers, Linda Norris, David Piper, Natalie Plochocki, Dave Tiscione, Kustim Wibowo, Dawn Woodland

NOT PRESENT: Claire Dandeneau, Nashat Zuraikat

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

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

On a Hirt/Brown motion the November 11, 2008 minutes were **APPROVED** with one correction: the meeting was called to order by Matt Baumer not David Piper; minutes will reflect the correction.

ANNOUNCEMENTS:

Dr. Piper thanked all the graduate students for their attendance and help. He wished everyone a Happy Thanksgiving. He also announced that this would be the last meeting until January 13, 2009.

Dr. Baumer announced that WEBCT will be replaced and the recommendation from the Online Learning Committee of ACPAC is that IUP move to Moodle.

Dr. Lenze distributed the following:

1. Level II Program Revision for the Department of Industrial and Labor Relations
2. BTED 609 Innovations in E-Learning (new course) from Technology Support and Training

He also announced that the distance education ad hoc committee made a formal request for a vision statement from UWGC.

Dean Myers announced that the undergraduate scholar's forum will be held on April 7, 2009; he requested that all faculty encourage their students to participate. He also requested feedback on the continuous registration policy.

NEW BUSINESS:

Business in Progress:

A) Programs/Curricular Matters

1. *M.A. in Spanish*, assigned to subcommittee #3 (David Piper, Mark Staszkievicz, 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; proposer says response is forthcoming – 10/14/08; no discussion – 10/21/08, 10/28/08, 11/11/08, 11/18/08

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; 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; reviewed all the revised courses and will make suggestions that some wording changes be made but the proposer does not need to send these back for committee review – 10/14/08; waiting for the three new courses to come back from the provost – 10/21/08; the three new courses were handed out; much discussion with many concerns; it was suggested that maybe a memo be sent to proposer with concerns and ask them if they would like to attend one of our last two remaining meetings, to expedite passing these new courses – 10/28/08; waiting for proposer to return the revised new courses – 11/11/08; proposer sent revised proposal and revised new courses to committee; after some discussion the subcommittee moved to approve the proposal – **APPROVED** – 11/18/08
2. ***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, 10/14/08, 10/21/08, 10/28/08, 11/11/08, 11/18/08
3. ***Level II Program Revision for the Department of Industrial and Labor Relations***, assigned to subcommittee #2 (Scott Moore, Dawn Woodland, Jamie Martin, Linda Norris, David Tiscione) – 11/18/08
4. ***BTED 609 Innovations in E-Learning (new course) from Technology Support and Training***, assigned to subcommittee #1 (Claire Dandeneau, Karen Brown, Nashat Zuraikat, Justim Wibowo, Vida Irani, Mary Jane Hirt, Margaret Hammond) – 11/18/08

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, 10/14/08; Dr. Lenze is on the distance education committee and reported that the committee is moving ahead; he recommended that the committee look at the document that Dr. LaPorte drafted and discuss it – 10/21/08; Dr. LaPorte’s draft was put on the ‘x’ drive; some hard copies were passed out; did not get to discussion of this report – 10/28/08; much discussion; the co-chairs will approach the Center for Teaching Learning and the Office of Distance Learning and Continuing Education about their feelings on certification of faculty to teach distance education courses – 11/11/08; no discussion – 11/18/08

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, 10/14/08, 10/21/08, 10/28/08, 11/11/08, 11/18/08

3. **Academic Integrity Policy**, Dean’s Associate is to look at IUP’s peer institutes and sister institutes to see how their policy reads – 9/23/08; no discussion – 9/30/08; draft handed out and after much discussion it was decided that with a suggestion for a minor change of the time limitation from ten days to ninety days that there should be a new policy written

for thesis/dissertation problems – 10/14/08; no discussion – 10/21/08, 10/28/08, 11/11/08, 11/18/08

4. ***Continuous Registration Policy***, Dean Myers explained a couple of different ideas for this policy; he asked the committee members to bring back thoughts and feedback from their departments – 11/11/08; no discussion – 11/18/08

Inactive Items:

1. ***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, 10/14/08, 10/21/08, 10/28/08, 11/11/08, 11/18/08

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