

**University Wide Graduate Committee  
Minutes  
October 13, 2009**

**PRESENT:** Matt Baumer, Linwu Gu, Valerie Gunter, Vida Irani, Joann Janosko, Yu-Ju Kuo, DeAnna Laverick, James Lenze, Tim Mack, Scott Moore, James Nash, Linda Norris, David Piper, J.B. Smith, Dawn Woodland

**NOT PRESENT:** Margaret Hammond, Jamie Martin, Laura Strong

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

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

On a Moore/Kuo motion the September 29, 2009 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. Piper had no announcements.

Dr. Baumer had no announcements.

Dr. Lenze distributed the following:

1. QBUS 601 Data Analysis & Decision Making (distance education)
2. COUN 677 Crisis Counseling (new course)
3. SOC 781/881 Advanced Qualitative Methods (distance education)
4. Course Repeat Policy

Dr. Lenze also introduced Shari Robertson as his replacement.

Dr. Mack announced that there were three qualified applicants for the Dean's Associate position and thanked the applicants for applying.

Dr. Mack shared information about PASSHE's program enrollment targets with a deadline of October 29<sup>th</sup>. Academic Affairs does not want to make rash decisions on short notice and would prefer to defer any final decisions on programs until after the University's strategic planning process has concluded its work. This process should enable us to focus on program quality.

Dr. Mack sent out a draft mission statement, for the graduate school, that he is asking for feedback and suggestions. He will take the final draft to the graduate coordinators and UWGC next month.

***NEW BUSINESS:***

**Business in Progress:**

**A) Programs/Curricular Matters**

1. *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, 1/13/09, 2/3/09, 2/10/09, 3/10/09; proposer mentioned to Dr. Baumer that he is making the changes requested and will be getting it back to the committee before the end of this semester – 3/17/09; received response from the proposer; this was assigned to subcommittee #1 (Margaret Hammond, Mary Jane Hirt, Vida Irani, Joann Janosko, DeAnna Laverick, J.B. Smith, Nashat Zuraikat) – 3/31/09; no discussion – 4/7/09; after much discussion the subcommittee wanted more clarification from proposer – 4/14/09, no discussion – 9/1/09, 9/22/09; proposer requested to meet with the co-chairs – 9/29/09; proposer to meet with co-chairs – 10/13/09

2. ***EDSP 975 Supervision of Pupil Services (new course)***, assigned to subcommittee #2 (Jamie Martin, Scott Moore, Linda Norris, David Tiscione, Laura Strong, Dawn Woodland, Yu-Ju Kuo) – 9/1/09; after some discussion the co-chair will send memo to proposer with suggested changes – 9/8/09; waiting for reply from proposer; no discussion – 9/22/09, 9/29/09, 10/13/09
3. ***COUN 628 Management of a Professional School Counseling Program*** (distance education), assigned to subcommittee #2 (Jamie Martin, Scott Moore, Linda Norris, James Nash, Laura Strong, Dawn Woodland, Yu-Ju Kuo) – 9/29/09; subcommittee presented their report; after some discussion a memo will be sent to proposer for suggested changes – 10/13/09
4. ***PLSC 354/554 Metropolitan Problems*** (distance education), assigned to subcommittee #1 (Margaret Hammond, Vida Irani, Joann Janosko, DeAnna Laverick, J.B. Smith, Linwu Gu, Valeria Gunter) – 9/29/09; subcommittee moved that this be approved on the condition that the proposer make changes asked for – **APPROVED** – 10/13/09
5. ***COUN 677 Crisis Counseling*** (new course), assigned to subcommittee #1 (Margaret Hammond, Vida Irani, Joann Janosko, DeAnna Laverick, J.B. Smith, Linwu Gu, Valeria Gunter) – 10/13/09
6. ***QBUS 601 Data Analysis & Decision Making*** (distance education), assigned to subcommittee #2 (Jamie Martin, Scott Moore, Linda Norris, James Nash, Laura Strong, Dawn Woodland, Yu-Ju Kuo) – 10/13/09
7. ***SOC 781/881 Advanced Qualitative Methods*** (distance education), assigned to subcommittee #2 (Jamie Martin, Scott Moore, Linda Norris, James Nash, Laura Strong, Dawn Woodland, Yu-Ju Kuo) – 10/13/09

## **Business in Progress:**

### **B) Policy Issues**

1. ***Electronic Thesis and Dissertation Manual*** (draft), distributed 9/29/09; there was some discussion but will continue at next meeting – 10/13/09
2. ***Course Repeat Policy***, distributed; there was some discussion; J.B. Smith made a motion to table this until next week, everyone agreed – 10/13/09
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, 1/13/09; Dean Myers discussed the Model Policy for PASSHE Universities for Responding to Allegations of Research Misconduct that he had sent to the Dean's Associate, Jim Lenze; he asked that Jim send this to the committee for discussion – 2/3/09; policy was sent to committee members and there was some discussion about the policy; Dean Myers will be meeting with the provost and Helen Kennedy on Friday, February 13, 2009 – 2/10/09; Dr. Myers announced that the provost was to meet with Peter Broad and the Research Committee to have them review the Research Misconduct Policy – 3/10/09; working on a paragraph to add to the Academic Integrity Policy – 3/17/09; Dr. Baumer wrote a paragraph to add to the Academic Integrity Policy; after some discussion this will be looked at in the future – 3/31/09; no discussion – 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09, 9/29/09, 10/13/09
4. ***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, 1/13/09, 2/3/09, 2/10/09, 3/10/09, 3/17/09, 3/31/09, 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09, 9/29/09, 10/13/09
5. ***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, 1/13/09, there is talk about forming a subcommittee from the UWUC and the UWGC, four or five people from each committee; volunteers were asked for to be part of this subcommittee; Dawn Woodland, Scott Moore, Jamie Martin, Jim Lenze and the two co-chairs volunteered- 2/3/09; there will be a meeting on Tuesday, February 17, 2009 immediately following the UWGC meeting – 2/10/09; no discussion – 3/10/09, 3/17/09, 3/31/09, 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09; distance education committee meeting bi-weekly to move this faster – 9/29/09; no discussion – 10/13/09

### **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, 1/13/09, 2/3/09, 2/10/09, 3/10/09, 3/17/09, 3/31/09, 4/7/09, 4/14/09, 9/1/09, 9/8/09, 9/22/09, 9/29/09, 10/13/09

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