The meeting was called to order at 3:00 pm by Niranjan Venkatraman.

I. Welcome, Announcements and Brief Remarks

A. Approval of the Minutes of the November 30, 2011 meeting — Niranjan Venkatraman.
Minutes were approved unanimously by all members present.

Moussa was not able to attend.

C. Dean’s Remarks — Ramona Mellott.
Dean Mellott reminded members to encourage students to apply for the GSG Travel Award, deadline February 27th. Students interested in GSG leadership are encouraged to speak with GSG and the Dean.

II. Curricular Changes

A. College of Engineering, Forestry, and Natural Sciences

1. Environmental Science and Policy, M.S.: Fall 2012 New Subplan, Subplan Reqmts-
Course(s) Added
   Environmental Science and Policy Emphasis
   Paleoenvironmental Sciences Emphasis

Scott Anderson explained that rather than offer two degrees, SESES wished to have two emphases within one Environmental Science and Policy master’s program. The motion was
approved by all members present.

a. ENV 520 Collaboration in Environmental Management: Fall 2012 New Course

Erik Nielsen explained that both ENV 520 and 640 (below) have been taught several times as topics courses. The two courses would now become part of the Master’s in Environmental Science and Policy curricula. The motion was approved by all present.

b. ENV 640 Ecological Assessment and Monitoring: Fall 2012 New Course

The motion was approved by all present.

c. QS 672 Quaternary Pollen Analysis: Fall 2012 Number, Prereqs, Subject

The M.S. Quaternary Science degree will be deleted (see below), but this course will become an elective within the Paleoenvironmental Science emphasis for the MS Environmental Science and Policy program at a level also available to strong senior students. The motion was approved by all present.

2. Quaternary Science, M.S.: Fall 2012 Delete Plan

Scott Anderson explained that the former QS curricula will become the base for the new Paleoenvironmental Science emphasis within the ESP program. The motion was approved by all present.

3. FOR 517 Dendroecology: Applied Tree-Ring Analysis: Fall 2012

Rich Hofstetter explained that the two-hour course caused students to require an additional one-hour class. The two-hour and one-hour courses were combined. Additional information and lecture hours were added to the existing class to raise it to three credits. The motion was approved by all present.

B. College of Health and Human Services

1. CSD 531 Language Disorders In Preschool Children: Fall 2012 Catalog Desr, Course Title, Prereqs

Anna Sosa spoke to both items B.1. and B.2. (below). As part of an ongoing reworking of curriculum and current faculty assignments, CSD divided information regarding children in different age groups more efficiently across two courses. The change in prerequisite language regarding “permission of the instructor” is at the request of the Graduate College for consistency. The motion was approved by all present.

2. CSD 541 Language Disorders In School-Age Children: Fall 2012 Catalog Desr, Course Title

The motion was approved by all present.

3. Nursing, M.S.: Fall 2012 Delete Plan

Barbara Tomlinson explained that in preparing for 2013 accreditation, Nursing has decided to delete the Nursing M.S., which has not been used recently, while retaining the Nursing Generalist and Family Nurse Practitioner tracks. The motion was approved by all members present.

4. Nursing-Education, M.S.: Fall 2012 Delete Plan
Both Barbara Tomlinson and Karen Plager addressed the motion. The Nursing Education track was developed to accommodate a special need. The need was met and demand is now low. The education courses will be kept, but the degree plan is no longer needed. The motion was approved by all members present.

III. Certificate Review

A. Professional Writing Certificate Program

The Professional Writing Certificate Program was reviewed by the UGC Review Subcommittee and the report was attached to the agenda for information purposes.

IV. Fast Track Approval Report

None.

V. Discussion Items

A. Bylaws and Policy Subcommittee—Ramona Mellott

1. UGC Bylaws Document
   The language is now revised as previously discussed. The motion was approved by all members present (22) which constitutes a 2/3 majority.

2. Admission and Unofficial Transcripts
   Joe Collentine proposed that “from the universities” is confusing and should be deleted. With this change, the motion was approved by all present.

3. Incomplete Grade
   The change in language was supported and the decision made to work with UCC for a catalog policy change. Eric Meeks suggested that “the one calendar year” be deleted. The motion to approve the resulting one-sentence change was approved with one abstention.

4. Awarding of a Graduate Certificate
   Because many students complete the certificate coursework and never file for graduation, graduation statistics are misrepresented. The Dean requested that members talk to their departments and vote on this proposal in next month’s meeting.

5. Faculty Pursuing Advanced Degrees
   UGC is generally supportive, but the language needs to be more precise. Dean Mellott will ask Dan Kain for revised language before resubmitting to UGC.

B. Ad Hoc Dissertation-Defense Subcommittee—Evie Garcia

1. Issues Document: Distributed to UGC during 2010-11 Academic Year
2. Academic Catalog Wording: Requirements for Theses and Dissertations
4. Dissertation Defense Scheduling Form
5. Dissertation Defense Reporting Form (to Graduate Dean)

Representatives were asked to review items with their departments, send suggestions and edits to Evie Garcia, and vote on items 2 and 3 at the next meeting. Development of alternative wording on item 2 was suggested to accommodate doctoral committee members for whom in-person attendance poses a hardship. A suggestion was made to obtain input from an assessment expert to strengthen the usefulness of the Dissertation Defense Reporting Form.

C. Role of the Review Subcommittee
1. Desired Detail of the Review Process
2. Student Petitions to Withdraw From Courses or Entire Terms After Grades Have Posted—Graduate Requirement for Faculty Input
   a. Petition to Drop a Class After the Deadline
   b. Petition to Withdraw From All Courses in a Term

Due to time constraints, these items were tabled until the next UGC meeting.

VI. Agenda Items for Next UGC Meeting

   A. Distinction Between 600- and 700-Level Courses

VII. Adjourn

A motion was made and seconded to adjourn the meeting at 4:55 p.m.