MINUTES
UNIVERSITY GRADUATE COMMITTEE
September 26, 2012

Members Present: Alan Lew (Geography, Planning and Recreation), Anna Sosa (Communication Sciences and Disorders), Aregai Tecle (Substitute, Politics and Intl Affairs), Barbara Tomlinson (Nursing), Brant Short (Applied Communication), Cassie Rivas (Graduate Student), Colleen Byron (MA in Administration), Emily D. Babcock (Physician Asst Studies), Greg Glau (English), Gretchen McAllister (Teaching and Learning), Joe Collentine (Modern Languages), John Masserini (Music), Karen McCoy (Ex-officio: Cline Library), Mary McClellan (Educational Psychology), Matthew Bowker (Forestry), Meghan Warren (Physical Therapy), Michael Amundson (History), Michael Costelloe (Criminal Justice), Niranjan Venkatraman (Engineering), Ramona Mellott (Ex-Officio-Graduate Dean), Richard Hofstetter (Forestry), Shelia Nair (Politics & International Affairs), Stephanie Hurst (Chemistry), Steve Hempleman (Biological Sciences), and Sumner Sydeman (Psychology).

Members Absent: April Judd (Math and Statistics), David Trilling (Physics & Astronomy), Gary Emanuel (Educational Leadership), Jennifer Kurth (Educational Specialties), Kathy Savage (Business Administration), Luis Fernandez (Sustainable Communities), Michelle Harris (Sociology), Paul Umhoefer (Substitute, Earth Sciences and Environmental Sustainability), Walter Vannette (Anthropology), and Y. Evie Garcia (Ex-Officio-Graduate College).

Guests: Annette Lawrence (SBS), Lisa Williams (CASA), Scott Galland (CASA)

Graduate College: Melissa Riggs and Erin Middlebrook

The meeting was called to order at 3:02 pm by John Masserini.

I. Welcome, Announcements and Brief Reports

   1. Approval of the Minutes of the August 29, 2012 meeting — John Masserini

     Minutes approved with one change by all present.

   2. Graduate Student Government Report — Cassie Rivas

     Cassie Rivas reported good attendance for the Town Hall Meeting on Academic Integrity, which GSG hopes to integrate with GTA training, and also for the GSG Annual Fall Picnic (100 + attendees). GSG is planning a values survey and asks that UGC members consider statements of values they would like to see measured. The GSG travel awards application period closes October 1.

   3. Dean’s Remarks — Ramona Mellott

     Dean Mellott reminded members of the Graduate Coordinator Orientation the following day, September 27, and highlighted workshops for later in the term, including Program Learning Outcomes and Assessment, and Financial Aid information for graduate coordinators.

II. Consent Items

None.

III. Action Items

   A. College of Education: Teaching and Learning

      1. ECI 687 Fall 2013 New Course

     Dr. Gretchen McAllister addressed the proposed new course, a modification to an existing course for master’s students. The national organization has a new reading endorsement; the new course helps students meet the requirement. The motion was approved with one abstention.

   B. Academic Affairs/Policy

      1. Dissertation Defense Guidelines
Discussion included the former statement on food at defenses, participation by speaker phone, and possible defense within the last week of the semester. Associate Dean Evie Garcia spoke on the Dissertation Defense Subcommittee’s rationale. The motion to accept the revised document with the addition of one clarification phrase for speaker-phone participation signifying “with Graduate College approval” was approved by all present. Dr. Masserini thanked the committee for their work.

2. Fast Track and Consent Agenda Revisions

Concerns discussed included:

- #6 regarding co-convening: suggested a clarification that UCC can adopt, but UGC maintains its own control and procedure.
- #12 regarding deletion of courses required or an elective within another program: Dr. Garcia pointed out that departments can delete a course from their program if they choose; the real issue in deleting a course is notification. Lisa Williams indicated that a pertinent query function within the new academic catalog will be available by the end of the semester. Possible solutions included listing on main agenda or consent items rather than Fast Track, adding a bi-annual check for this information to UGC policy, adding a procedure to move items back to the agenda from Fast Track or to otherwise pull them from Fast Track, adding language signifying “required or listed elective unless affected units submit a letter of support.” The final decision was to address in the Fast Track policy a method for UGC members to request review on whether an item would be required to go through regular curriculum channels. This Fast Track policy statement will be reviewed at the October UGC meeting.
- #11 regarding repeatable courses: do these go on Fast Track with no UGC discussion? Dr. Masserini noted that these proposals currently go through the unit, then to Dr. Garcia, who approves them before they come to UGC. Random calls leave no record; with Fast Track a record is generated.

The motion to accept with discussed clarification language on #6 and #12, and with the creation of a formal UGC policy for taking items off consent or Fast Track, was approved by all present.

3. Graduate Certificate Policy Change

After minimal discussion, the document was approved by all present.

IV. Informational Items

A. September 26, 2012 Fast Track Report

V. Adjourn
The meeting was adjourned at 3:53 p.m.