



## GRADUATE COUNCIL

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### Minutes of Meeting Held February 3, 2014 (for postponed meeting scheduled on 1/27/14)

*Present:* Dean Zhu, Professors Sridhar, Gatica, Plecnik, Chang, Regoeczi, Sotiropoulos, Rutar, Reinthal, Zingale, Kosteas, Thornton, Schultheiss

*Absent/Excused:* Professors Wang, Reed, Boboc, Monaghan, Bubenik, Resnick

*Guests:* Professors Brian Yusko (Education), James Marino (English), Sheila Patterson (Exercise Science)

Dean Zhu called the meeting to order at 3:05 p.m. He thanked everyone for understanding the postponement of the scheduled meeting date. Since the University had closed early because of bad weather, this meeting was able to be re-scheduled one week later. Dr. Zhu welcomed the new Council member, Dr. Angelin Chang (Music), who is the semester replacement for Dr. Eric Ziolk. Dr. Ziolk is on sabbatical.

**1. Approve Agenda** – The Agenda was approved as written

**2. Approve minutes from December 12, 2013 meeting** - The minutes were approved as written.

**3. New Business**

❖ Teacher Education, 4-3 revisions

- i. Dr. Yusko presented the proposal for 4 courses that had been returned to the department for more clarification of the reductions.
- ii. The reductions include removing a 30-hour field component, removing a weekly reflection and one text, and removing discussion board postings.
- iii. Dr. Zhu asked about cross-listing for EDL 503 & EDL 504. The proposal states these are not cross listed but the syllabi list 400-level courses. Dr. Yusko explained that the 400-level courses were on the books but never used since the state changed the rule for a reading endorsement. Reading Endorsements must be earned at the graduate level. The courses were never used.
- iv. A Council member questioned removing all but one chapter for reading in a certain book. Dr. Yusko explained that this was just one text for the course. There are other readings and other texts.
- v. **A motion was made to approve the 4-3 revisions for ECE 502, EDL 503, EDL 504 and ESE 530 in Teacher Education. The motion was approved unanimously.**

❖ English, 4-3 revisions

- i. Dr. Marino presented the revisions to the M.A., English Literature concentration and the M.A., Creative Writing concentration. These revisions are a result of the undergraduate cross listed courses for the electives being converted to 3 credits.
  - ii. Dr. Marino clarified a clerical change in the total number of credits listed. The listing is 32-34 total but through the choices of ENG 699 Thesis (4 or 5) and 500/600 level electives (12 or 13), the total credits will remain at 33 for the Literature concentration.
  - iii. For the Creative Writing concentration, the workshops are moving from 3 @ 4 credits to 4 @ 3 credits. The ENG 699 Thesis will be 4 credits and the total number of credits will remain at 33.
  - iv. It was recommended that the clerical change be made to the document before moving the proposal on. Dr. Kosteas suggested that the proposal go to UCC to keep the process moving and UCC will make sure that the change is made.
  - v. **A motion was made to approve the English proposal, which passed unanimously.**
- ❖ M.Ed. in Exercise Science, 4-3 revisions
- i. Dr. Patterson gave a brief overview of the changes due to a 4-3 reduction. The changes include: increasing the Practicum by one credit, adding 3 new electives, 2 changes in required courses (PED 572 Physiology of Aging, and either an ethics and health behavior or a law and policy course). Total credits will remain at 34.
  - ii. **A motion was made to approve the Exercise Science program revisions, which passed unanimously.**
  - iii. Dr. Gatica asked if anyone had talked to Engineering about their engineering class in biomechanics, given that PED 592 Principles of Biomechanics is a new course. Dr. Patterson said she will follow up with the instructor, Dr. Ken Sparks.
- ❖ History, 4-3 revisions
- i. The non-thesis and thesis tracks will stay at a total of 36 credits but because of the reduction in individual course credits from 4-3, the number of courses in the M.A. will increase.
  - ii. The program is increasing the number of 600-level courses.
  - iii. A Council member questioned the listing of ART 699 Thesis as 2 x 3 credits in the Art History track instead of a maximum of 6 credits. The History course is listed this way. Since this is an Art course, Dr. Sotiropoulos could not comment on this issue. The Art History track is mostly monitored by the Art department. It was suggested that UCC could clarify this issue and have the listing of ART 699 Thesis changed.
  - iv. **A motion was made to approve the History program revisions. The proposal was approved with one abstention.**
- ❖ Cross-listed courses
- i. The College of Graduate Studies has a document written in 2010 that suggests guidelines for expectations in the undergraduate versus the graduate syllabi of cross-listed courses.

- ii. Dr. Zhu suggested a discussion of how to move forward with the process of reviewing cross-listed courses since the course conversion is almost complete and the program conversion is well underway.
- iii. Dr. Zhu presented two items—1) is this guidelines document acceptable to Graduate Council and 2) should Graduate Council begin reviewing all cross-listed courses to see if they reflect the differentiation between levels? It should also be decided how the review would occur.
- iv. A Council member suggested a revision to the current document, eliminating repetition and removing the phrase “demonstrate **in writing** a more sophisticated understanding...” **In writing** is not applicable for all disciplines.
- v. A point was mentioned that in the case of some 400/500 cross-listed courses, the undergraduate course was created to allow undergraduates to take the course. Couldn't the 400 course be eliminated and just allow the undergraduates to take the graduate course since that is possible if the undergraduate meets certain criteria (GPA, number of hours, etc.).
- vi. Another Council member mentioned that in some departments the opposite is true—the undergraduate course is full but the graduate enrollment is low. Both can't be staffed individually because of a lack of faculty, particularly in smaller departments.
- vii. Dr. Zhu summarized the three reasons mentioned that cross-listings sometimes occur: 1) for undergraduates to take the courses as electives, 2) staffing issues, 3) low enrollment in one or the other courses. He added another reason—occasionally graduate students need a course as a prerequisite but are on a graduate assistantship contract and cannot take the course as an undergrad because the contract will only cover graduate courses. A Council member mentioned a possible fifth reason—500 level courses being used for 4+1 programs.
- viii. Dr. Zhu stated that the Provost is concerned about the large number of cross-listed courses and has asked Graduate Council to review them.
- ix. Dr. Zhu suggests a list be made of the reasons for cross-listings and as courses are reviewed, try to put them in one category or another. Cross-listing at more than one level needs to be especially reviewed. A Council member felt that if a procedure such as this is done, departments will just try to “fit into” the ‘correct’ category to keep the cross-listed courses. Other suggestions could include establishing limits to the number of cross-listed courses in a department or limiting the number of cross-listed courses a student could take.
- x. Cross-listing is also tied into the numbering of courses and the levels indicated by that numbering. A progression should be reflected in the material for 100-200-300-400 and 500-600-700-800 level courses. This is a topic UCC will be taking on in the near future. Introductory courses should be at the 100 or 500 levels, second year Master's students should be taking 600-level courses, and so on.
- xi. A Council member would like to see a reference that gives guidelines to setting course numbering.

- xii. Dr. Zhu sees two tasks for Graduate Council to take—1) once the policy language is agreed on, the existing cross-listed courses need to be reviewed to make sure they have the proper syllabi in place that highlight the requirements for differentiation on the syllabi, and 2) check the existing cross-listed courses for rationale and eliminate those that are across more than one level. In which order should these be accomplished?
- xiii. It was felt that policies/rules need to be established first but go hand-in-hand with the proper numbering of courses. This may be difficult in some disciplines because there is not a clear progression due to the breadth of subject matter.
- xv. Continued discussion items included community college credit transfers, enrollment numbers, declining faculty numbers.
- xvi. A Council member asked about short-term and long-term issues before Graduate Council. Dr. Zhu stated that the short-term issue is to have differentiation between undergraduate and graduate cross-listed courses listed on the syllabi. The guidelines memo was first issued in 2010. Council should clarify the language of the memo, making revisions, and re-distribute this memo. Then the long-term issue (after the conversion process) would be to review cross-listed syllabi to ensure that the differentiation is appropriate.
- xvii. There is also the issue of trimming down cross-listed courses before reviewing syllabi. And how would this ‘trimming’ occur? Since this process will probably not take place until Fall 2014, discussion can continue. But it was felt that a reminder to departments could be done this semester about the current policy and that further study will be given to cross-listed courses in the future.
- xviii. Dr. Zhu asked the Law representative, Professor John Plecnik, to review the policy document, making the changes suggested, eliminating duplication. Once the document is modified, it will come back to Council for language approval.

#### **4. Continuing Business**

- ❖ Doctoral hooding procedures
  - i. Those Council members at the previous Commencement did not feel that much time was saved with the new process of hooding the doctoral candidates in their seats, since they walked up onto the stage anyway.
  - ii. If the time issues are operational and/or logistical, Council feels that those issues can have a solution. Perhaps someone from the Registrar’s office or the Graduate College could prepare (unbutton, etc.) the hood and hand it to the hooder in the correct way so there would be no issue.
  - iii. Council members feel there are other areas to cut time (speeches, introductions, etc.)
  - iv. Dr. Schultheiss has spoken with the chair of the Faculty Senate University Graduation, Convocation and Assembly Committee who will confer with the Committee members for suggestions and get back to Dr. Schultheiss.

- v. A Commencement just for the Graduate College has also been a suggestion, or a ceremony once a year in May.
- vi. Besides the University Graduation, Convocation and Assembly Committee input, the College of Graduate Studies will be having a Graduate Program Directors' meeting and a Graduate Faculty meeting to solicit input.
- vii. A summary report will come to Graduate Council for approval and eventually be submitted to the President's Office.

## 5. Discussion Items

- ❖ A Council member in CLASS asked for clarification of the graduate faculty status guidelines. She is on the Faculty Affairs Committee in CLASS tasked with revising their College guidelines.
  - i. It was explained that the College guidelines can be *higher* or more stringent than the general College of Graduate Studies guidelines but they cannot be *lower*. The Graduate Studies guidelines are the minimum standards.
  - ii. Especially for CLASS, which is a College of diverse departments, it is important to list as many examples as possible of acceptable 'scholarly works' or 'creative activities.'
- ❖ A question was raised about those colleges who have not revised their College guidelines. How will their faculty going up for renewal be handled?
  - i. Dr. Zhu explained that those faculty will be given a one semester, temporary extension on status. Faculty do not need to re-apply later unless they have a new publication or something that could change the Level for which they are applying.
  - ii. Applications can be submitted now or in Fall 2014.

## 6. Graduate Council Representation & Standing Committees – Available reports

- a. Faculty Senate
  - There were a few confusing issues with the new degree, M.Ed. in the Education of Medical and Health Professionals due to mis-communication
  - The proposal will be on the next Faculty Senate Agenda
- b. University Admissions & Standards— Revised admissions standards for the M.Ed. in the Education of Medical & Health Professionals were approved
- c. College of Graduate Studies' Admissions & Standards – No report
- d. University Curriculum Committee – The conversion process continues.
- e. Graduate Faculty Review Committee – No report
- f. Petitions Committee – Approximately fifteen petitions were processed recently.
- g. Grade Dispute Committee – No report
- h. Program Review Committee – No report
- i. University Research Council – No report

**8. Next Meeting:** The next meeting will be Monday, February 24 @ 3:00 p.m. in PH 200.

**9. Adjournment:** The meeting adjourned at 4:45 p.m.