MINUTES
The Graduate Council
May 16, 2018
Johnson Hall Conference Room

Members Present: Lara Bovilsky, Ron Bramhall (ex officio), Shanka Chakraborty, Sierra Dawson (ex officio), Cecilia Enjuto Rangel, Erik Girvan, Sara Hodges (ex officio), Andy Karduna (ex officio), Alison Kwok, Seth Lewis, Nicholas Proudfoot, Jana Prikryl (ex officio), Aleesa Schlientz, Leslie Straka, Hailin Wang and Hong Yuan

Members Absent: Stephen Frost, Cameron Kay, Angie Whalen

Graduate School Staff in Attendance: Jered Nagel, Marcia Walker

The meeting was called to order at 3:30pm. The April 2018 minutes were approved as distributed.

Interim Dean Hodges thanked members who are cycling out for their service to the Graduate Council.

Old Business

Modifications to Doctorate of Education (DEd) program – Revisions to Proposal

Associate Professor Bovilsky moved to approve the modifications to the Doctorate of Education program. Associate Professor Enjuto Rangel seconded the motion. The Graduate Council voted to approve the modifications to the Doctorate of Education program with Assistant Professor Girvan abstaining.

New Business

American Psychological Association (APA) Internships and Final Term Enrollment

Interim Dean Hodges explained that students participating in APA internships who have completed their coursework and dissertations have been required to enroll in the term they plan to graduate, even though they are not taking courses or using any University services. The Graduate School has decreased the number of credits students are required to register for from three credits to one credit. After talking to the colleges involved and the Registrar, the Graduate Council has been asked to consider waiving the requirement that these students register for any credits in the term they are graduating.

After a brief discussion, Associate Professor Bovilsky moved to approve the removal of the requirement that APA internship students register for credit the term they graduate. Professor Kwok seconded the motion. The Graduate Council voted unanimously to approve the removal of the requirement that APA internship students register for credit the term they graduate.

Dean's Recommended Item – MBA Specializations Changes

Associate Professor Bovilsky moved to approve the MBA specialization changes. Professor Chakraborty seconded the motion. The Graduate Council voted unanimously to approve the MBA specialization changes.
Modifications to Asian Studies' Graduate Program

After a brief discussion, Associate Professor Bovilsky moved to approve the modifications to the Asian Studies' graduate program. Associate Professor Enjuto Rangel seconded the motion. The Graduate Council voted unanimously to approve the modifications to the Asian Studies graduate program.

Modifications to Add/Drop

Associate Vice Provost Bramhall distributed a handout with proposed academic deadline changes. The Undergraduate Council proposed to move to Saturday of week one the last day to drop a class without a “W” appearing on the transcript. He commented that they are hoping for a 2018 implementation.

Interim Dean Hodges commented that it is not good for students to have deadlines that occur on weekends.

Associate Professor Bovilsky moved to approve the document, striking the last sentence of the first paragraph. Associate Professor Proudfoot seconded the motion. The Graduate Council voted unanimously to approve the document, striking the last sentence of the first paragraph.

Mandatory Attendance Policies

Associate Vice Provost Bramhall explained the proposed Mandatory First Class Attendance Policy. Academic departments may designate courses (not individual sections) as “Mandatory First Class Attendance,” which required enrolled students to attend the first meeting of designated courses. Attendance will be taken at the first meeting of all courses with this designation. These courses are identified in the Class Schedule.

Enrolled students who do not attend the first session of these courses will be dropped from the course. Departments will report the students who do not attend the first session to the Registrar's Office by 5pm on the second day that the class meets, and the Registrar’s Office will drop the students from the course. The university refund schedule applies.

After the first session, students may add courses with the Mandatory First Class Attendance designation only with instructor approval. Instructors may deny course adds after the first class.

Students may request a waiver of the first class meeting policy for exceptional circumstances by contacting their instructor prior to the first class meeting. The instructor has the option to waive the requirement based on the reason provided by the student but is not required to do so.

Instructors who approve a late add or grant a waiver must allow students to make up any missed work.

Assistant Professor Girvan asked about the language of the policy which required the enrolled student to attend the first meeting of designated courses. After Graduate Council discussion, Associate Vice Provost Bramhall agreed to change the language to state “first official meeting” of designated courses.

Associate Professor Bovilsky moved to approve the Mandatory Attendance Policy with the language changed to “first official meeting.” Associate Professor Enjuto Rangel seconded the motion. The Graduate Council voted unanimously to approve the Mandatory Attendance Policy with the language changed to “first official meeting.”

New Graduate Certificate in Arts Management

Associate Professor Bovilsky asked about the 400/500 level courses and pointed out that only one includes graduate differential. She pointed out that assignments don’t seem up to graduate level coursework; e.g., one assignment is reading a newspaper. Associate Professor Bovilsky also didn’t find
much reading required in the new certificate course assignments. Professor Chakraborty referred to page four under the section Course Assignments which states "For each class, students should pick one quote from at least two (undergraduates only one) of the readings assigned that they find interesting and relevant for the main point of the article."

Senior Instructor Prikryl noted that none of the listed courses were on the UOCC agenda.

The following guests from the College of Design joined the Graduate Council meeting to discuss the new graduate certificate in Arts Management: Patricia Lambert, Professor of PPPM, Roxi Thoren, Associate Dean of Academic Affairs, and Linda Zimmer, Program Head of Interior Architecture.

Associate Professor Bovilsky told the guests that her main concern was that of the four core courses required, three are at the 400/500 level, and the differential between undergraduate and graduate work is not clear in all of these courses. She also expressed concern about the rigor of the courses; e.g., reading the newspaper and minimal writing.

Professor Lambert responded that the proposed certificate in Arts Management is a revised version of a longstanding degree in Arts Management, and these same courses have been in existence for a long period of time. Because of the restructuring, potentially there was a change in the course numbering system. Professor Lambert offered to have the course instructors provide course syllabi.

Associate Professor Bovilsky asked about the demographic proportion of undergraduate and graduate students in the courses. Professor Lambert stated that previously 50-100 applications per year were received and there was also crossover from other departments. Because of the realignment, it is difficult to predict what will happen in the future. Previously, in the four 400/500 level courses there were 10 to 15 graduate students. No undergraduate students would be advised to take these courses.

Associate Professor Bovilsky suggested that it be expressed in the proposal that no undergraduate students would be advised to take these courses.

Professor Lambert asked if the Graduate Council was requesting differentials for these courses. Associate Vice Provost Bramhall stated that it would be good to have it on the syllabi.

Professor Lambert told the Graduate Council that the College of Design would like to launch this Certificate by fall 2018.

Interim Dean Hodges asked if this was a stand-alone certificate. If it is a stand-alone certificate, there are additional considerations surrounding eligibility for financial aid. Professor Lambert responded that this certificate is parallel to a certificate in nonprofit management.

The guests then left the Graduate Council meeting, and the Graduate Council continued discussion.

Associate Professor Bovilsky discussed having the UOCC reexamine the courses listed in the new certificate proposal. Senior Instructor Prikryl pointed out that the UOCC doesn’t just look at new courses, it is also supposed to review current courses on a regular basis. She said that existing courses could go through the UOCC. It makes sense for undergraduate and graduate students to be held to different standards when taking the same course.

Associate Professor Proudfoot asked why this was coming to the Graduate Council so late if implementation is planned for fall 2018. Associate Vice Provost Bramhall suggested that the process required that the certificate be approved by the College of Design before coming before the Graduate Council.

Interim Dean Hodges pointed out that it is the rigor of the entire course of study for the certificate that concerns the Graduate Council, not course review.
The Graduate Council decided to table their decision and ask the proposers to revise the proposal to include differentials for 400/500 level courses included in the certificate. The UOCC needs to review the courses.

**Establish Departmental Status for the Existing Interior Architecture Program**

The Provost will make the final decision after review by relevant bodies, including the Graduate Council, to change the Interior Architecture from a program to a department.

Associate Professor Bovilsky asked about faculty staffing. Interim Dean Hodges asked if the proposal addressed dissertation committees. Professor Kwok responded that there is a new faculty in Interior Architecture this year who would serve on dissertation committees.

Assistant Professor Girvan noted that for future proposals brought before the Graduate Council, it should be made clear that consideration needs to be given to courses that may need to be approved or reviewed by the UOCC. This notice should be given to those who submit proposals, so UOCC review can be caught early in the process and not just when it comes to the Graduate Council. Associate Vice Provost Bramhall reported that Academic Affairs is now building an on-line process for submitting proposals. He will include UOCC review in the due diligence port.

The Council adjourned at 5:07pm.

Respectfully submitted,

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Shanka Chakraborty
Graduate Council Secretary