

School of Graduate Studies

Graduate Council Minutes

January 26, 2017

UC Indian Room

Members: Present: Gathman, presiding; Bertrand, Fonseca, Garner, Gause, Glackin, Grueneberg, Heischmidt, McFerron, Powell, Schmidt, Severtson, Sides, M. Timlin, and Wang.

Guests: None

1. **Minutes:** A motion to approve the minutes from November 17, 2016 was made by Bertrand/Glackin. Minutes were then approved by the council.

2. **Reports:**

a. **Interim Dean's Report:** No report

b. **Curriculum Committee:** No report

c. **Academic Standards:** No report

d. **Assessment Committee:** No report

3. **Action Items:**

a. **Master of Arts in Elementary Education**
(Program Revision)

b. **Master of Arts in Exceptional Child Education**
(Program Revision)

Dr. Jamie Severtson was present to discuss the program revisions for both Elementary Education and Exceptional Child Education. The program revisions are focused on addressing missing content to align with DESE requirements.

A motion to approve the program revisions for Elementary Education and Exceptional Child Education en masse was made by McFerron/Heischmidt. The council then moved for approval.

c. **College of Education**
(New Course Additions)

CP532 Introduction to the Counseling Profession

(Course Revisions)

CE610 Curriculum Methods and Program Management in Early Childhood

EL629 Integrating Children's Literature in the Curriculum

Dr. C.P. Gause was present to discuss the course addition for Educational Leadership and Counseling. Gathman noted there was no Undergraduate grading scale given even though the selected course level is "Mixed Undergrad/Graduate" and an

absence of additional expectations for graduate level students in the course. Dean Glackin asked about the tables with all fields completed with “N/A” in sections three, five, and six of the syllabus. Glackin stated a written explanation of relevance would be preferable and clarify the information. Dean Glackin also noted the information traditionally included in a labeled “Class Concerns” section was at the very end of the syllabus and unlabeled. Dr. Severtson noted the Cohn/Hastings reference in the bibliography did not have a date. Glackin made a statement regarding the inconsistent year/month formatting in the bibliography overall.

A motion to table the course addition, CP532, and return for significant revision was made by Schmidt/Bertrand. The course was tabled pending post-revision review by the council.

Related to the course revision of CE610, Dean Glackin stated the wording in the civility statement “as to respect” might make more sense and be more clear if it were “and to respect.” Glackin also noted that a clarification of “standard margins” should be made and the last two citations in the bibliography are incorrect. These two citations appear to have text that should be part of the URL following the link provided. Glackin pointed out that the links provided for these two citations are identical and should be corrected.

A motion to approve the course revision for CE610 (Elementary, Early & Special Education), with specified revision(s), was made by Bertrand/Schmidt. The council then moved for approval.

Related to the course revision of EL629, Gathman noted the course description from CART is not the same on CAD and syllabus. Gathman pointed out there is no “who to contact with questions” statement. Dean Glackin noted that section thirteen of the syllabus seems to be a repeat of section six. Glackin also pointed out an inconsistent use of bold font and punctuation throughout

A motion to approve the course revision for EL629 (Elementary, Early & Special Education), with specified revision(s), was made by Powell/Severtson. The council then moved for approval.

d. College of Liberal Arts

(New Course Additions)

AW852 Letterpress Printmaking

LI523 Studies in American Literature

(Course Revisions)

LI510 Literature and Culture

LI560 Chaucer

LI565 Southern Literature

LI568 19th Century American Literature

LI570 Twentieth-Century American Literature

LI571 Contemporary American Poetry

LI576 American Fiction of the 21st Century

LI578 Studies in Late British and Postcolonial Literature

No representative from the College of Liberal Arts with specific information related to these courses was present for discussion. Dr. Gathman noted that none of the new or revision courses have a separate grading scale for graduate level students except LI560 and LI571. Bertrand pointed out the catalog description of most courses is very lengthy and must be revised to meet number of character limits. A listing of the issues needing revision as discussed by the council follows:

- AW852
 - No “who to contact with problems” section/statement
 - States 96 hours, but totals do not match 96
 - Requisite courses not clarified as pre or co
 - No graduate grading scale (no “D”)
 - CART and syllabus do not match regarding course fee. A better explanation of supplies is necessary.
- LI523
 - No graduate grading scale (no “D”)
 - Catalog description too long
- LI510
 - Catalog description too long
 - States 45 hours but totals do not match
 - No graduate grading scale (no “D”)
- LI560
 - “Special Needs” section has odd wording. Should use link or standard wording to clarify.
 - Clarification of “syllabus subject to change” remark is needed.
- LI565
 - No additional requirements listed for graduate students.
 - Needs clarification of how paragraph related to graduate students translates to the grading.
 - No graduate grading scale (no “D”)
- LI568
 - No graduate grading scale (no “D”)
 - Formatting issues in course objectives
- LI570
 - No graduate grading scale (no “D”)
 - Course description in CAD and syllabus don’t match
 - Course description too long
 - SLOs don’t match
- LI571
 - Requisite courses not clarified as pre or co
 - No explanation of points and how they are related to grading scale
 - No additional requirements listed for graduate students
- LI576
 - No graduate grading scale (no “D”)
- LI578
 - No graduate grading scale (no “D”)
 - Requisite courses not clarified as pre or co

A motion to table all the course additions and course revisions for College of Liberal Arts and return for significant revision was made by Glackin/Schmidt. The courses were tabled pending post-revision review by the council.

**e. College of Science, Technology, and Agriculture
(New Course Additions)**

BI563 Experience in Biological Museum Curation

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BO659 Field Botany – Fall Flora

(Course Revisions)

BI634 Marine Ecology & Conservation

No representative from the College of Science, Technology, and Agriculture with specific information related to these courses was present for discussion. A motion was made by Severtson/Gause to consider new course additions BI563-BI565 collectively. The council then moved to consider the courses collectively. Gathman noted there is no syllabus provided and briefly explained none was provided because of the similarities to independent study. Gathman asked the council for input related to this and noted a syllabus provides much more information than simply a course schedule. Schmidt stated there is even less information included in the submission than submissions for an independent study and asked the question “How does the instructor deem you pass?”

A motion to table the course additions, BI563-BI565, and return for revision and submission of a syllabus was made by Gause/Severtson. The courses were tabled pending post-revision review by the council.

Related to new course addition, BO659, Schmidt noted the course descriptions on the CAD and syllabus don't match. Severtson added there is no course description reference at all on CART. Gathman stated a better explanation should be provided regarding what graduate level students are doing for the “collection” indicated in the materials. Schmidt pointed out the link in the “Academic Statement” section is outdated and should be revised

A motion to approve the course addition, with specified revision(s), was made by Severtson/Glackin. The council then moved for approval.

Related to the course revision of BI634, no significant points of discussion were noted.

A motion to approve the course revision was made by Severtson/Schmidt. The council then moved for approval.

4. Informational Items:

a. Harrison College of Business

BA521 Topics in Entrepreneurship – Course Number Change/Simple Revision

BA531 Imagination, Creativity & Innovation – Course Number/Title Change/Simple Revision
BA551 Managing & Growing New Ventures – Course Number Change/Simple Revision
BA561 Business Planning for New Ventures – Course Number Change/Simple Revision
BA581 Entrepreneurship Practicum – Course Number/Prerequisite Change/Simple Revision
QM530 Operations Analysis/Management – Course Termination

b. College of Education

EF590 Foundations of Curriculum Development – Course Termination
EF591 History of American Education – Course Termination
EF592 Philosophy of Education – Course Termination
EF596 Education in American Society – Course Termination

c. College of Liberal Arts

*4+1 Program - BS in Historic Preservation + MA in Public History: Historic Preservation
– New Accelerated Program*
AW852 Letter Press Printing – Temporary Course Addition

d. College of Science, Technology, and Agriculture

BO669 Field Botany – Spring Flora – Title Change/Prerequisite Change/Simple Revision

Dr. Gathman briefly reviewed the presented informational items that have been forwarded to the Office of the Registrar.

5. Recommendation for Graduate Faculty Status:

The following individuals were approved for Graduate Faculty Status:

1. Hannah Sanders	Art	Regular
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Meeting adjourned.

Next Graduate Council Meeting:

Thursday, February 23, 2017

8:30-10:00 a.m.

UC Indian Room
