MINUTES OF THE GRADUATE COUNCIL MEETING
November 20th, 2015
3:00pm, Beatty Center, Room 216

Members Attending: Félix Vásquez, Silvia Sabater Rodríguez, Martin Jones, Annalisa Calini, Susan Simonian, Carter Hudgins, Angela Cozart, Laura Turner, Jim Kindley, Tim Carens, Tim Callahan, Jo Ann Ewalt, Kristen Ashworth

Guests: Joshua Bloodworth, Nancy Muller, Godfrey Gibbison, Brian McGee, Anna Thomas, Robert Mignone

GSO Staff: Amy McCandless, Jon Hakkila, Susan Hallatt, Robyn Olejniczak, Michelle McGrew

I. Welcome and Introductions – Dean Amy McCandless, Chair of the Graduate Council, called the meeting to order at 3:04pm. She announced the November 20th alumni event at the Blacklock house, as the first event catered specifically for UCSC graduate alumni.

II. Approval of the Minutes – The minutes of the October 16, 2015 meeting were unanimously approved.

III. New Course Proposals and Changes – Jo Ann Ewalt, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs

Brian McGee, Provost, opened the discussion by asking for questions on the draft course numbering and syllabi policies. While the new policies focus around minimalism, faculty members still have to option to set stricter standards within their own programs.

Martin Jones referenced the new graduate faculty definitions and inquired if someone inside the college has a terminal degree, but is not on the tenure track, are they still a Type I Faculty member? Brian replied that person would be classified as roster senior faculty for Type I employment. Accepting Type II employment in your program, he added, would allow for additional flexibility.

M.A. English
A. Add Existing Course to Core Requirement (ENGL 650)
B. Delete Courses from Electives
   i. Total number decrease from 6 to 5 courses

Jo Ann Ewalt noted that the existing ENGL 650 course would now be a core requirement for the M.A. English program. The Faculty Committee on Graduate Education, Continuing Education and Special Programs recommended that this course be changed to a 500 level class due to the introductory content. While this
will reduce the total number of electives from 18 to 15 credit hours, the total number of degree hours will remain the same.

The Graduate Council unanimously approved this proposal with the amendment that ENGL 650 be renumbered ENG 511.

**M.S. Mathematics**

A. Program Name Change
   a. M.S Mathematics to M.S in Mathematical Sciences

B. Add New Emphasis
   a. Mathematics Concentration
   b. Statistics Concentration

C. Modify Admission Requirements

Martin Jones and Annalisa Calini, M.S. Mathematics Program Directors, proposed that changing the name of the program from M.S. Mathematics to M.S. Mathematical Sciences more accurately reflects the mission of the program. They were not adding new courses, but rather rearranging existing classes into relevant categories. Under the new program of study, all students would be required to take a set of core courses, then enroll in electives based on either a statistics or pure mathematics concentration.

Martin and Annalisa also proposed modifying the admission requirements to allow students with a greater variety of backgrounds gain admittance into the program. They insisted that by reaching a broader audience they would be able to respond to market needs and make USCS Mathematics graduates more viable for employment.

Jo Ann Ewalt emphasized the need to distinguish between program and course modification policies, as well as what constitutes as “substantive change.” The Faculty Committee on Graduate Education, Continuing Education and Special Programs has volunteered to examine similar policies at other academic institutions and create a series of guidelines for program directors. Robert Mignone suggested using Clemson’s curricular model as a reference.

**IV. Q & A Session – 7.6.9. Course Numbering and 7.6.10. Syllabi Policies**

Jo Ann Ewalt indicated that the university is going to have to define the differences between 500, 600, 700-level etc. courses in order to make course information clearer to students and easier for faculty to develop accurate learning outcomes.

Tim Carens, M.A. English Program Director, inquired if there was a schedule for changing the course numbering and if it would be applicable for the 2016-2017 Graduate Catalog. Brian McGee explained that the Office of the Registrar and the Office of Academic Affairs have discusses a simplified and expedited process
that if put into place, would allow course numbering modifications in time for the new catalog.

Divya Bhati, AVP for Institutional Effectiveness and Strategic Planning, emphasized that differentiating between undergraduate and graduate levels in cross-listed courses cannot happen without a standardized course numbering policy. Assessment requires that teachers need to provide evidence that students enrolled in cross-listed classes are still being taught at two different levels even though they are in the same classroom, therefore it is necessary to develop separate syllabi and learning outcomes. Currently the University of Charleston, SC has no official course numbering or cross-listing policy.

Robert Mignone asked if non-credit course were the same as a zero-credit course (zero-credit labs, internships or summer research). Brian McGee noted that they needed to develop an updated list of zero-credit and non-credit courses so they could accurately revise the policy. Jon Hakkila, Associate Dean of the Graduate School, added greater cross-institutional communication was necessary because inconsistencies were causing confusion amount students enrolled in the joint programs. For example, a current course at the University of Charleston, SC is listed at the 500-level while the same class at The Citadel is named a 600-level course. Brian McGee said it was unfair to the students to advertise courses in the catalog that have not been taught in three or four years.

John Peters, M.Ed. Science and Math for Teachers Program Director, asked about restrictions in regards to undergraduate students taking graduate-level courses. Amy McCandless stated that undergraduate students would be limited to only 500-level courses and count the course only once, either towards their current undergraduate degree or to a future graduate degree. The only exception would be for students in 4+1 programs.

Robert Mignone further clarified that students who choose for the credit to count towards their undergraduate degree will still have the class listed on their transcripts as a 500-level course, they simply will not receive additional graduate credit. He added that Ivy League institutions use this information as a graduate recruitment tool, not because the students will be awarded credit towards their graduate degree, but as an indicator they can handle the coursework.

Brian McGee stated current policy does not restrict undergraduates solely to 500-level courses, and that program directors need to question “under what conditions should an undergraduate be allowed to take a 600-level course?” Program directors would have the option to officially develop their own policies and restrictions fit for their own programs. Robyn Olejniczak, Director of Graduate Student Records, compared this to the university’s transfer credit policy; currently graduate programs may accept a maximum of 12 transfer credits, however program directors have the opportunity to establish further restrictions as they see fit. Brian McGee added that SACSCOC has been going
back and forth about creating restrictions on 4+1 programs, and he would inquire about current regulations at the SACSCOC annual conference the following week in Houston.

V. **Update from the Graduate Student Association** – Joshua Bloodworth, GSA President

Joshua Bloodworth presented at the most recent Board of Trustees meeting highlighted how the GSA is working to enhance typical graduate school experiences and increasing student diversity. The GSA was in the process of planning a networking opportunity for graduate students and local community members. Joshua also mentioned the GSA’s efforts in developing a health insurance policy for graduate students, maintaining it could also function as a recruitment tool for students looking at other graduate institutions.

Joshua ended his update by asking the program directors to develop ideas on how to reach out to more students and gain a greater presence on campus.

VI. **Q & A Session – Lowcountry Graduate Center** – Nancy Mueller, Director and Associate Dean of the Lowcountry Graduate Center

Nancy Muller explained that the Lowcountry Graduate Center does not have its own programs, confer degrees, own faculty or deal with curriculum development, however, it is a portal where students may access graduate programs of study without having to travel to the main campus of an institution for classes. Like the College of Charleston’s School of Professional Studies also housed on the North Campus, the LGC’s focus is entirely on full-time workers seeking part-time studies.

Nancy stated that the LGC has recently undertaken market research surveying employees among 8 – 10 employers to obtain detailed feedback of their interest in different areas of graduate engineering, including computer engineering and science, such as software development.

Susan Hallatt, the Director of Graduate Admissions inquired as to why the Lowcountry Graduate Center did not offer any doctoral programs. Nancy maintained that while they do receive a lot of inquiries, student demand in a former USC Ph.D. program outgrew faculty member availability.

VII. **Announcements, Updates and Reminders** – Amy McCandless, Dean of the Graduate School

Robyn Olejniczak presented a list of December 2015 graduates, which the program directors unanimously approved.
Martin Jones inquired about the university’s policy on online teaching and distance learning, in regards to students studying abroad and skyping in to take a class at UCSC. Brian McGee explained that when courses are approved, there is a set expectation on how the course content will be taught and how material will be delivered with quality; changes to these methods could not be taken lightly.

Jon Hakkila added that the Faculty Committee on Graduate Education, Continuing Education and Special Programs had been told last year that changing from physical to online learning methods without approval from an accrediting body violated assessment regulations. Divya Bhati explained that separate assessment methods had to be taken based on how you conduct a course.

VIII. **For the Good of the Order**

IX. **Adjournment** – Meeting was adjourned at 4:36pm.

*The next Graduate Council meeting will be held Friday, January 22nd 2016, 3:00pm in Beatty Room 216*