A. Call to order.

Chair Christine Finnan calls meeting to order 3:00 pm.

B. Review and approval of the minutes from the Monday February 20, 2017 meeting.

No corrections noted. Approved unanimously.

C. New Business

A. MFA – Add courses to electives

Bret Lott provides overview of proposal. Follow-up from last meeting with more clearly outlined documentation and courses to be added to additional concentration.

Christine Finnan: Do you have a vehicle for making sure that students do not take Special Topics courses with the same subject multiple times?

Bret Lott: Yes, through advising.

Motion to approve, David Hansen; seconded Ben Cox; approved unanimously.

B. MBA – MBAD 526 New course

Mark Witte introduces proposal; would like to make a previously-offered Special Topics course a required course.
Brian McGee: MBAD 525 is a pre-requisite course for this. Marketing communications courses are not unusual in communications programs – any consultation on offering it?
Mark Witte: Not at the present time.
Brian McGee would like to see some consultation before Graduate Council on Friday.

Typographical error in degree requirements listing. Should read “Complete three of the following courses for a total of 9 credit hours”. Also, incorrect start date on first page: should be Fall 2017.

Barbara Beckingham notes missing course-specific learning outcomes per the Policy on Syllabi.
Mark Witte: Notes that MBA is currently in the process of developing program-level learning outcomes. Brian McGee suggests approving with contingency of providing course-specific learning outcomes and that Graduate Council approves the proposal for the course with the defined outcomes.

Ben Cox motions to approve, David Hansen seconds; approved unanimously.

C. MBA – Admissions requirements

David Hansen notes overlap between proposals for admissions requirements for MBA and LALE. Committee will address them separately.

David Hansen: There is vagueness in the phrase “In general, applicants should submit..”. In practice, applicants would not need to submit anything.
Mark Witte: Would like to be able to admit without GRE and/or GMAT, if applicants have strong work experience. We did not come up with the phrasing “In general…”, but we are adopting language from Accounting.
Brian McGee asks a series of questions on exception possibilities as would be possible under the language proposed (e.g. for examinations of applications).
Mark Witte: Often student applicants would make a request to admissions and the graduate school, who then goes to the director of the program to accept an admissions exemption. Would like the MBA program to be lithe to accept students.
Robyn Olejniczak: It’s acceptable to waive the TOEFL, and there is a hard score requirement already posed by the graduate school.
Barbara Beckingham: Could define universal requirements, and a separate list of elastic requirements.
Brian McGee: Or we could have a “rare and exceptional circumstances waived by graduate program committee” clause – this would encourage prospective students to call and ask. Either of these approaches would provide transparency to applicants.
Alan Shao: I do receive a number of calls with these sorts of questions looking for flexibility for program admission for applicants with business experience. Difficult to make a comparison between business school and some other programs.
Christine Finnan: This would make for a good Graduate Council discussion.
Allan Shao: We have admissions criteria as a predictor of future performance. There are multiple ways to assess potential.
Mark Witte: It is important for our program and program rank to have test scores, so we do not make exceptions lightly.
David Hansen: Is the only requirement that wouldn’t be required all the time the standardized test score?
Mark Witte: Standardized test scores, and TOEFL.
Christine Finnan: We have never actually voted on admissions criteria changes in the past, although it is in our charge.
Brian McGee: In this year, approval of admissions criteria changes should go through this committee and graduate council, with notice to academic standards. In the future, could go through Faculty Senate as well.
Alan Shao and Brian McGee craft language to amend the proposal.
Brian McGee moves to amend the proposal by striking “in general”, capitalize “applicants”, and immediately following the TOEFL bullet state: “The MBA committee shall have the option to approve substitutions in submission requirements and shall approve exceptions to admission requirements in unique cases, subject to the review and determination of the Graduate Dean. Contact the MBA Director for further information.”

Brian McGee motions to amend, David Hansen seconds; unanimously approved amended language in admissions criteria proposal. Amended version of the proposal will be provided to the Graduate Council.

Brian McGee: Is the MBA program a cohort program?
Alan Shao: It is a cohort based program for full-time students pursuing a degree. Non-degree seeking international students could take courses on a one-semester basis.
Brian McGee: Suggest a continued conversation about the definition of a MBA program as a cohort program as it is described in the catalog.

Motion to approve proposal Ben Cox, seconded David; unanimously approved.

D. EDEL – Title, co-req, descrip, changes
Bob Perkins introduces: changing title for 3 courses, co-requisite changes and course descriptions for 2 other courses.

Barbara Beckingham: Is 695 a prerequisite for 614?
Robyn Olejniczak: 614 is a pre-req for 695 in the catalog.

Motion to approve, Barbara Beckingham, seconded Ben Cox; approved unanimously.

E. MAT and LALE – Add course to tech reqs
F. MAT – TEDU 536 new course

Bob Perkins introduces. This proposal is a re-submission from a previous proposal. The new course description and name change more perfectly represents what is offered in EDFS 692, and this is remaining on the books currently because there are students who are taking it and would apply it to their degree programs. The proposal adds flexibility for the technology course requirement for several programs.

Jon Hakkila: What’s the prerequisite?
Bob Perkins: There is no prerequisite for TEDU 536. EDFS 687 will not be a prerequisite like it is in EDFS 692. EDFS 692 will be offered one more time, this summer. Historically 687 was the intro to technology and 692 was advanced, but as M.Ed. is for existing teachers with certification and M.Ed. programs have reduced in number, 692 is not necessary and we include this content in the new course.

David Hansen: Why did you chose a 500-level number?
Bob Perkins: Because we’d like to cross-list with a 400-level undergraduate course.
Brian McGee: Will these courses be noted as cross-listed?
Bob Perkins: In the past, we’ve been informed to specify as “meets with”. MAT is similar to undergraduate pre-certification program.
Brian McGee: Can you take 436 if you’ve taken 526 previously? In any program, course, or registrar rules?
Bob Perkins: No, there would be no reason to take the same course twice. LALE is the only program where that could happen.
Christine Finnan: Is there a way to block a LALE student from taking 526 if they’ve already taken the undergraduate course?

Ben Cox: Another issue is when they take a similar course at another school.
Robyn Olejniczak: This is mostly a concern for a CofC undergraduate student pursuing a CofC graduate degree.
Christine Finnan: LALE could require 687 instead of 526.
Silvia Rodriguez Sabater: The objective to include this course was to have flexibility.
Bob Perkins: There are many “meets with” courses currently on record.
Brian McGee: Let’s consult with Mary Bergstrom on the explanation for “meets with” for MAT and have a special meeting of the committee on Friday at 2:30 pm at the Graduate School office.
Brian McGee moves to table discussion until this time, David Hansen seconds; unanimously approved.

G. LALE – Delete course from reqs

Silvia Rodriguez Sabater introduces proposal. There are no questions.
David Hansen motions to approve, Barbara Beckingham seconds; unanimously approved.

H. LALE – Admissions requirements

Silvia Rodriguez Sabater explains need for transparency and clarity in these updated admissions requirements language for the catalog.
David Hansen asks if any bachelors degree would be accepted. Silvia confirms, except in the case of the Spanish emphasis, which is specified in the language.
David Hansen and Robyn Olejniczak suggest starting first paragraph with “Applicants with a valid teaching license/certificate” to mirror the second paragraph that starts as “For applicants without a valid teaching license/certificate”.

Motion to approve with this amended language, Ben Cox; seconded, Christine Finnan; unanimously approved.

I. EDPA – Delete course from reqs

Laura Turner could not be in attendance, and Christine Finnan introduces proposal. There are no questions.
Motion to approve, Barbara Beckingham; Ben Cox seconds; unanimously approved.

J. MBIO – Elective reqs

Craig Plante introduces proposal to remove requirement for organismal course. Lynn Cherry suggested to remove language from the catalog description proposed that was advising in nature.
Jerry Mackeldon: Suggest a change to the proposal paperwork so the intended catalog entry is clear.
Robyn Olejniczak: The catalog currently states “Complete 7-8 hours of elective courses from the following. At least one of these courses must be organismal (denoted by *)”.

It is intended that everything that is currently written with strike-through text be included at the end of the MBIO entry as a “NOTE”.

Robyn Olejniczak: It could be a nuance of Acculog to automatically title certain bullets as “Notes” (e.g. transfer credit policy).

Jerry Mackeldon: In past, notes were under “degree requirements”. Now, this is a course-by-course heading that will not include notes.

Craig Plante: Reduce description of changes to “Remove requirements for organismal course”.

Motion to approve Ben Cox, David Hansen seconds; unanimously approved.

K. MTLA – Concentration changes

Christine Finnan describes the reintroduced proposal. To address Barbara Beckingham’s concern last meeting about substantial overlap between concentrations, Christine Finnan is planning to form a steering committee to formulate a future proposal to remove some gifted and talented courses that lead to overlap between concentrations. As currently written, the concentrations will be different although it is possible that they may differ by only 1 course.

Jerry Mackeldon notes a discrepancy in the introductory letter in comparison to the proposal body. Christine Finnan will follow up with Robyn Olejniczak with the correct list, although she thinks the actual forms are the correct listing.

Barbara Beckingham motions to approve, David Hansen seconds; unanimously approved.

L. EVSS/PUBA – Add and delete courses
M. EVSS – new course, delete course
N. PUBA – new course → permission to cross-list

Philip Jos introduces proposal. The existing 56 credit hour dual degree concurrent program needs to be extended to a 60 credit hour program. The new course will only be required for the concurrent students and will help integrate the programs, but it will be offered as an elective for the MES and MPA students.

Barbara Beckingham: Notes need to include that there will be some needed resources to support faculty salary for the 3-credit hour Graduate Core Seminar course.
Additional minor corrections needed: Delete EVSS 646 proposal needs to correctly identify the new course number as EVSS 611; typographical error says 604. Need graduate school grading scheme on syllabus for the Add New Course proposal for EVSS 611.

Motion to approve entire pack, Barbara Beckingham, David Hansen seconds; unanimously approved.

D. Old business
   A. Reminder: Curriculog training April 3 and 10, 3:00 – 4:30
   B. Motion to By-Laws for Consideration of a New Committee for Continuing Education and Special Programs -- report on Senate action!!!
   It passed!
   C. Progress of the Ad Hoc Committee on the Future of Graduate Education
   No time to discuss at this meeting.
   D. Update on policy ideas on “stacking”
No time to discuss at this meeting.

E. For the good of the order.

None.

F. Adjournment.

Meeting adjourned at 5:14 pm.

The next meeting will be held Monday April 24, 2017 in Beatty 301