

UNIVERSITY COUNCIL FOR GRADUATE STUDIES

MINUTES, Meeting 414

April 5, 2013

2:00 p.m., University Center River Room

PRESENT: L. Bennett (CAS), G. Emmert (CHEM), M. B. Mader (PHIL), J. Dhaliwal (FCBE), M. Logan (CCFA), B. McKeown (ART), T. Shiu (MUSIC), E. Rakow (CEHHS), J. Byford (ICL), L. Weiss (HSS), D. Hochstein (ENGINEERING), A. Curry (BIOMED), R. Meier (CIVL), D. Irwin (UNIV. COLLEGE), D. Gentry (SPH), J. Berman (FACULTY SENATE), N. Henry (GSA), B. Park (Library), K. Weddle-West (Graduate School),

ABSENT: W. Rushing (SOCI), J. Amis (MGMT), B. Kettinger (MIS), D. Wark (SCSD), G. Shiba (NURSING), J. Brownlee (Graduate School), L. Griggs (Graduate Admissions)

GUESTS: Provost Rudd, Barbara Mullins-Nelson, Courtney Orians, Donna Van Canneyt, Denise Ferebee, Judy Simon,

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K. Weddle-West opened the meeting at 2:07 p.m. when a quorum was attained.

414.2 – Announcements

**414.2.1:** K. Weddle-West introduced Provost Rudd to the council. Provost Rudd offered some words of welcome, thanking the council for having him at their meeting. He congratulated the council on the approval of the many Accelerated Bachelors/Masters degree programs, noting that such programs increase our marketability. He informed the council he will be back to attend other UCGS meetings in order to get the council's support regarding other issues that will help us market ourselves better. For instance, Provost Rudd plans to address the lack of healthcare available for graduate students. Before leaving, Provost Rudd encouraged the council to continue doing what we have been doing, by being creative and responsive in changing context.

**414.1:** J. Berman moved (2/B. Park) to approve the minutes from meeting #413, held March 1, 2013. The motion was carried by voice vote.

**414.2.2:** K. Weddle-West introduced Ms. Barbara Mullins-Nelson and Ms. Courtney Orians to the council. Ms. Mullins-Nelson and Ms. Orians presented the council with detailed information about the UMeet software. UMeet is the University's brand of Adobe Connect, which is a web conferencing service. As demonstrated by Ms. Orians, this

software enables easy online course delivery. The presentation was distributed to the council members for their review. K. Weddle-West urged the council to consider an online component as they develop new concentrations and certificates.

**414.2.3:** Donna Van Canneyt attended the meeting in order to inform the council about a change to the early course deletion policy. In order to comply with federal regulations the registrar's office is changing when students are deleted from a course. Previously students were deleted 10-12 days after the course began. Now the deletion of courses for non-payment will be done the night before the first day of the term. There will not be a reinstatement period for students. Instead they can do late registration to re-enroll. At the end of the late registration if they have not paid they will be deleted from the course, with a one week reinstatement period. Ms. Van Canneyt stated that faculty will not have to reissue permits to these students. She instructed the council to see the Registrar's website for the most succinct explanation of this policy change.

Next K. Weddle West introduced Ms. Denise Ferebee, who spoke to the council about the graduate certificate program in Information Assurance. Ms. Ferebee said that she is seeing a need to bring in more nontraditional students that are interested in cyber security. These students should be recruited to enroll in the Information Assurance certificate program. The certificate does not require a Master's degree in Computer Science. It would be beneficial to market this certificate outside of the Computer Science department in order to attract these nontraditional students. Ms. Ferebee informed the council that the demand for this program exists, we simply need to advertise it to bring students in.

**414.2.4:** K. Weddle-West asked the council to help inform new faculty members and graduate coordinators about Graduate School regulations, such as repetition of classes, academic probation, and a maximum of 2 "C's" applied to graduation. Please help new faculty and staff find where this information is located. Also make sure they are aware not only of the policies but of the proper chain of communication. Faculty with questions should ask the Graduate Coordinator then their Associate Dean. L. Weiss suggested the Graduate School better organize this information because it is not always easy to locate. K. Weddle-West assured him that we are always trying to improve the Graduate School website in order to deliver information clearly and efficiently.

**414.2.5:** K. Weddle-West reviewed the procedures for terminating a student. The council was given a draft of the language that will be placed in the catalog. Several revisions were made to the language articulating the procedures for termination. L. Weiss suggested the Graduate School pen another draft of these procedures before we move forward. The council agreed and will revisit this issue at our next meeting.

**414.2.6:** K. Weddle-West announced that the Architecture program is now accredited.

### 414.3 – New Business

**414.3.2:** K. Weddle-West informed the council that if approved, the Presidential Tuition Service Scholarship will be available for the fall 2013 semester. R. Meier moved (2/M. Logan) to approve the Presidential Tuition Service Scholarship. The vote was passed by voice vote. K. Weddle-West noted that she will be working with the Marketing department to get the scholarship marketed as soon as possible.

**414.3.1:** The council voted on the following policy change, "A minimum of nine (9) hours of content based courses is required for full time graduate student status and required to hold and maintain a Graduate Assistantship. Graduate students may not enroll in the "dummy/hallow course" to be considered full-time graduate students. However, the tuition and fees for Graduate Assistants who enroll in twelve (12) hours of content-based courses will be covered by central pool funds." The statement was revised to read, "A minimum of nine (9) hours of content based courses is required for full time graduate student status and required to hold and maintain a Graduate Assistantship. Graduate students may not enroll in the "dummy/hollow course" to be considered full-time graduate students. However, the tuition and fees for Graduate Assistants who enroll in **more than nine** hours of content-based courses will be covered by central pool funds." J. Berman moved (2/e. Rakow) to approve the revised statement. the motion was carried by voice vote.

**414.3.3:** The council voted on the University College's proposal for an accelerated Bachelors/Masters program in Liberal Studies. D. Irwin provided a brief description of the program. G. Emmert moved (2/L. Bennett) to approve the proposal. The motion was carried by voice vote.

**414.3.4:** the council voted on the University College's proposal for a Graduate Certificate program in Liberal Studies. E. Rakow moved (2/G. Emmert) to approve the proposal. The motion was carried by voice vote.

K. Weddle-West informed the council that we will discuss how to register for accelerated Bachelors/Masters programs at the next meeting.

In addition to the business on the agenda, K. Weddle-West addressed the issue of students failing to submit intent to graduate and candidacy forms on time. She proposed that the failure to submit the intent to graduate form or candidacy form by the deadline will result in a fee. The "late processing fee" would be \$300.00 - \$400.00 initially. If the forms are submitted more than two weeks late the fee increases to \$500.00 - \$600.00. The fee will continue to increase as time progresses. K. Weddle-West asked the council to consider this idea, which we will address again at our next meeting.

There being no further business to discuss the meeting was adjourned at 4:06 p.m.