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## University of Northern Iowa Graduate College Curriculum Committee Minutes, September 25, 2009

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# MINUTES OF GRADUATE COLLEGE CURRICULUM COMMITTEE

#018

September 25, 2009

Present: R. Boody, S. Coon, J. Fecik, J. Gerrath, W. Hoofnagle, J. Li, P. Mackay, J. Marshall, D. Wallace

Alternates: I. Alam/A. Mitra

Absent: M. Beall, B. Hawbaker, F. Thompson

Guests: H. Barnes, R. Feathertone, G. Gute, A. Hays, M. Licari, R. Martin, K. Sandstrom

The meeting was called to order by Chair Shoshanna Coon at 3:05 p.m. in Lang 115.

## I. Introduction and Announcements

Chair Coon welcomed all present, and members and guests introduced themselves.

## II. Approval of Minutes

Chair Coon asked members to review GCCC Minutes #017, September 18, 2009.

Marshall moved, Hoofnagle seconded to approve minutes.

Corrections to minutes were indicated as follows:

- Page 3, under Item V., A. Accounting, bullet Master of Accounting Degree (restatement of MAcc Degree), 1st sentence, correct "financial cots" to "financial **costs**".
- Page 5, under Item V., C. Management, 2nd last paragraph, correct "Motion carried and Department of Economics graduate curriculum was approved." to "Motion carried and Department of **Management** graduate curriculum was approved."

With no further corrections, question was called on motion to approve as amended. Motion carried and minutes were approved as amended. Wallace will also reflect these corrections in the GCCC Minutes dated September 18, 2009 which are uploaded to the UNI Curriculum Online website and viewed under the link "Committee Deliberations".

## III. Review of Curriculum Review Procedures

Chair Coon stated College curriculum packets would be reviewed by department as follows: Motion to approve the specified department, a second to that motion, discussion, and vote.

Chair Coon reminded members that discussion will be limited to evaluation of university-wide impact and compliance with curriculum policies and procedures.

Chair Coon stated she had been asked by University Registrar Patton to remind departments of university impact and resources as they propose courses.

[As an editorial note, the following are University Registrar Patton's comments excerpted from UCC Minutes September 16, 2009 as regards course proposals.]

[University Registrar Patton stated he would be posing the following two questions to **each** department as their curriculum proposals came forward for approval:

- 1) If changing the title, the description and the prerequisite for a course, how is that not a **new** course? A response similar to "we are updating to new content or technology" is

not likely expansive enough, since the course number and, therefore the graduation requirement, have not changed which causes the two versions of the course to be considered the same.

- 2) Do you have any required courses which have waiting lists, or all students desiring to register for a required course cannot do so because of limited seating? If so, explain how you can add a new course when you are not meeting the needs of students in required courses. Does adding this new course not further limit your ability to meet the demand in required courses?

University Registrar Patton stated that in the existing budgetary climate there is an expectation of zero balance between drop and added courses, and a need to be attentive to appropriately servicing our students in their progress toward degree. Patton stated that the above questions are ones in which the university will need to be able to legitimately respond to students, the Board of Regents, and the Higher Learning Commission (HLC) in the upcoming accreditation process.]

#### **IV. Review of College of Social and Behavioral Sciences Curriculum Packet (Graduate)**

Chair Coon asked Li to present the College of Social and Behavioral Sciences graduate curriculum packet.

Li moved, Gerrath seconded to approve the College of Social and Behavioral Sciences graduate curriculum packet. It was the consensus of members that there be a separate motion/vote to approve each department.

##### **A. Design, Textiles, Gerontology and Family Studies Department**

Li moved, Gerrath seconded to approve Design, Textiles, Gerontology and Family Studies Department graduate curriculum packet.

Li summarized pertinent graduate curriculum questions/issues within the Department of Design, Textiles, Gerontology and Family Studies curriculum packet, and motions, discussion, and voting was as follows:

- ▶ 31F:150g *Family Perspectives in Adulthood and Aging* (change title and description)
- ▶ 31F:157g *Family Life and Human Sexuality* (change title and description)
- ▶ 31F:162g *Issues in Family Policy* (change description and prerequisites)

Barnes indicated the changes were primarily due to updating the titles and description to match the evolving areas especially in the area of Family Studies.

It was questioned whether 31F:162g was changing prerequisites since there were no prerequisites listed. Barnes responded there were no changes to prerequisites for this course and should remain the same as listed in the current *2008-2010 Programs and Courses* catalog. D. Wallace will correct the abstract.

Question was called on the motion to approve. **Motion carried and Department of Design, Textiles, Gerontology and Family Studies graduate curriculum was approved.**

##### **B. History Department**

Li moved, Gerrath seconded to approve History Department graduate curriculum packet.

Li separated and summarized pertinent graduate curriculum questions/issues within the Department of History curriculum packet, and motions, discussion, and voting was as follows:

- ▶ 964:1xxg *Pre-Modern African History* (new course)

R. Martin stated this course has been offered three times under an experimental number so existing resources are already being used. Martin stated this course was accepted very well and will fit into the category of non-Western history courses.

- ▶ M.A. Major in History (addition of Accelerated Program)

R. Martin indicated the addition of this accelerated program would benefit top performing undergraduates and offer them an opportunity to earn a M.A. degree in a shorter time. Martin indicated these students must have a cumulative 3.50 GPA or above and potentially one to three students each year may choose this accelerated program.

J. Marshall questioned how the language stated in this accelerated program would be affected by the proposed revision to the "Graduate Credit as a Senior" policy.

R. Martin stated the Department of History would not be affected by this, since their proposal met the guidelines under the current "Graduate Credit as a Senior" policy. R. Martin questioned, however, whether the department could restrict a student to "12 hours in a semester or 6 hours in a summer session" since the current policy states "15 hours in a semester or 8 hours in a summer session".

Mackay responded a department can be more strict on load limits, but not less strict.

Coon questioned whether the computer could control the load limit of 12 hours for these students in this program. Mackay responded if the department gave her the names of those students in this program, the Registrar's Office could enter load limits for these students.

On a general note, Wallace inquired if the proposed revision to the "Graduate Credit as a Senior" policy did pass, if all affected programs would need to submit a restatement of their program with revised language or if this would be considered a "clean-up" matter based on a revised policy.

Coon stated, if the proposed revision to the "Graduate Credit as a Senior" policy did pass, she considered it to be more of a "clean-up" matter to change the language in the various programs to adhere to the revised policy. Coon stated it would be the University Curriculum Committee's decision, as to whether this should be handled as a "clean-up" matter or whether restatement forms need to be filed.

Members expressed no further questions/concerns regarding the addition of this accelerated program.

Question was called on the motion to approve. **Motion carried and Department of History graduate curriculum was approved.**

## C. Geography Department

Li moved, Gerrath seconded to approve Geography Department graduate curriculum packet.

Li summarized pertinent graduate curriculum questions/issues within the Department of Geography curriculum packet, and motions, discussion, and voting was as follows:

- ▶ 970:1xxg[155g] *Reconstructing Ice Age Environments* (new course)
- ▶ 970:1xxg[17xg] *GIS Applications: (Variable Topic)* (new course)
- ▶ 970:1xxg[185g] *Laboratory Methods in Environmental Geography* (new course)
- ▶ 970:116g *Geopolitics* (change title and description)
- ▶ 970:126g *Geography of Soils* (change title)
- ▶ 970:141g *Regional Geography* (change title)
- ▶ 970:151g *Historical Geography* (change title)

There were no representatives from the Department of Geography present at this meeting.

J. Marshall questioned whether the new course 970:1xxg *Laboratory Methods in Environmental Geography* was to replace the department's existing course 970:280, or whether the department intended to drop 970:280. Wallace responded, per discussion at UCC, the Geography Department confirmed they wished to retain 970:280 and the

intent of the new course 970:185g was to be able to also provide this course to undergraduate students as part of their undergraduate programs.

Relative to University Registrar Patton's questions regarding new/existing courses (as cited in Item III above, from UCC minutes), members questioned/discussed the new courses being proposed. In the absence of department representation, Wallace offered reference to discussion at UCC meeting 9/16/2009 and responses from department regarding these 100g-level courses.

In the discussion which followed, given the explanations and justifications included in the department's curriculum packet, members expressed no further concerns regarding the above proposed courses.

[GCCC secretary editorial note included in these GCCC minutes for informational purposes - following is discussion regarding the above courses, excerpted from UCC Minutes dated September 16, 2009:

**Response to Patton question #1 regarding changes to existing courses:**

Fogarty responded the only changes to 970:126g, 970:141g, and 970:151g are in title, while 970:116g is change in title and description. Fogarty indicated the title change for 970:126g to *Soils and Landscapes* provides more clarification of the course content; the title change for 970:141g to *Regional Geography: (Variable Topic)*, the title change for 970:151g to *Historical Geography (Variable Topic)*, and the title change for 970:116g to *Geopolitics: (Variable Topic)* would now reflect the indication of a variable topic in the title for the catalog which would then be consistent with how it is listed in the Schedule of Classes, and will also allow for better tracking based on topics. Fogarty indicated the change in description for 970:116g more clearly describes the course and the course content.

**Response to Patton question #2 regarding new courses:**

Pease responded the Geography Department is meeting existing demand. Pease indicated the GIS program can sometimes be problematic in the electives category and these additional new courses will relieve the pressure that is there. Pease indicated the new course 970:1xxg[155g] *Reconstructing Ice Age Environments* will be an important part in the restated *Environmental Systems* emphasis. The 970:1xxg[17xg] *GIS Applications: (Variable Topic)* will be important for sequence, and the courses alternate between a 4-semester cycle so the same electives are not offered each semester. The new 1-hour course 970:1xx[181] *Professional Seminar* is a direct result of the department's new assessment plan which calls for portfolios to be developed by all majors; the portfolio will not only assist in assessment but also provide a useful tool for students. The new course 970:1xxg[185g] *Laboratory Methods in Environmental Geography* is only new in the sense that instead of offering the content at the 200-level through 970:280, it can now be available to undergraduate students and be taken by students in the restated *Environmental Systems* emphasis.]

Question was called on the motion to approve. **Motion carried and Department of Geography graduate curriculum was approved.**

#### **D. Political Science Department**

Li moved, Gerrath seconded to approve Political Science Department graduate curriculum packet.

Li summarized pertinent graduate curriculum questions/issues within the Department of Political Science curriculum packet, and motions, discussion, and voting was as follows:

- ▶ 942:xxg[176g] *Topics in Public Policy* (new course)
- ▶ 942:1xxg[177g] *Political Psychology* (new course)
- ▶ 940:176g *Research Methods in Public Administration* (drop course)
- ▶ 942:166g *Political Parties and Interest Groups* (drop "g")
- ▶ 943:137g *Environmental Policy Making in a Comparative Perspective* (drop course)

Licari stated the department is requesting the "g" be dropped from 942:166 *Political Parties and Interest Groups* since the department no longer has a M.A. in Political Science major, and this course is not a component of any other graduate program. Licari indicated that with the "g" being dropped, course 942:166 can be offered to a wider

range of undergraduates (freshmen and sophomores) and will be an enhancement, not an impediment, for students' progress toward graduation. Licari stated courses 940:176g and 943:137g have not been offered for several years, will not be taught any time soon, and are not components of other programs.

Licari stated that while the department no longer has the M.A. in Political Science, the new courses 942:xxg[176g] *Topics in Public Policy* and 942:1xxg[177g] *Political Psychology* will be attractive to Master of Public Policy students and Psychology students. Licari indicated that although the department is adding four new courses (two of which are not 100g or graduate level), there are adequate resources. He stated 942:1xxg[176g] and 942:1xxg[177g] have been taught experimentally using current resources, the department is dropping three courses, and is replacing some of the courses that have been dropped in the past with courses that better match faculty and fit more closely with faculty resources.

Members expressed no further questions/concerns regarding the above courses. Question was called on the motion to approve. **Motion carried and Department of Political Science graduate curriculum was approved.**

## E. Psychology Department

Li moved, Gerrath seconded to approve Psychology Department graduate curriculum packet.

Li summarized pertinent graduate curriculum questions/issues within the Department of Psychology curriculum packet, and motions, discussion, and voting was as follows:

- ▶ Courses 400:106g, 400:125g, 400:150g, 400:151g, 400:153g, 400:154g, 400:163g
- There were no representative from the Department of Psychology present.

It was noted the only changes to these courses was the change in (semester) course offerings, some of which were changing to *Variable*. Wallace noted change in semester course offerings do not need to go through the curriculum process, and these course offerings changes typically go directly to Wallace for catalog purposes. However, as an informational note, Wallace indicated University Registrar Patton stated at the UCC meeting September 16, 2009 that maybe this change in course offerings practice needs to be re-evaluated since to some extent it could become a curricular issue when courses are being changed to *Variable* rather than a specific semester, as is the case with some of these courses, and students then can't predict when they can take a course. Wallace indicated the Psychology Department then responded to University Registrar Patton's question.

Members inquired how the department responded, and Wallace recapped the response from Acting Head Carolyn Hildebrandt per discussion at UCC September 16, 2009 (which is excerpted below for informational purposes).

[GCCC secretary editorial note included in these GCCC minutes for informational purposes - following discussion/response excerpted from UCC Minutes September 16, 2009 relative to this issue:

Patton questioned if a required course is indicated as *Variable*, and department can't tell when it is offered, then how can the department offer it at all. Patton indicated there is always the question to be asked as to whether a department may be offering too much, and you don't want to be in the situation where you have students who really wanted to take a course that is in the catalog but it was not offered during their progress toward graduation. Patton stated these are questions all departments need to be prepared to answer if asked by BOR and HLC.

Hildebrandt responded that currently the department is understaffed and the indication of *Variable* would allow more flexibility and not falsely advertise courses would be offered a specific semester when it would be difficult to do so. Hildebrandt stated it was difficult to get the rotation in courses when there is such a flux in staff. She stated the department always offers enough electives in the five categories to get students through to graduation. She also stated in the Psychology Department it is not unusual for students to contact/inform the instructor or department head if they are interested in a specific course being offered.]

In conclusion, members concurred it was very difficult for students to plan if there is no specific semester

designation for a course.

Question was called on the motion to approve. **Motion carried and the Department of Psychology graduate curriculum was approved.**

#### **F. Master of Public Policy**

Li moved, Gerrath seconded to approve Master of Public Policy graduate curriculum packet.

Li summarized pertinent graduate curriculum questions/issues within the Master of Public Policy curriculum packet, and motions, discussion, and voting was as follows:

- ▶ Accelerated Master of Public Policy Program (restatement of program)

Al Hays indicated this restatement arose out of conversations with Mackay in the Registrar's office and was initiated at the request of the Registrar's Office to clearly define in the catalog that the Accelerated MPP is a distinct subprogram with a different total hour requirement from the regular MPP. Hays indicated the Master of Public Policy graduate program and the Accelerated Master of Public Policy Program have a different distribution of requirements and this restatement provides clarification of work with the department. Hays indicated the program tightened down on specifying courses and also revised language to be more consistent with other departments on campus.

Hays stated the students who take the 12 hours preparatory courses as an undergraduate are required to perform graduate work in these courses, the instructor of the course is aware of what graduate work is required, and the instructor signs off that the student is doing graduate credit for the course. In turn, the student also signs a contract outlining all of these points so there is no question/problem as the student proceeds through the program. Hays explained if the student does the 12 hours of preparatory work as an undergraduate, he is then waived from these 12 hours when he is admitted to the MPP program, therefore needing to only complete the additional specified 33 hours. If a student does not do the accelerated program as an undergraduate, he will be required to complete the MPP program of 45 hours.

Coon inquired whether the revised policy for "Graduate Credit as a Senior", if passed, would affect the restatement of this accelerated program, and if there were any 2nd bachelors students who would be affected or if this pertained only to current UNI students in their first degree.

Hays responded the language used in this restatement coincides with current "Graduate Credit as a Senior" policy, and this pertains only to current UNI students in their first degree. He stated 2nd bachelor's students would not be affected by this program because students who have a 1st bachelors would take the path of graduate status.

Members expressed no further questions/concerns regarding this restatement.

Question was called on the motion to approve. **Motion carried and Public Policy graduate curriculum was approved.**

#### **G. Sociology, Anthropology, and Criminology Department**

Li moved, Gerrath seconded to approve Sociology, Anthropology, and Criminology graduate curriculum packet.

Li summarized pertinent graduate curriculum questions/issues within the Sociology, Anthropology, and Criminology curriculum packet, and motions, discussion, and voting was as follows:

- ▶ 990:1xxg[120g] *Immigration and Transnationalism* (new course; new crosslisting with 980:120g)
- ▶ 982:285 *Readings in Criminology* (new course using common course number :285)
- ▶ 982:240 *Proseminar in Criminology* (new course)
- ▶ 980:120g *Immigration and Transnationalism* (change description and prerequisites to include crosslisting)
- ▶ 980:135g *Social Inequality* (change description)
- ▶ 980:148g *Environmental Sociology* (drop course)
- ▶ 982:128g *The Sociology of Law* (change title)
- ▶ 982:175 *Theory and Criminal Justice* (change title and description)
- ▶ 982:181g *Seminar in Criminology* (change title)

Sandstrom responded the changes to existing courses 980:135g, 982:128g, 982:175, and 982:181g are to clarify for students the actual content of the course due to the flux in change, either with changing the title or the description, and also indicated the title change to 982:181g specifically designates to students that the course will be offered on a variety of topics.

Sandstrom stated 980:148g has not been offered in several semesters and is not part of any other program. He indicated it is a required course in the Environmental Studies minor but that minor is being dropped this curriculum cycle.

Sandstrom indicated the new course 990:1xxg[120g] is being created to crosslist with existing course 980:120g so that it can also be utilized as an elective for anthropology majors and minors. He indicated the new course 982:2xx *Proseminar in Criminology* is in response to graduate students who wanted a tool to better prepare them for professional challenges they can expect to face after completion of their master's degree.

- ▶ M.A. Major in Sociology (restatement of M.A. major)

Featherstone indicated this proposed restatement adjusts the course hours by two hours (from 37 to 39) by allowing two extra credit hours of electives. He explained this change results from a new teaching internship opportunity for graduate students through a partnership with Hawkeye Community College. To prepare students for teaching a Hawkeye course, they can take a 1-hour proseminar course on teaching and a 1-hour teaching practicum with a faculty member. The proposed change allows these two new credit hours to count towards graduation which, in turn, also allows financial assistance for graduate students.

Hoofnagle questioned whether students receive credit for teaching at Hawkeye Community College. Featherstone responded they do not.

Members expressed no further questions/concerns regarding this restatement.

- ▶ M.A. Major in Criminology (restatement of M.A. major)

Featherstone indicated the M.A. in Criminology is being restated to include the new *Proseminar in Criminology* course. He indicated the M.A. in Criminology is becoming more of a professional degree and through the addition of this proseminar course, students will learn how to market themselves better. Featherstone indicated currently the department connects students to certain agencies on a voluntary basis (i.e., D.O.T. and Iowa Corrections), but with the addition of this course the department will be able to do this in a more systematic way.

Coon noted electives are now increased to 6-9 hours bringing the potential total to 34 hours, which would still not seem to assist in the department's explanation that they would like students to be able to maintain full-time status for all semesters and 34 hours would still fall short of the 36 hours which would be four full-time semesters.

Featherstone responded the department's consensus was to enable these students to be full-time status through their first, second, and third semester, but not necessarily into their fourth semester.

Question was called on the motion to approve. **Motion carried and Sociology, Anthropology, and Criminology graduate curriculum was approved.**

Question was called on the motion to approve the College of Social and Behavioral Sciences graduate curriculum. Motion carried and the College of Social and Behavioral Sciences graduate curriculum packet was approved.

## V. Chair of GCCC

Coon announced that at the September 24 Graduate Council meeting, the Graduate Council approved the GCCC request to continue with current practice of the Associate Dean of the Graduate College serving as Chair of the GCCC at this time.

## VI. Change in Residency Requirements

Coon announced the Graduate Council approved a change in residency for all graduate programs, with the exception of Doctor of Industrial Technology, at their September 24, 2009 meeting. This residency change will be effective immediately. Members can refer to Graduate Council Minutes September 24 for details on this change.

## VII. Curricular Items **Tabled/Postponed/Pending/Deferred**

**(Originally discussed at September 18 meeting)**

### **Economics Department**

[Department graduate curriculum packet approved pending completion of a new form, approvals, and consultation with the library for new course 920:1xx[131g] *Sports Economics* and no outstanding objections. F. Abraham will report back to GCCC when completed.]

Chair Coon announced the next meeting will be Friday, **October 2, 3:15 p.m., Lang 115**, at which time the **College of Natural Sciences** graduate curriculum packet will be reviewed. Coon noted the change in time to 3:15 p.m. (rather than 3:00 p.m.) and indicated this would probably be the time for future GCCC meetings this semester.

Gerrath moved, Hoofnagle seconded to adjourn. Motion carried and meeting adjourned at 4:15 p.m.

Respectfully submitted,  
Diane Wallace, GCCC secretary

dmw

cc: GCCC and Alternates  
UCC and Alternates  
Guests