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MINUTES OF GRADUATE COLLEGE CURRICULUM COMMITTEE
October 4, 2013

Present: M. Boyd, S. Coon, J. Caswell, F. Fontana, P. MacKay, J. Marshall, J. Thorson, D. Wallace, L. Walsh

Alternates: M. Bauman/F. Thompson

Absent: K. Clopton/R. Boody, J. Zhang/T. Abebe

Meeting called to order by Chair Shoshanna Coon at 3:18 p.m. in Lang 115.

I. Introductions

Coon will send summaries (electronic and, if time, paper) of all curriculum proposals to the members of the GCCC prior to the October 11 meeting.

II. Scope of Duties

Coon provided verbal review of the outline given to all members present. Please see attached outline for responsibilities of the First Reader, Second Reader, other members of GCCC, and Chair.

Coon identified Diane Wallace from the Registrar's Office as the individual who will ascertain any conflict between the Undergraduate and Graduate Curriculums.

Wallace mentioned that any attachments regarding Consultations must be printed and brought to the GCCC meetings. LeepFrog does not yet accommodate that function; however, LeepFrog does provide a reference to all departments affected by changes. She is hopeful that the consult outcomes will be available through LeepFrog in the future.

Marshall indicated that Kate Martin and she receive electronic notice of all changes in curriculum so they are able to review for library needs.

GCCC members will be responsible to ask the college representatives whether they had conducted appropriate consultations with all impacted departments, Teacher Education Council as needed, Library and ascertain that there are no objections or unresolved issues and all signatures have been obtained.

Coon encouraged everyone to get answers to questions before the next GCCC meeting. This directive is mostly for the First Reader, but if you have big questions, contact Chair Coon for assistance.

Wallace informed the Committee that if anything in a proposal changes (other than a typo), the proposal must go back to the originator and move through entire process again. Wallace & Colleen Wagner will monitor and "roll back" any changes to the respective department. Marshall questioned whether this allowed enough time to move changes through in a timely manner. Coon indicated that the Faculty Senate meets in the Spring, so there should be time for the process to work; however, proposals must be through GCCC and the Graduate Council by the end of the Fall Semester.

III. Project Management Site

Coon demonstrated how to access the all curriculum documents in the LeapFrog (CourseLeaf) system. Users will need their CatID and Passphrase to access.

Program changes may be viewed at <https://nextcatalog.uni.edu/programadmin/>

By clicking on “Workflow”, the system will organize the data by that field. Scroll down to locate the proposals for GCCC review. This council is only responsible to review those listed in the GCCC Workflow. Should new proposals move to GCCC level, Coon will send a notice to everyone which will include a summary of the proposed changes.

Marshall asked about those Programs listed as “Deleted”. Coon explained that this means the entire major is being dropped. Fontana asked if GCCC makes the decision whether a major can be dropped. Coon explained that GCCC function is to confirm that all involved departments are notified.

Coon explained that anything in green type is something new and anything in red type and marked out is something being removed. Wallace explained that the red markings could be something as simple as fixing a typo. LeapFrog identifies anything changed in red type.

Coon demonstrated that by clicking on the course number hyperlink, you will be directed to the current course description.

Course changes may be viewed at <https://nextcatalog.uni.edu/courseadmin/>

Again, by clicking on “Workflow,” the data will be organized by that field. Coon mentioned that there are many changes at GCCC level, but this includes all courses with any change, including but not limited to: title changes, added courses, dropped courses, description changes, etc. Coon explained that by entering the department code followed by an asterisk, the information will search out that specific department. (ie: EDPSYCH* will find all EDPSYCH courses)

Fontana inquired about the undergraduate courses listed at GCCC level. Coon explained that any course being offered for both undergraduate and graduate credit must be reviewed for any graduate issues.

IV. Calendar Proposal

Coon provided attendees with the proposed Fall 2013 GCCC Schedule of Activities and Assignments. Second readers are needed for most areas and Coon asked for volunteers. Boyd volunteered to be Second Reader for CHAS Sciences departments. Other areas still waiting for volunteers.

Coon asked GCCC members to designate an alternate if unable to attend scheduled meetings. Since there are 8 voting members, there must be 5 present to provide a quorum.

V. Closing

Wallace advised GCCC members to contact her if they have difficulty accessing the LeapFrog system.

Meeting was adjourned at 4:20 p.m.

Respectfully Submitted,
Joy Thorson, GCCC Secretary