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University of Northern Iowa Graduate College Curriculum Committee Minutes, October 4, 2013

University of Northern Iowa. Graduate College Curriculum Committee.

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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 <u>anything</u> 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 LeepFrog (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. LeepFrog 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 LeepFrog system.

Meeting was adjourned at 4:20 p.m.

Respectfully Submitted,
Joy Thorson, GCCC Secretary