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## University of Northern Iowa Graduate Council Minutes, November 14, 2013

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# UNI Graduate Council Minutes #1030

## The Graduate Council

UNI Graduate Council Minutes No. 1030

November 14, 2013

Present: Calderon, Caswell, Christ, Clayton, Coon, Davis (for Czarnecki), Fontana, Milambiling, Muhayimana, Nesbit, Ostapyuk (for Noh), Pohl, Schmitz, Stokes

Absent: Licari, Ogbondah

Guests: Joy Thorson, Diane Wallace

The meeting was called to order by Chair Clayton. Motion by Christ to approve the minutes of the October 24, 2013 meeting; seconded by Caswell. Motion approved.

Graduate College Reports - On behalf of Licari, Coon reported that at yesterday's Graduate Student Advisory Board (GSAB) meeting, one of the topics of discussion was the board members' experience with the former 100g-level courses, currently the 3000-, 4000/5000-level courses. Coon said that uniformly, the answer was not good. She noted that Licari had previously decided that there would be a campus conversations starting regarding the 5000-level courses and how to better handle them. These conversations will be organized and initiated through Susan Hill and the Center for Excellence in Teaching and Learning.

The new admissions process was the other topic of discussion at the GSAB meeting. Tom Reburn with the Office of Admissions gave an overview of the new process to address any questions and hear suggestions for the process as it goes all electronic. Coon thought the GSAB members appreciated hearing about the new process, because at a previous meeting board members had mentioned that there some confusion with where to find all the information about what was needed in order to apply.

Licari has been asked by President Ruud whether or not there should be a separate graduate student commencement ceremony in December, as is done in May. Licari wanted to get the Council's thoughts. It was mentioned that depending on the numbers, the ceremony could take place in a smaller location such as the GBPAC. Responses from Council members included the thought that having separate ceremonies was causing poor turn out by faculty at commencement. After the issue was first discussed a number of years ago, graduate students actually preferred having their own ceremony. However, faculty who attend commencement would rather have fewer ceremonies. There was a comment that related to spring commencement there is an issue because there is the graduate ceremony is on Friday night and then two undergraduate ceremonies on Saturday. In December, the question arose as to whether the graduate ceremony should be on Friday night or Saturday and would it be better to have both on either Friday night or Saturday. Schwieger said she would check with the GBPAC regarding availability for a possible Saturday commencement

ceremony in December 2015. The issue of space constraints for combined ceremonies was briefly discussed after which Clayton encouraged Council members to mention to their students and colleagues before the next meeting to see if they have any input that would be helpful.

Coon asked everyone to encourage their graduate students to get registered for Spring 2014. She also asked everyone to encourage their departmental PAF preparers to start the graduate assistant PAFs, especially since there is such a tight turnaround time.

Coon said that the PDA reports have been submitted to the Board of Regents; 19 faculty members were recommended for PDA.

Schwieger reported that promotion of the 7<sup>th</sup> Annual Graduate Student Symposium is underway. Registration for the April 1, 2014 event opened two months early to give students more time to consider the opportunity. She will be visiting classes to make a short presentation regarding the Symposium. Professional development workshops for the Fall semester concluded yesterday with the Make the Most of a Professional Conference workshop, presented by Graduate College graduate assistants Anthony Roth and RaeAnn Swanson. Schweiger noted that five of the nine students in attendance were undergraduate students. She will e-mail asking for advice from faculty on how to better market to graduate students. The Graduate College display case has been updated with outstanding alumni photos and information that will be rotated throughout the year. Faculty have been e-mailed asking for names of those alumni they feel would be appropriate. Schweiger will then follow-up with a few questions about the experience at UNI and request a photo.

Chair of Graduate Faculty Report – Pohl reported that Kevin Finn's brown bag presentation was well attended and overall brown bag attendance is growing. The next brown bag entitled "The Digital Turn," will take place on Monday, November 18 at Noon in the Presidential Room, Maucker Union. Clayton added that there has been a good turnout of students as well as faculty at the brown bags.

#### New Business

Clayton was contacted just prior to the meeting regarding a Graduate Council representative to serve on the award committee for the Regent's Award for Faculty Excellence. Having served on the committee, Pohl gave an overview of the responsibilities. The Council agreed that Nesbit would serve as the Graduate College's representative. Clayton thanked Nesbit for her willingness to serve.

#### Discussion and approval of a partial curriculum packet from CHAS

Department of Communication Studies – Coon stated that related to its degree statements, Communication Studies eliminated some number duplication in Mass Communication course requirements; no change in requirements. Three courses were dropped and there were title changes and descriptions in various other courses. The most major course change was to *Specialized Reporting*, which was a 100g/5000-level course; the 5000 was dropped and the course was given a specific topic given.

Motion by Christ to approve the curriculum packet for the Department of Communication Studies; seconded by Caswell. Motion approved.

Earth Science – There were only course changes for Earth Science, as they do not have a graduate program. There were mainly description and prerequisite changes. One course moved from 3 to 4 credits and did not have any other impact since they were courses mainly for Earth Science majors.

Motion by Pohl to approve the curriculum packet for the Department of Earth Science; seconded by Calderon. Motion approved.

School of Music – Almost all of the School of Music changes were textual changes to their degree statements which Coon reviewed. In addition, individual sections were changed to individual courses in order to work with the Advisement Report. What used to be individual sections of one course are now three different courses. Related to the performance degree, the text related to the foreign language requirement was updated to indicate that the requirement should be satisfied before starting the degree and if it had not been, it would need to be completed at UNI. Languages and Literatures had been consulted about this change.

Motion by Fontana to approve the curriculum packet for the School of Music; seconded by Pohl. Motion approved.

Physics – There is a new course *Project Lead the Way, Digital Electronics* that is cross-listed with Technology. It is a course taught to teachers who will then teach the course in their high schools. The other changes were changes to course descriptions.

Motion by Fontana to approve the curriculum packet for the Department of Physics; seconded by Caswell. Motion approved.

Philosophy & World Religions – Clayton said that many of the courses are dropping the graduate component of the course and the Council would want to be very mindful of any potential impact on graduate students. There was a question regarding what prompted the department to make the changes and it was noted that the department was on the restructure list. Coon pointed out that one of the goals of the department is to get students into their courses earlier. She also told Council members that Women's and Gender Studies was contacted about these changes since WGS students take some of the Philosophy and World Religions courses. Clayton said that it appeared that the graduate students that could be impacted have been considered and the programs involved have been consulted and are in agreement with the changes. Coon confirmed that "Studies" or "Readings" can still be offered, although Coon expressed that she would like to get away from students sitting in an undergraduate course and calling it a "Studies" or a "Readings." In response to a question related to the effect these changes would have on graduate faculty, Coon responded that there would be no change; the graduate faculty that taught courses are still graduate faculty and can teach graduate-level courses. One impact of the change in level of PHIL/RELS 3540 was the un-

crosslisting with MGMT 3974/5974. Management did not object to the lack of cross listing. There was a question regarding the title since it had been the same for all of the cross-listed courses. Jerry Soneson and Mary Connerley discussed the issue and the title of the Management course was changed to *Business, Ethics and Society*. Coon concluded by saying that the GCCC spent a significant amount of time with the Philosophy and World Religions representatives making sure that all the implications of the changes were thought through.

Motion by Fontana to approve the curriculum packet for the Department of Philosophy & World Religions; seconded by Milambiling. Motion approved.

#### Discussion and Vote on Proposal for a New Course Number for Co-op / Internship

Coon distributed a proposal for a UNIV 51CI Co-op/Internship transcript notation for the Council's review, as well as a Co-operative Education/Internship Agreement provided by Career Services. Coon explained that most of the time the internship is taken for zero credit, but students can request to take it for credit. Those who typically take it for credit usually do not have internship hours in their major. The notation on the transcript is just that the student completed an internship and international students must actually be registered in either their own program's internship number or the proposed number in order to be eligible to work off campus. Currently there is only an undergraduate internship number. Once the co-op office gets the internship set up for a graduate student, there is the additional step of submitting a student request to request registration in the undergraduate course to get enrolled. Coon added that the co-op internship could do this for graduate students if there were a graduate course number. Coon reviewed the requirements of the internships and the follow-up that is required by the students. She referred to the agreement form she provided previously and noted the suggested changes that would need to be made for a graduate student form, primarily requiring the signature of both the program coordinator and the advisor. Clayton said that the main concern she would have would be that a student would sign up or would be signed up for the wrong internship. Christ responded that most of her program's students complete internships and their experience with Career Services is that they do a wonderful job. Sometimes students find their own internships and they work with Career Services from there.

Motion by Pohl to approve course number UNIV 51CI for Co-op/Internship credit; seconded by Christ. Motion approved.

An additional topic presented for the Council's consideration was related to the Camp Adventure Youth Services Program. Coon gave a brief overview of the program which usually takes place during the summer in various locations in the United States and throughout the world. The courses the students are enrolled in are through Continuing Education and the students receive an enrollment of 12 credits. Part of the credit is received if the student completes the experience and the majority of the credit is received if they complete the required follow-up work by a designated date. Courses are taken credit/no credit only for a fee of approximately \$325 for 12 credits. Coon noted that although the history is unclear, it has been the case since before Coon was associate dean that Camp Adventure course credit could not apply to graduate

degrees. The question Coon asked the Council to consider is whether or not the courses should apply toward graduate degrees. There would then be an official record of the Council's decision that would then be recorded in the catalog and the Graduate Council minutes. In response to a question about the number of courses to be counted for graduate credit and whether it would be just LYHS students who would use them, Coon responded that occasionally she has had requests to use courses as electives on other graduate degrees.

Coon asked that the Council consider this issue for another meeting and added that it would be important for Camp Adventure to have representation at the meeting in order to address any questions or concerns. Clayton encouraged Council members to consult with their colleagues who are involved in these programs and then share feedback. Clayton clarified that if the decision is made to allow some or all of these credits to apply to a graduate degree, they could count for any graduate student. Clayton noted that this issue would be on the agenda for a future meeting.

The meeting adjourned at 4:47 p.m.

The next meeting is scheduled to take place on Thursday, December 12, 2013 at 3:30 p.m. in Lang 115.

Respectfully submitted,

Cheryl Nedrow  
Secretary