

2-24-2011

## University of Northern Iowa Graduate Council Minutes, February 24, 2011

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### Recommended Citation

University of Northern Iowa. Graduate Council., "University of Northern Iowa Graduate Council Minutes, February 24, 2011" (2011). *Documents - Graduate Council*. 80.

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# UNI Graduate Council Minutes #1000

## The Graduate Council

UNI Graduate Council Minutes No. 1000

February 24, 2011

Clayton, Coon, Coulter (for Hood), Etscheidt, Hays, Husband, Iqbal (for Czarnetzki), Licari, Schuchart, Waldron, Wartick (for Bauman)

The meeting was called to order by Clayton. Motion by Etscheidt to approve the minutes of the February 10, 2011 meeting; seconded by Hays. Motion approved.

Licari asked for patience regarding offers for assistantships and scholarships since he is currently in the dark about the amount of funds that will be available. Faculty salary information will not be available until March 15, as negotiations have gone to arbitration. The cabinet will then decide whether to increase stipends. He said he does not know if funds for stipends will go up and they could possibly go down. A tuition increase will not be approved until the March Board of Regents meeting, so tuition scholarships were allocated conservatively. Licari noted that he would be sending an e-mail regarding stipends and scholarships and added that he would not be taking any funds away unless he absolutely had to. He concluded by saying he understands that making offers to students is a recruiting issue and the lack of information is a problem.

Licari mentioned that the Graduate Student Research Symposium is coming up starting on April 11. Students need to submit their application to participate by March 7. He asked that students be encouraged to participate and added that not only is the symposium an opportunity for students to professionalize themselves, but it allows others to benefit from their work.

Regarding the new SIS, Coon gave an update related to the upcoming informational meetings. She said that everyone at the meetings would be provided with a printout of the degree audit for their program to proof and make changes to. The meeting will explain the overall structure of the degree audit and the programming that has been done. A question was asked about who should attend the meeting. Coon responded that anyone who routinely looks at the program of study would want to attend.

Waldron informed the Council that the Brown Bag held on February 22, was interesting and useful for everyone who attended. She added that there is another Brown Bag coming up in March.

### **Graduate Education Strategic Plan**

Waldron stated that she had received e-mails from graduate faculty, staff and students with comments related to the current draft of the Graduate Education Strategic Plan. Licari mentioned that he had a good conversation with Provost Gibson regarding the draft and they talked about the parallel with the university strategic plan.

Waldron said that down the road she would like to see the Council endorse the plan. Clayton added that the ultimate goal would be to present the plan at the Graduate Faculty meeting on April 21.

Related to Goal 1 of the strategic plan draft, a question was raised regarding how low quality programs would be dealt with. Licari noted that low quality programs would be acknowledged and there would be consequences. It was suggested that an objective to monitor program quality be added to Goal 1, which raised a question regarding how quality would be measured, as well as how Objective 1 would be implemented. Licari responded that in previous discussions, it was decided that rather than wrapping everything into the strategic plan, implementation would be a separate issue. After additional discussion, it was noted that next year there would be decisions about how to accomplish the goals that could possibly result in more than one document. Waldron pointed out that it is important that it is clear that implementation steps will be part of the process.

Clayton added that these ideas would be something the Council could keep in mind for a future action plan and that you wouldn't want to be too prescriptive in this document, as there are various ways to achieve goals.

Hays mentioned that Goal 2, Objective 1 ties in with Goal 4, Objective 1 and added that a case needs to be developed regarding how graduate education fits in with a comprehensive university. A note was also made that it is important to be responsive to professional development needs; students need them, the state needs them and we don't just go with fads. Wartick said that there should also be a goal and objective for support of graduate faculty research, such as summer research fellowships and PDA's. Possible wording would be "Support and provide opportunities for graduate faculty to enhance knowledge in their areas of expertise." It was also suggested that draft action steps for objectives, as well as assessment be included in the strategic plan. Waldron asked that wordsmithing, especially related to Goal 2, be sent to Clayton and work would begin in order to have more clear and concise wording, as well as identify overlapping and unneeded objectives.

Licari thanked Waldron for her leadership related to the strategic plan committee and also thanked Coon, Clayton, Etscheidt, Hays and Pohl for their work. Waldron informed the Council that the Committee would bring a revised draft for the Council's review and that any suggested changes should be sent to Clayton by Thursday, March 3. Clayton thanked everyone for their comments and suggestions.

### **Catalog changes to culminating project language**

Related to the catalog items on the agenda, Clayton said that the current catalog language does not reflect the diversity of graduate projects. Coon informed everyone that instead of the current umbrella language of Thesis and Research Paper, the new SIS allows for changes in wording, allowing for more descriptive language on student transcripts. The proposed is that a thesis plan can be fulfilled with a Thesis, Creative Thesis, or Recital. The Non-Thesis Plan can be fulfilled with a Research Paper, Project with report, or Internship with report. Regarding a Creative Thesis, she said that this could be a collection of short stories or poems in the English department, an art exhibit or a play and that creative works are generally in thesis form. Coon brought examples of thesis abstracts for recitals for the Council's information. A brief conversation took place regarding where these documents should be filed.

Proposed changes to the Graduation Requirement section of the Master's Degree Programs in the catalog for Thesis Plan and Non-Thesis Plan students were reviewed and discussed.

Motion made by Etscheidt that the proposed changes be adopted; seconded by Husband. Motion passed.

Regarding proposed changes to catalog language related to comprehensive examinations required by some graduate programs – Motion made by Hays to accept the changes; seconded by Etscheidt. Motion passed.

The approved catalog language follows:

Approved Changes to Graduation Requirements section of Master's Degree Programs

Approved by Graduate Council February 24, 2011

Changed or added wording in red. Deleted wording **struck through and red**.

## **Master's Degree Programs Graduation Requirements**

### **Thesis Plan**

1. The number of hours of graduate credit required varies with the major. A **minimum of 30 semester hours of graduate credit is required for all majors**. For the Master of Arts (M.A.) thesis plan, the Master of Arts in Education (M.A.E.) thesis plan, and the Master of Music (M.M.) thesis/recital plan, a minimum of 24 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. For the Master of Science (M.S.) degree with thesis, a minimum of 21 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. The remainder of the 30 semester hours will be xxx:299/6299 thesis research credit. See departmental listings for program descriptions.
2. 200/6000-level credits: A minimum of 9 semester hours of 200/6000-level credit, other than xxx:299/6299 Research and xxx:29R/629R Directed Research, taken at the University of Northern Iowa is required. A minimum of 6 semester hours of xxx:299/6299 and a maximum of 12 semester hours of xxx:29R/629R taken at the University of Northern Iowa can be applied to the requirements for the degree. Following enrollment in all required semester hours of xxx:299/6299, a thesis major can register for 1-12 hours of xxx:29R/629R in their program of study, as long as no more than 6 semester hours are taken per semester. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level for the degree program.
3. Complete the course requirements for a specific major and any additional courses designated by the departmental committee.
4. Meet the seven-year recency of credit requirement.
5. Complete a thesis **or creative thesis (or thesis abstract if the creative thesis is not in written form) or recital with recital abstract, as required by the student's graduate program, and meet Graduate Collegesubmission deadlines. Students receiving the**

Master of Music (M.M.) degree will be required to complete a final project as required by the department.

6. Meet the residence credit requirement (see page xxx).

7. Core requirements.

Master of Arts in Education

200:214 Foundations of Instructional Psychology - 3 hrs.

or

260:234 Philosophy of Education - 3 hrs.

250:205 Educational Research - 3 hrs.

Master of Arts

Professional Core A -

Required only by certain majors.

Master of Music

No core required.

Professional Science Master's

No core required.

Master of Science

No core required.

1. **Application for graduation.** Application for graduation can be completed on paper or electronically on MyUNiverse any time up to the 12th week of classes during the semester the student plans to graduate (July 1 deadline for all summer sessions). During Fall and Spring semesters, the 12th week helps assure students' names will be included in the commencement publication. After the 12th week special application for graduation must be made on paper and submitted to the academic department for approval. Paper applications are available at MyUNiverse in the forms repository, at the Office of the Registrar, or in academic departments.

#### **Non-Thesis Plan**

1. The number of hours of graduate credit required varies with the major. A **minimum of 30 semester hours of graduate credit is required for all majors.** For the Master of Accounting (MAcc), the Master of Arts (M.A.) non-thesis plan, the Master of Arts in Education (M.A.E.) non-thesis plan, the Master of Business Administration (M.B.A.), the Master of Music (M.M.) non-thesis/half recital plan, the Master of Public Policy (M.P.P.), the Master of Science (M.S.) non-thesis plan, the Master of Social Work (M.S.W.), and the Professional Science Master's (P.S.M.), a minimum of 27 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. See departmental listings for program descriptions.
2. 200/6000-level credits: A minimum of 12 semester hours of 200/6000-level credit, taken at the University of Northern Iowa is required. No more than 3 semester hours of xxx:299/6299 can be applied to the requirements for the degree. xxx:29R/629R cannot be applied to the required minimum hours of 200/6000-level as determined by each program. Following enrollment in 3 semester hours of xxx:299/6299, a non-thesis major can register for 1-12 hours of xxx:29R/629R in their program of study, as long as no more than 6 semester hours are taken per semester. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level for the degree program.

3. Complete the course requirements for a specific major and any additional courses designated by the departmental committee.
4. Meet the seven-year recency of credit requirement.
5. Complete at least one research paper or project with a substantial written report or internship with a substantial written report, as required by the student's graduate program. This document must be approved by the department and permanently filed with the departmental office. The research paper must be read and approved by a committee of at least two members of the graduate faculty, presented in a format acceptable for publication and permanently filed in the departmental office.
6. Meet the residence credit requirement (see page xxx).

7. Core Requirements:

Master of Accounting

No core required.

Master of Arts in Education

200:214 Foundations of Instructional Psychology - 3 hrs.

or

260:234 Philosophy of Education - 3 hrs.

250:205 Educational Research - 3 hrs.

Master of Arts

Professional Core A -

Required only by certain majors.

Master of Business Administration

No core required.

Master of Music

No core required.

Master of Public Policy

No core required.

Master of Science

No core required.

Master of Social Work

No core required.

Professional Science Master's

No core required.

**Professional Core A**

(prerequisite: teacher licensure or equivalent)

200:214 Foundations of Instructional Psychology - 3 hrs.

or

260:234 Philosophy of Education - 3 hrs.

250:205 Educational Research or a departmental course in Research and Bibliography

A course in curriculum or methods of instruction in the major field or any additional course numbered 200/6000-level from courses in the 200:xxx through 290:xxx series.

1. **Application for graduation.** Application for graduation can be completed on paper or electronically on MyUNiverse any time up to the 12th week of classes during the

semester the student plans to graduate (July 1 deadline for all summer sessions). During Fall and Spring semesters, the 12th week helps assure students' names will be included in the commencement publication. After the 12th week special application for graduation must be made on paper and submitted to the academic department for approval. Paper applications are available at MyUNiverse in the forms repository, at the Office of the Registrar, or in academic departments.

### **Other Requirements and Criteria for Master's Degree Students**

- 1. Examinations.** Master's degree students on either the thesis or non-thesis plan may be required to pass a comprehensive examination. **over a specific body of knowledge as prepared and administered by each department at the end of the student's program of study.**
- 2. Research credit.** Registration for xxx:299/6299 Research will not be accepted until the student has submitted a statement or outline of the proposed research project and has secured the approval of the person directing the research project and the head of the appropriate department. A copy of the completed research report, approved by the director of the research project and the department head, should be filed in the departmental office.  
Research carries residence credit and may be pursued either on or off campus, but **not** in an extension class. There is no prerequisite, although it is strongly recommended that 250:205 Educational Research or a departmental course in research be completed before registering for Research.
- 3. Thesis.** A thesis **or creative thesis (or thesis abstract if the creative thesis is not in written form) or recital with recital abstract** is required of all students who choose the thesis option. Because the thesis is considered to serve a functional need, no attempt is made to limit the topics considered acceptable. The thesis and/or abstract is to be prepared and submitted in accordance with the most current edition of the Graduate College Thesis and Dissertation Manual at <http://www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual>. This manual should be consulted prior to writing the thesis.  
The thesis may take the form of studies, experiments, surveys, compositions, creative work and projects, and may concern itself with such matters as methodology, understanding children, and materials of instruction, or may delve rather deeply into some aspect of a specialized academic field. Whatever the nature of the subject, its development into an acceptable thesis is considered to contribute to the growth of such attributes as maturity of judgment, initiative, writing ability, and organizational ability. While the thesis may make no significant contribution to the world's knowledge, its preparation should develop in the writer a broader understanding of the world's knowledge and a more genuine appreciation of the research efforts of others.
  - 1. Selection of Thesis Topic.** Students following the thesis plan of study are urged to make at least a tentative selection of a topic by the end of their first semester.
  - 2. Thesis Committee.** Master's degree students on the thesis option must select a thesis committee in consultation with their academic advisors (usually within



the first 9-12 credit hours of course work). They must file a Committee Approval Form (<http://www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual>) for Graduate College approval. The committee consists of a faculty chairperson and two additional graduate faculty members. One of the three may be from outside the major department, however a minimum of three must be graduate faculty, including the chairperson. The student can add additional persons. The committee assists students to further define course work, supervises thesis research and writing, and eventually accepts or rejects the thesis.

3. **Credit hours.** The total number of credit hours of research permitted for thesis work will vary with the program. Master's theses (M.A., M.A.E.) include a 6-9 hour research credit requirement. The M.S. thesis option requires a maximum of 9 credit hours of research in the program of study. However, in all cases, to earn research credit the student registers for the appropriate numbered course (xxx:299/6299), **not more than 6 hours in any semester**. The instructor may assign an RC for Research Continued, if s(he) feels the work has not reached the stage where it can be evaluated. Registration for the last segment of research credit (for work on her/his thesis) should be postponed until the thesis is near completion.

The Registrar may authorize the extension of time for the completion of a Research Continued (RC) in Research (xxx:299/6299) up to one additional calendar year with consent of instructor. If at the end of that time the work has not been completed, the RC will be changed to an F (Failure).

4. **Thesis preview.** During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a thesis preview to have the style and format of the thesis reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. Academic departments must identify the students who should be scheduled for preview each semester. The student must have an up-to-date program of study and the Thesis Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be **scheduled and completed no later than eight weeks** before the last day of the semester students intend to graduate. No thesis will be accepted by the Graduate College for final approval without the completion of this preview.
5. **Oral Defense.** All students must have a formal oral defense of their thesis before a committee composed of at least three UNI graduate faculty. Completion of the thesis project occurs when the student's committee and the Dean of the Graduate College have approved the thesis. The thesis must be presented for approval to the **thesis committee** early enough in the semester to meet the Graduate College deadline for final submission.
6. **Filing of thesis.** Students must present two copies of the thesis in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. **Failure to meet this deadline will result in a delay in graduation.** The requirements for the preparation and filing of the thesis are set forth in the Thesis and Dissertation Manual. The manual may be obtained



from the Graduate College Website: [www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual](http://www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual)

Final copies submitted to the Graduate College must be on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at the print center in the Physical Plant. Final copies must be clean and suitable for microfilming, with uniform darkness, and a sharp imprint. When the thesis is submitted to the Graduate College, students will present a receipt of payment for the cost of the thesis binding. This fee is paid at the UNI Office of Business Operations. Students will also indicate to the Graduate College the name and edition of the style manual used in preparing the thesis. Consult the Thesis and Dissertation Manual for the list of approved style manuals.

In addition to the two copies required by the Graduate College, the department awarding the degree requires copies. Students should check with their department, as the number varies.

7. **Filing of abstract of thesis.** An abstract or summary of the thesis is required of all students following the thesis plan toward the master's degree. The abstract will be approximately 350 words in length and is submitted with the thesis. **Three copies of the abstract must be filed in the Graduate College.**

Coulter pointed out that the Library has a Digital Collections page where research papers, projects and written reports can be digitized and stored if sent to the Library in .pdf format and they can also be viewed remotely.

Husband made a motion to adjourn; seconded by Etscheidt.

The meeting was adjourned at 4:37 p.m.

Respectfully submitted

Cheryl Nedrow  
Secretary