University Board of Graduate Studies Minutes  
3/3/16  
Raynor Conference Center C

Present: Patricia Bradford, Margaret Bull, Sumana Chattopadhyay (late arrival), Sharon Chubbuck, Kim Halula, Felissa Lee (late arrival), Katie McKeown, Stephen Saunders

Excused: Amy Blair, Gerry Bradley, Robert Griffin, Michael Johnson, Stephen Merrill

Present (Non-voting): Carrianne Hayslett, Carrie Pruhs, Mary Wacker (note taker), Doug Woods

The meeting was called to order at 2:05 p.m. by Dr. Bull.

Minutes of the 2/4/16 meeting were approved via email by a majority of the Board.

Reports:

Graduate Dean – Doug Woods

Dr. Woods circulated a list of proposed graduate alumni awards for consideration. He gave a recap of awards currently presented by colleges and departments and asked for UBGS feedback on the proposed new awards. The UBGS raised no objections, and the Graduate School will move forward with these proposals.

Dr. Woods reported that he has initiated discussion with the provost regarding the UAS charge for the UBGS in regard to program review. The current program review structure does not provide a voice for the UBGS to fulfill that charge.

Dr. Woods provided follow-up on the discussion of where graduate programs are housed. He has initiated dialogue with the deans of business, dentistry and health sciences to identify a process that is uniform and clear regarding what it means to have graduate school oversight of a program. Current requests for Graduate School approval of new programs requesting to be housed outside the Graduate School will be held in light of these discussions.

Applications for the fall are down less than 1% for the Graduate School and down 3-4% if the GSM programs are included in the tally.

Dr. Woods reported that there are instances where graduate student funding has been based on agreements that may not have been available to all. Money previously allocated in this manner will be reallocated in a more transparent way in the future. In addition, agreements for distribution of the Richard W. Jobling Fellowship Fund, dedicated to funding students in the sciences, will change. In the future, these funds will be distributed to support the creation of two new doctoral assistantships in STEM fields.

The Graduate School has received the deans’ nominations for diversity fellows, and the process of selection is moving forward.
Dr. Woods reported that compliance with the HLC requirement to demonstrate a method to ensure that graduate faculty meet necessary requirements is ongoing.

**Business**

**Update on Incubator proposal – Dr. Salchenberger**

Dr. Bull proposed moving up the agenda item regarding the new program incubator, and there was no objection.

Dr. Linda Salchenberger provided an update on the progress of the incubator project, indicating that she would like UBGs input in an advisory capacity as the project moves forward. She has met with deans and department heads to consider a draft proposal for the incubator, in the hope that two initial programs will be incubated over the summer of 2016, providing a test of how the incubator is working. There is initial talk of a predictive analytics program that may be considered, and a second program is being sought. She will meet next week with OMC and the Office of Finance to discuss details of how the incubator will move forward. Market research and analysis will be needed, as well as market labor data both locally and globally that can be used to establish enrollment projections.

There are new programs being considered by the provost that have been approved but are expected to generate a first-year deficit. The incubator funding is intended to regularize those costs to eliminate the impediment of a need for startup funds. The goal is for the incubator to provide initial funding that will be repaid as programs succeed, before they are eligible for shared revenue.

Dr. Salchenberger said that there are still questions about how to connect with the business community, prospective students and prospective employers. The plan is to identify and work with existing alumni boards within the colleges where there are existing corporate ties. One goal for the incubator is to provide access to those who employ our graduates, and to build a corporate advisory board.

The focus for the incubator at this time is strictly on graduate programs, and in time to expand to the dual role of starting new programs and revitalizing existing programs.

The incubator may engage mentor faculty who are experienced and have been successful in the process of program development. For those who find proposal writing a challenge, Dr. Salchenberger is working to develop a streamlined proposal template that eases the process. There is discussion of creating a new program development website with resources to facilitate proposal preparation and incubation.

She reiterated that many big questions about the process remain, and that the university looks to the UBGs to provide leadership and advice.

The Board asked who will serve on the advisory board. The suggestion was that there may be an advisory pool from which to draw individual with expertise on particular proposals. Gathering the data on existing advisory boards on campus will assist in this process.
The Board asked how the UBGS can be used in an advisory capacity. Dr. Salchenberger noted that she would like to come to the Board to ask both how proposals look, but also how the incubator looks and what it needs.

The Board asked if programs not incubated will be prevented from taking advantage of the resources provided by the incubator, such as market research and planning. Dr. Salchenberger responded that program proposals have to show elements of feasibility and viability, and move past initial departmental scrutiny before the point that they come to the incubator.

The Board asked if selection to the incubator is expected to be a competitive process.

Dr. Woods responded that we are already aware of programs that are lagging behind in development of new initiatives, and a better question to ask is can the incubator minimize obstacles and make it as easy as possible to get a good idea to the marketplace? He noted that we all need to embrace future partnership with the community and funding sources available to build partnerships. The incubator can build community ties for the future employment of our students. Funding remains the final barrier – many programs cannot be expected to show a profit in their first year. The incubator, by providing a reliable funding source as a bridge to profitability, removes one barrier to getting a good idea off the ground. It is our responsibility to get out and find new ideas and emerging trends.

The Board asked about the possibility of incubating programs that are not connected with business, but perhaps the nonprofit community or schools. Dr. Woods responded that we need, as a university, to meet the needs of the community, but there also needs to be a benefit to the university. That benefit may be mission-driven and not just financial. Dr. Salchenberger noted that new programs should meet unmet needs. She reminded the group that Huron Consulting reported that the Marquette name and reputation are very positive, and that we are well placed to meet the unmet needs of the community.

Dr. Salchenberger will continue to update the UBGS on progress. She was thanked for her time in presenting this update to the Board.

**Graduate Associate Dean Report – Carianne Hayslett**

Dr. Hayslett reported that the Graduate School continues to work for improvement in the processing of applications for continuous enrollment that allow us to meet the requirements of federal regulations. Having completed a semester under the new process, we have learned where we can improve.

The academic integrity tutorial is required of all new graduate students, and must be completed before they can register for courses in a subsequent term. Communication of that requirement can be improved, especially for students who begin in the spring term. The Graduate School continues to work with the efficiency committee to be proactive in this regard.

**Graduate Assistant Dean – no report**

**UBGS Chair Report – no report**
Information Items:

Documents pertaining to the following changes were presented in advance to the UBGS for their information:

HURE:
- New HURE M.S.H.R. ADP with Communication bachelor’s
- New HURE M.S.H.R. ADP with Psychology bachelor’s

BUAD:
1. New BUAD M.B.A. ADP with Biocomputing bachelor’s
2. New BUAD M.B.A. ADP with Bioelectronics bachelor’s
3. New BUAD M.B.A. ADP with Biomechanics bachelor’s
4. New BUAD M.B.A. ADP with Civil Engineering bachelor’s
5. New BUAD M.B.A. ADP with Computer Engineering bachelor’s
6. New BUAD M.B.A. ADP with Construction Engineering bachelor’s
7. New BUAD M.B.A. ADP with Electrical Engineering bachelor’s
8. New BUAD M.B.A. ADP with Environmental Engineering bachelor’s
9. New BUAD M.B.A. ADP with Mechanical Engineering bachelor’s

PHIL:
- New Bachelor’s/PHIL M.A. ADP

Approval Items

The Board considered three new proposals and one program termination. Representatives from each program attended to present their change and offer an overview. Documents for each proposal were submitted in advance to Board members.

1. **New MSCS Applied Statistics M.S. (fall 2017 start)**. Dr. Rebecca Sanders offered an overview of the new program, designed to meet changing needs in the marketplace. The new master’s degree will require two new courses while incorporating existing course work for the remaining requirements. This program is intended to draw both recent undergraduates and students who are mid-career and seeking new expertise in the use of applied statistics. The Board asked if this program is dependent on new financial resources. Dr. Sanders noted that the major expense is in finding a new director for the program who will teach and actively recruit.

2. **New BIEN Ph.D. Specialization in Bioengineering**. This program will be part of the anticipated joint department including Marquette’s department of Biomedical Engineering and the Medical College of Wisconsin (MCW). Dr. Brian Schmit walked the UBGS through this new specialization within a joint degree program with MCW, which will focus on functional imaging. This program anticipates that there will be a new department jointly with MCW in the fall of 2016, and fills the gap for Ph.D. programming for those in the MCW platform currently. This may be phased out when the new department is formed. It requires no new courses.
3. **New NURS Psychiatric Mental Health Nurse Practitioner Certificate.** Dr. Maureen O’Brien gave a synopsis of the new program proposal. It is related to the increasing need for mental health services in the community and state. This is a post-masters certificate, and serves as specialty training. Students will earn prescriptive privileges and thus can serve as team members in the comprehensive care of mental health patients. The MCW has invited our students to join the psych residents in appropriate lectures, and agreements are in the works for clinical placements at the VA and MCW. Eighteen credits will be required, representing seven new courses that have previously been approved.

4. **Termination of PUBS M.A.P.S. Specialization in Leadership Studies.** Dr. Lowell Barrington walked the UBGS through the plans for termination of the specialization in leadership studies. There hasn’t been student interest, and this specialization duplicates existing programs, such as the leadership program in GSM. The entire program focuses on training for nonprofit leadership, so it was felt that the specialization was not necessary.

After discussion the UBGS unanimously approved all four proposals by voice vote.

**New Business**

1. **Academic Censure Procedures – Dr. Hayslett**

   Proposed changes to the bulletin were presented as an information item to the Board. Dr. Hayslett presented changes regarding academic probation in the bulletin. New language is recommended that will require students to present a plan to progress out of probation, including a specified timeline tied to the notification of academic probation. This language already exists for students who have been dismissed. There is very little new language in the proposal; this is primarily a clarification of practice. The Board discussed the current procedures and past practices for probationary students.

   Dr. Hayslett also presented new language for the bulletin to clarify the RWDP process and bring it more in line with the RWAR process.

   The Board requested time to review the revisions presented at the meeting, as they represent substantive issues for students. The Board will be asked to approve the changes in April.

2. **Undergraduate Courses for Graduate Credit (discussion) – Dr. Woods**

   Dr. Woods asked Carrie Pruhs to give an overview of how undergraduate courses for graduate credit were previously designated in the bulletin. Dr. Woods noted that he has been receiving new course requests that are split 4000/5000 courses. Some proposals do not differentiate or make clear what additional expectations are required for graduate credit.

   The lack of specificity regarding what makes these courses graduate caliber led to the discussion of what it means to make a course a graduate level course. Dr. Woods asked the UBGS to set clear policies for 5000 level courses, setting a standard for what graduate level work should be.
The language requiring extra work previously existed in the bulletin, but was dropped somewhere in the past for unknown reasons.

The Board acknowledged that there is a significant difference between the expectations for graduate coursework and undergraduate coursework. Some suggested that required prerequisite courses might be considered, as well as a statement indicating why a course qualifies as a graduate level course. There should be language that graduate requirements are more rigorous.

Dr. Hayslett noted that each syllabus should indicate learning outcomes for the course, so the syllabus should delineate differentiated graduate outcomes. The Board suggested that perhaps there should be two separate syllabi, or an addendum for graduate requirements. It was noted that such differentiation could present challenges for courses that are taught online.

The Board discussed ways to differentiate expectations, including separate rubrics for grading. Dr. Woods asked that a committee of the UBGS work to create a draft to be considered at the April meeting. Dr. Hayslett agreed to coordinate the committee, and to reach out to Sharron Ronco for support with assessment language. Dr. Chubbuck, Dr. Halula, Dr. Saunders and Katie McKeown volunteered to serve. Carrie Pruhs reminded the Board that such changes may affect the undergraduate bulletin, and recommended that the registrar be kept informed.

There being no further discussion, the meeting was adjourned at 3:45 pm.

The next meeting of the UBGS is scheduled for Thursday, April 7.

**Scheduled meetings for 2015-2016 Academic Year:**

_All meetings to be held in Raynor Library Lower Level, Conference Room C_

April 7, 2016

May 5, 2016

Respectfully submitted,
Mary C. Wacker