University Board of Graduate Studies Minutes
4/7/16
Raynor Conference Center C

Present: Amy Blair, Patricia Bradford, Margaret Bull, Sharon Chubbuck, Robert Griffin, Michael Johnson, Felissa Lee, Katie McKeown.

Excused: Gerry Bradley, Sumana Chattopadhyay, Kim Halula, Stephen Merrill, Stephen Saunders

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

Guests: Anne Deahl, John Su

The meeting was called to order at 2:04 p.m. by Dr. Johnson.

Minutes of the March, 2016 meeting were approved via email by a majority of the Board.

Reports:

Graduate Dean – Doug Woods

The Graduate School received 28 applications for the four summer funding fellowships available. An initial look at the applications indicates a strong field. The provost’s office is pleased with the level of interest this fellowship offering has achieved. Members of the UBGS are currently reviewing applicants with the goal of announcing recipients by April 15.

The graduate funding reallocation task force has met twice and will continue to meet regularly until a model is agreed upon to guide the allocation of stipends and assistantships for graduate students across departments.

A reorganization of the Office of the Graduate School has been announced to the staff. Job descriptions are currently being revised and PEQ’s written. The goal is to have new roles fully implemented in July 2016.

Dr. Woods noted that the UBGS, by UAS statute, has a role as the oversight body in the review of graduate programs. The current practice of program reviews does not provide for the role of UBGS in the process. Dr. Woods asked the Board what role they believe the UBGS should play in this process and asked that they bring suggestions for future discussion.

Associate Dean – Carrianne Hayslett

The Graduate School continues to work on a proposal to guide the differentiation of coursework required of graduate students in 4000-5000 level graduate/undergraduate cross counted courses. A complete proposal will come next year, and there is continuing discussion with the registrar’s office to clarify language regarding the expectation of differentiation.
Assistant Dean – Carl Wainscott

The efficiencies committee continues to work to eliminate forms and streamline the process for continuous enrollment registration. The goal is to simplify the process for departments and students.

Discussion continues to activate the academic advising feature in CheckMarq with the hope that it will be available next year. There are additional tools in CheckMarq that will assist departments and students in charting requirements, and may also help with course planning.

Board Chair – Mike Johnson

Dr. Johnson reported that the UAS approved all items recommended from the UBGS last month. He thanked Drs. Bull, Chattopadhyay, Hathaway and Saunders for volunteering to review summer funding fellowship applications. Next month is final UBGS meeting for the current academic year. Dr. Johnson announced the members whose terms expire this academic year, and all members were asked to check with their departments and let him know if they plan to continue on the Board so that leadership for the next year can be voted.

Business

1. Accessible Technology Initiative (Deahl, Su)

Dr. Johnson turned over the meeting to John Su and Anne Deahl, who presented as an informational item the university-wide planning underway to bring Marquette in closer compliance with the ADA. Dr. Su and Dr. Deahl offered background on the issue of ADA compliance at Marquette, including the process underway and the long-term goals of the group. They presented a checklist that has been produced by the Center for Teaching and Learning to guide the planning of D2L content for accessibility.

The feedback of the UBGS was sought for the rollout of a policy being developed by the Accessibility committee. The Board asked questions about how to develop accessible texts and videos within the university. There are currently resources on campus in the Office of Disability Services to assist faculty, and the university is working to notify faculty as early as possible when a visually impaired student enrolls so that plans can be made.

Dr. Johnson asked the group to think about ways that graduate education and research might be impacted by these requirements. Please pass those thoughts along to the committee.

2. Vote to recommend revisions to UAS regarding the UBGS (Woods)

Dr. Woods’ newly expanded role as Vice Provost for Graduate and Professional Education and Dean of the Graduate School requires language revision to the University Academic Senate statutes in order to clarify the responsibilities of the Board. There are two occurrences in statute 2.03 where revision is recommended. These are highlighted in the text below.
After discussion, the Board voted unanimously (moved by Blair, seconded by McKeown) to recommend the following changes to the UAS statute 2.3 University Board of Graduate Studies:

2.03 University Board of Graduate Studies (amended by UAS on March 16, 2015)

The University Board of Graduate Studies (UBGS) formulates plans and policies for all graduate and professional education and serves as a forum to discuss continuous improvement of the graduate and professional programs.

Responsibilities:
1. Formulates policy on admission requirements, academic standards and procedures, theses and dissertations, probation and dismissal of students for academic reasons, and degree requirements.
2. Reviews reports on institutional graduate and professional learning assessment results.
3. Appraises the quality of the graduate and professional programs.
4. Makes recommendations for changes in existing graduate programs, expansion of programs, introduction of new programs, and termination of programs; and for approval of individual students’ Interdisciplinary Doctoral Programs.
5. Forwards decisions to create a new graduate degree, major, or certificate or to discontinue an existing graduate degree or major to the University Academic Senate for approval and recommendation to the Provost.
6. Submits recommendations on University and College wide changes in graduate and professional programs, student policies and regulations and other matters to the Provost.
7. Serves, at the discretion of the Dean of the Graduate School, as needed as a hearing body for graduate student appeals.
8. Provides an annual report to the University Academic Senate.

Membership:
The voting members, selected according to the rules of each unit and appointed by the Provost, are comprised of one faculty member (tenured preferred) that teaches in graduate programs from each area (Humanities, Natural Sciences, and Social Sciences) of the Klingler College of Arts & Sciences and from each College and School that offers graduate or professional education. In addition, one graduate student, also a voting member, shall be selected by the Graduate Student Organization. Faculty members shall serve three-year terms and the student member a one-year term. In addition, one faculty UAS Senator will be elected by the UAS to an annual term to serve as liaison to the UAS. *Dean of the Graduate School, The Vice Provost for Graduate and Professional Education* shall be a non-voting member. The Chair of the Board will be a faculty member elected by the voting members.

3. Program Terminations

The Board was presented with proposals to terminate two master’s specializations in the College of Education:

a. M.A. specialization in Curriculum and Instruction
b. M.A. specialization in Literacy

Dr. Chubbuck offered background on the programs, noting that changes in the field of teaching have negatively impacted the market for teachers seeking master’s degrees. There are currently no students enrolled in either program. After discussion the board voted unanimously to recommend termination of the M.A. specialization in Curriculum and Instruction (moved by
Lee, seconded by Bull) and also voted unanimously to recommend termination of the M.A. specialization in Literacy (moved by Chubbuck, seconded by Bull). These recommendations will move forward to the UAS.

4. Board attendance/quorum requirements discussion (Johnson)

Last month attendance conflicts for several Board members created a challenge in achieving a quorum for the UBGS. One issue impacting low attendance this semester has been members whose teaching or professional commitments prevent them from attending for the entire semester. Some departments have conducted the formal process of replacing members with conflicts. Some departments have temporarily assigned a replacement without a formal procedure.

The UAS and UBGS statutes do not set forth a recommendation regarding attendance or how to replace members with conflicts. In light of this situation, Dr. Johnson asked the Board to discuss the best way to make membership and attendance requirements clear.

The Board noted that this is not just a UBGS concern, but a university-wide issue in regard to committee service. While some departments consider university committee service in planning class schedules, others do not. The Board asked Dr. Woods to bring this subject to the Academic Dean’s Council for discussion. Dr. Johnson noted that the UBGS approved operational procedures in 2013 and offered to review those in light of this issue and propose language to guide a solution. He also offered to contact the UAS executive committee to communicate the recommendation that they may want to review their policies to address the issue of committee attendance on a university-wide level. Dr. Johnson will present language changes to the Board at the May meeting for discussion and approval.

New Business

Certificate Requirements (Wainscott)

There are programs in which students are able to earn a certificate in addition to their master’s degree without completing any coursework beyond the requirements of the master’s program. Mr. Wainscott asked the Board to discuss this situation to determine if changes should be recommended.

The Board noted that historically certificates have been used to encourage students into a program where they may eventually continue for the master’s degree. They noted that the timeline of completion of both the certificate and masters can be confusing, and that academic advising plays a role in clarifying these requirements. The Graduate School staff raised their concern for fairness, noting that students who have completed certificate requirements and do not apply separately may not receive the same recognition as students with the same coursework who do apply.

The Board discussed the value students place on the certificate in addition to their degree, which can establish in a measurable way their specialty within a degree. Law and business noted that their students see certificate completion in this way. Education and other programs requiring
licensure presented other considerations regarding state licensure and the role of certificates earned within the degree.

Dr. Johnson recognized that those administering and reporting on certificate programs find logistical challenges, but noted that the Board did not express any academic concerns in issuing certificates as part of master’s programs. The Board noted a desire to take no action that would appear to be hostile toward students, and suggested that the language regarding certificate requirements rests with the programs themselves, along with the responsibility to instruct and advise students on how to apply for the certificate.

There being no further discussion, the meeting was adjourned at 3:25 pm.

The next meeting of the UBGS is scheduled for Thursday, May 5.

Respectfully submitted,
Mary C. Wacker

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

*All meetings to be held in Raynor Library Lower Level, Conference Room C*

May 5, 2016