University Board of Graduate Studies Minutes
11/5/2015
Raynor Conference Center A

Present:  Allison Abbot, Margaret Bull, Sharon Chubbuck, Robert Griffin, Kim Halula, Michael Johnson, Felissa Lee, Katie McKeown, Alison Julien

Present (non-voting):  Kevin Gibson, Carrieanne Hayslett, Mary Wacker (note taker), Carl Wainscott

Excused:  Amy Blair, T. Gerry Bradley, Sumana Chattopadhyay, Sharon Chubbuck, Stephen Merrill, Stephen Saunders

Guests:  Bill Cullinan, Sarah Feldner, Michelle Schuh, Jeanne Simmons

The meeting was called to order at 2:05 pm with a welcome from Dr. Johnson.

Minutes of the 10/1/2015 meeting were approved via email prior to this meeting.

Reports:

Graduate Interim Dean – Kevin Gibson

Dr. Gibson introduced the new Interim Dean of the Graduate School, Dr. Carrieanne Hayslett. Dr. Hayslett is a graduate of the Marquette EDPL program, a double winner of the Arthur Schmitt fellowship, and has been working with the Center for Teaching and Learning in the development of online learning at Marquette. She brings a vast knowledge of our programs and considerable expertise, and the Graduate School is thrilled to add her to the team.

Dr. Gibson distributed a handout illustrating the program approval process. Now there are parallel processes of approval, and the UBGS’s role is to review the academic component.

Graduate School open house is this evening, and all faculty are invited. There is a dissertation boot camp scheduled for January – a program that has served as a useful exercise for Ph.D. students who have plateaued. They are provided facilitators to assist their progress, and the session concludes with a two minute presentation contest that provides an excellent practice for students to present their work. Feedback from past participants has shown this to be a very useful program.

The Graduate School has received approval to purchase a new applicant data system called SLATE, which tracks students from inquiry through matriculation. We hope to have it up and running by September of 2016. SLATE provides a vast improvement in the tools available to provide analysis of how we receive inquiries, applications and communication from potential students. The Graduate School will maintain these analytics. Mr. Wainscott added that our current system provides only haphazard data that is difficult to manage, but it was what we could afford at the time it was acquired. SLATE provides a more robust system to assist the Graduate School in making better decisions about how and where students are recruited and allows us to track admission decisions and other communication. Applications can be viewed in SLATE and all programs will benefit from this upgrade. The Graduate School will provide more information to departments as we advance to the rollout of the program.
We are working with OMC to update our web pages, which appear currently static and text heavy. Those changes should be coming soon.

Dr. Hayslett will be exploring TA training across campus. We are working to make the program smoother and to avoid redundancies.

**Graduate Assistant Dean – Carl Wainscott**

Mr. Wainscott noted that all directors were emailed in late October explaining a recent change in the way students need to register for continuous enrollment courses. In order to insure that the Graduate School is the school of record we must have the appropriate paperwork in case of an audit. Although this worked most of the time, there have been instances of forms not getting to the Graduate School, so this process will remedy that problem. The new process is in effect for the spring 2016 semester.

Dr. Gibson added that this change is part of an ongoing process to eliminate unnecessary forms and make the existing forms more uniform and ADA compliant. This is an ongoing process, and feedback from the Board is welcome.

**UBGS Chair – Michael Johnson**

No report

**Business:**

**INPR Concept Paper**

Dr. Johnson reminded the Board that the concept paper is the first step in the INPR process, and review is intended to determine appropriateness of the project. Later, should the project progress, there will be a more detailed review. The guidelines are that the concept presented should be truly interdisciplinary, meaning that it could not reside exclusively in one program, and that Marquette has the appropriate resources available. Approval allows a student to take up to four courses in anticipation of developing a detailed proposal.

The Board agreed that the topic presented appears appropriate to pursue and approved the concept paper unanimously.

**Program Proposal: Master’s in Corporate Communication (Sarah Feldner and Jeanne Simmons)**

Dr. Sarah Feldner (Communication) and Dr. Jeanne Simmons (Business Administration) presented their proposal for the Master’s in Corporate Communication. The Board was given proposal documents in advance for review.

The Board asked about the depth of theory and method coursework, noting that the requirements for completion include qualitative and quantitative assessment components of a capstone project. The Board also noted that this program, which will be governed by the Graduate School of Management, will be a Master of Arts program, rather than a master of science. Currently Master of Arts programs are under the umbrella of the Graduate School, so this represents a change for the
university. Dr. Gibson noted that the UBGS is only one of several entities reviewing the proposal, and that finance and the registrar will also be taking a look at the specifics.

The Board noted that the inclusion of a marketing budget to launch the program might be a model for future program proposals.

After discussion, guests were thanked for their work on this proposal and excused. The Board continued discussion on the proposal, after which they voted unanimously in support of the new program.

**Program Proposal: Master of Athletic Training (Bill Cullinan, Michelle Schuh)**

**Program Proposal: Doctor of Occupational Therapy (Bill Cullinan)**

Ms. Michelle Schuh and Dean Bill Cullinan from the College of Health Sciences joined the Board to discuss two program proposals. Both of these programs will reside in the College of Health Sciences and will not be overseen by the Graduate School.

The Master of Athletic Training proposal is a direct response to the professional needs of graduates as well as the requirements of multiple accrediting agencies who are now recommending that the entry degree into the field of athletic training be the master’s degree. The proposal plan is to implement a program by 2018 that provides an accelerated 5 year program for undergraduates as well as a stand-alone two year master’s program. This program has been structured to lead to the Doctor of Physical Therapy program. The Board noted that the acronym MAT (used in the proposal) may not be available, as the university had used it for a program that is no longer active.

The Doctor of Occupational Therapy proposal is also a direct response to impending changes in the accrediting body where there are recommendations in place to make the doctoral degree the entry level into the profession in the next ten years. Dean Cullinan noted that with only seven programs currently offering the DOT program nationally, Marquette is well positioned to grow in this area.

The Board asked questions regarding the entry GPA for the program, as well as the ways in which courses would be counted in the accelerated track. Dean Cullinan noted that this program is modeled after other national programs as well as our Doctor of Physical Therapy program.

The guests were thanked for their comprehensive proposals and excused. The Board continued to discuss the proposals before voting unanimously to approve both.

Dr. Johnson noted that all three proposals considered will be housed outside of the Graduate School. The UBGS expressed gratitude for the energy and entrepreneurial spirit of these proposals.

**May 2016 Hooding Ceremony**

There will be a Ph.D. hooding ceremony on Saturday, December 12, 2015 at 9:00 am. The Graduate Student Organization has distributed a survey to Ph.D. candidates who will graduate in May, 2016, asking their opinions regarding May commencement options. Provost Myers and President Lovell have expressed flexibility in honoring the wishes of students. The Graduate School is in the process of gathering that feedback, and will bring it forward at a future meeting. There have been good suggestions regarding ways to provide alternate options.
Residency Requirement Feedback

As follow-up to last month’s discussion, Dr. Johnson and Dr. Gibson reported on the feedback received from graduate programs regarding the current residency requirement for doctoral students. The policy is a challenge to put into practice for some programs. Discussion continued on how to recommend removing a potentially outdated policy from the bulletin while maintaining the expectation that we value the need for an academic community.

The Board asked how this policy compares nationally with other Ph.D. programs and it was noted that most have residency requirements.

At the request of the Board, Dr. Johnson asked the Graduate School to explore ways to for programs to develop more appropriate residency policies so that the current policy can be replaced with procedures that better reflect the goal of residency requirements.

Academic Integrity Training

Dr. Gibson reminded the UBGS that this is the first year graduate students are required to complete online training in academic integrity. A well-publicized deadline of October 2 was communicated to graduate students, but many have not yet completed the tutorial. Students have been notified that they are not able to register for the spring 2016 semester courses until the tutorial is complete, and the Graduate School anticipates that there will be many graduate students caught unaware of this requirement.

New Business:

There being no other new business, the meeting was adjourned at 3:45 pm.

Respectfully submitted,
Mary C. Wacker

Upcoming meetings for the 2015-2016 Academic Year:
(All are on Thursdays, 2-4 pm)

12/10/2015
1/14/2016
2/4/2016
3/3/2016
4/7/2016
5/5/2016