University Board of Graduate Studies Minutes  
Thursday, January 19, 2-4 p.m.  
Alumni Memorial Union, 227


Present, non-voting: Carrianne Hayslett, Carrie Pruhs, Jenny Staab (note taker), Carl Wainscott, Doug Woods

Excused: Sumana Chattopadhyay, Marilyn Frenn, Felissa Lee

Guests: Kerry Kosmoski-Goepfert, Jeanne Simmons

I. **Call to order:** The meeting was called to order at 2:02 p.m. by Dr. Abbott.

II. **Approval of minutes:** December 1, 2016, minutes were approved via email by a majority of the Board.

III. **New Business**

A. **Action items: program proposals.**

1. **Program in Nursing - Doctor of Nursing Practice Degree (NURS-DNP):** New specialization in Dual Primary Care and Acute Care Pediatric Nurse Practitioner. - Kerry Kosmoski-Goepfert

   At the last UBGS meeting, December 1, 2016, Dr. Kosmoski-Goepfert had spoken about the dual program in reference to both the master of science in nursing and the doctor of nursing practice (DNP) degrees. The DNP portion of the program still needs UBGS approval. We have been informed that nurse practitioners will be required to have dual certification in acute care and primary care by 2027.

2. **Program in Nursing - Clinical Case Management/Care Coordination (CMCC-CER):** New post-baccalaureate certificate. - Kerry Kosmoski-Goepfert

   This certificate program was created to meet the need for care coordination. Across the country, hospital systems are calling for care coordinators to help people navigate the health care system. It requires no new courses and will populate existing courses to a greater degree. Dr. Kosmoski-Goepfert explained that even in the event of future changes to the health care system, she does not anticipate that the fundamentals of this program will change at any time in the near future. Insurance companies will still be calling for accountability and outcome data.

3. **Program in Business Administration - Master of Business Administration Degree (BUAD-MBA):** Program overhaul. - Jeanne Simmons

   The MBA program has been completely revamped in an effort to attract students, including renaming the course acronym to MBA, reducing the credits, and distinguishing two tracks (Track 1 for non-business bachelors and Track 2 for business bachelors). Two issues that needed to be addressed in order to attract students were the length of and tuition for the program, a shorter...
length being even more important for them than a lower tuition. The program proposal includes a credit reduction from a 39-50 credit program (Track 1) to a 31.5-39 credit program (Track 2). Classes have been integrated. There are more 1.5 credit classes for students with busy semesters, so they won’t have to take a whole semester off. Those in Track 2 do not need to take the business essentials courses. Regarding the tuition, it is still higher than other programs, but the difference is less than it had been. From speaking with alumni, CEOs, and others in the business community, we have learned that issues they face include a lack of strategic thinking, a lack of leadership, and having employees who do not understand how the money is made. We are addressing these needs with this program.

We are encouraging faculty to use hybrid classes, face-to-face plus outside online classwork. We started with hybrid in the executive program, and the response has been generally good. We are looking to start this program in all 2017 and are working with students to see if it might be best for them to go into the new program or stay where they are.


This had been a specialization in the past, but it ended when we lost the faculty who had been teaching it. We see a need for this specialization, because we know that students have left to go to other programs for it. Now we have faculty with this background and are able to staff it.

During discussion, Dr. Woods mentioned the importance of not duplicating courses. He asked how this program intersects with the university’s master’s in political science and master’s in public service programs, and whether there had been a discussion with political science about it. Dr. Simmons explained that the course is more data driven than the political science or public service master’s programs, and that there is enough difference in the programs to warrant this new specialization. She also understood that Dr. Farrokh Nourzad, professor of economics, had spoken about the program with the department chair of political science.

5. Program in Human Resources - Master of Science in Human Resources Degree (HURE-MSH):
Three new specializations in: 1) Talent Management, 2) Strategic Human Resource Leadership, and 3) Organizational Development. - Jeanne Simmons

Students who do not have a background in human resources (HR) would be directed to the talent management specialization. Those who have had HR course work could move into the strategic HR leadership or the organizational development specializations. Those two tracks are focused on people who have had HR experience but want to move up in the organization. So the three tracks are more directly related to career outcomes.

6. Master of Science in Dentistry - Dental Biomaterials Degree: Correction of an administrative error, demanding a two-step modification. 1) Ending the Master of Science in Dentistry degree (DENT-MS) with a specialization in Dental Biomaterials, and 2) adding Master of Science in Dentistry - Dental Biomaterials Degree (DBIMA-MS). - Sheila Stover

A few years ago, all of the clinical specialty degrees in dentistry changed to master of science degrees in each particular specialty. However, the change that was supposed to have been made to the dental biomaterials degree had been accidentally missed. So in order to match the other degrees, the Master of Science in Dentistry degree (DENT-MS) with a specialization in Dental Biomaterials needs to be changed to Master of Science in Dentistry - Dental Biomaterials Degree.
7. Minor program changes. - Carrie Pruhs
   
a. Program in Foreign Languages and Literatures - Master of Arts Degree (FOLL-MA): Adding option of a thesis plan.

   The FOLL-MA currently has only a non-thesis track, but they have been receiving requests for a thesis track from prospective students who are planning to pursue the doctoral degree.

b. Program in Philosophy - Doctoral Degree (PHIL-PhD): Program retooling.

   This proposal is a two-year process. They would like to make some changes to their required courses while keeping the same number of credits. Some of the courses will not be ready until fall of 2018, so new students this fall can take them then.


   They propose dropping one class and integrating that content into another class, raising the credits for that class. The overall credits for program will be reduced by one, from 128 to 127.

**Motion**: To approve the Doctor of Nursing Practice Degree (NURS-DNP), new specialization in dual primary care and acute care pediatric nurse practitioner.
Made by Sharon Chubbuck, seconded by Kim Halula. No discussion.
Motion passed: ten in favor, none opposed, one abstention.

**Motion**: To approve the Clinical Case Management/Care Coordination (CMCC-CER), new post-baccalaureate certificate.
Made by John Ladisa, seconded by Sheila Stover. A brief discussion followed during which clarification was made that the proposal does contain the gainful employment information.
Motion passed: ten in favor, none opposed, one abstention.

**Motion**: To approve the Master of Business Administration Degree (BUAD-MBA), program overhaul.
Made by Sharon Chubbuck, seconded by Lisa Mazzie. No discussion.
Motion passed: ten in favor, none opposed, one abstention.

**Motion**: To approve the Master of Science in Applied Economics Degree (ECON-MSE), new specialization in public policy research.
Made by Sharon Chubbuck, seconded by Kati Berg. No discussion.
Motion passed: ten in favor, none opposed, one abstention.

**Motion**: To approve the Master of Science in Human resources Degree (HURE-MSH), three new specializations in 1) Talent Management, 2) Strategic Human Resource Leadership, and 3) Organizational Development.
Made by Lisa Mazzie, seconded by Sharon Chubbuck. No discussion.
Motion passed: ten in favor, none opposed, one abstention.

**Motion**: To approve, 1) ending the Master of Science in Dentistry degree (DENT-MS) with a specialization in Dental Biomaterials, and 2) adding Master of Science in Dentistry - Dental Biomaterials Degree (DBIM-MS), for the purpose of correcting an administrative error.
Made by Alison Efford, seconded by Kati Berg. No discussion.
Motion passed: unanimously in favor.
**Motion:** To approve collectively, 1) the Foreign Languages and Literatures - Master of Arts Degree (FOLL-MA), adding the option of a thesis plan, 2) the philosophy doctoral degree (PHIL-PhD), program retooling, and 3) the Physical Therapy - Doctor of Physical Therapy (PHTH-DPT), credit reduction. Made by John Ladisa, seconded by Geoffrey Thompson. No discussion. Motion passed: ten in favor, none opposed, no abstentions.

B. Action Item: proposal to add a new grade of WF. - Doug Woods

This is a follow up to the vote taken on the grading system policy change at the UBGS November 3, 2016, meeting. Since then, the University Board of Undergraduate Studies (UBUS) has approved the proposal of adding the grade of WF. Essentially this grade is given to a student who has started a class, is failing, and then stops coming to class after the withdrawal deadline. Federal guidelines require that we differentiate between people who finish the class and earn an F vs. people who, while earning an F, abandon the class.

**Motion:** To approve the addition of a new grade of WF. Made by Sharon Chubbuck, seconded by Alison Efford. No discussion. Motion passed: ten in favor, none opposed, one abstention.

IV. Reports

A. Dean of the Graduate School – Doug Woods

1. Congratulations were extended to Margaret Nettesheim-Hoffman, Ph.D. student in history, for being awarded the Humanities Without Walls Predoctoral Fellowship for 2017. This is the first national fellowship offered by the organization.

2. Spring enrollment data. The Graduate School this spring term has seen a 34% increase in applications and a 45% increase in matriculations. This is our first semester of having recruiters in place, and we are working with new application software which will make the process easier for our applicants and reviewers. We could possibly see a 5-9% increase in fall 2017 applications, but it is too early to say definitively.

3. Graduate School funding allocations. The allocation for graduate assistantship lines has been given out to the Directors of Graduate Studies. Scholarship credit allocations have been determined and will soon be released to departments.

4. Graduate student assistants’ health insurance. The health insurance situation has changed several times since June 2016 and continues to change. After much communication with the graduate students and after looking at our budget, a decision has been reached. For a student to be eligible for the full supplement amount of $375/semester ($750 for the year), graduate assistants/fellows must have been offered and accepted both a full 20-hour/week stipend, and a full tuition scholarship. They will receive the full supplement amount of $375 for each semester in which they receive a full assistantship/fellowship. Graduate assistants/fellows will be eligible for a partial supplement amount of $187.50 ($375 annually) if they have less than a full assistantship/fellowship, but at least the equivalent of a 10-hour/week stipend and one-half tuition scholarship (4.5 credits). They will receive the partial supplement amount of $187.50 for each semester in which they receive a partial assistantship/fellowship. The students are free to use this stipend towards their choice of insurance coverage or for anything else they choose.
5. Graduate School advancement. Dr. Woods will be meeting with some graduate alumni potential donors in Minnesota in about two weeks. We have a new Advancement person who is assigned to the Graduate School one day a week. She is excited about the possibility of fundraising for graduate education.

6. 3MT® (Three Minute Thesis) competition. The event will be held February 24, 4 p.m. to 6 p.m., and is being done for various reasons. First, it gives students the opportunity to learn how to present their research to a lay audience in a quick, efficient way. Second, it will provide some internal promotion of graduate education on campus. Third, it will create promotional materials for our marketing and communication efforts. The students will be videotaped, and if they give releases, these videos will be available for use on our websites. We currently have 26 students signed up representing 13 disciplines. If the event goes well, we may consider doing it every year.

7. Departmental performance metrics. This semester, we are hoping to provide information to departments regarding their performance based on feedback from a student satisfaction survey that was done earlier last year, data on enrollment trends over the last few years, discount rates that programs have been given, and outcomes data if we have it on where their past students are. This is not for us to evaluate the departments, but to help the departments to take a look at themselves to see how they are doing.

B. Graduate School Associate Dean – Carrianne Hayslett

1. Academic censure. To help guide students through the process, the form has been updated in two areas. 1) There have been cases of students appealing their dismissal without having first contacted their department. Now they are required to first speak with their advisor. 2) A tool has been added in the form of a spreadsheet to determine how many credits a student will need in order to return to the 3.0 GPA needed to be in academic good standing. This will make it clearer for students and will provide the concrete data needed for financial aid. It is important to inform the departments of this.

2. New Program Incubator. Two proposals have been developed out of this program and have moved into the pipeline. One is a master’s in science and health care analytics, which is a combination of computer science and health care classes: five classes in computer science and five classes in health care. The second proposal is for a certificate with just the five classes in computer science for those who need this for directions other than health care. Hopefully in March 2017 it will come to the UBGS for approval. Dr. Woods reminded the group that the Incubator is not the only way to create a new program but is an efficient way to do it. It has built-in revenue sharing, guaranteeing that the department receives 50% of the net revenue from the program. Without the Incubator, there is not that guarantee.

C. Graduate School Assistant Dean – Carl Wainscott

1. Slate update. We have a download working to communicate information between Slate and CheckMarq. More training in Slate is being offered now and in the next couple of weeks. Anyone needing help is encouraged to reach out to the Graduate School, the Graduate School recruiters, or to Mr. Wainscott.

2. Interdisciplinary Ph.D. Programs (INPRs). We have two new INPR students enrolled and a couple of students in the pipeline.
D. UBGS Chair - Allison Abbott: No report.

V. Old Business

Graduate School Strategic Plan: Endorsement vote. - Doug Woods

The Graduate School Strategic Planning Committee was made up of faculty and staff from different areas of campus representing all of the colleges involved in the Graduate School, the Graduate School staff, and the Graduate Student Organization. This is a strategic plan not for graduate education, but for the Graduate School. It has a five-year horizon and is clearly a living document which will always be changing. Even if we are not able to reach all the goals in five years, it is important to have clear ideas of what we need to be doing. During the discussion, Ms. Nettesheim-Hoffman commented that as a graduate student, she sees the need to include in the plan more on the development of career programs outside of MU Career Services, which functions more for undergraduate students. Dr. Woods assured the group that more about career development will be added to the plan before it is submitted.

Motion: To approve the Graduate School Strategic Plan.
Made by Kim Halula, seconded by Geoffrey Thompson. No discussion.
Motion passed: six in favor, none opposed, three abstentions.

VI. Adjournment: The meeting was adjourned at 4:11 p.m. by Allison Abbott.

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Respectfully submitted,
Jenny Staab