

Marquette University Graduate School

UBGS MINUTES

To: UBGS Members
From: William Wiener, Ph.D.
Date: September 8, 2006
Re: Marquette University Board of Graduate Studies
Approved Minutes of the September 7, 2006 UBGS Meeting

Present: Jay Caulfield, Alison Barnes, Rich Friman, Robert Griffin, Kim Halula, Colin Hahn, Gerald Harris, Ed Inderrieden, John Karkheck, Mary Ann Lough, Tim Melchert, Dale Noel, Craig Pierce, Albert Rivero, Bill Wiener.

Excused: Tony Iacopino, Margaret Bull (sabbatical), Rosemary Stuart (sabbatical).

Also Present: Thomas Marek (note taker), Matt Mitten (LAW), Joan Whipp (EDUC).

The meeting was called to order at 2:00 p.m. Introductions of the attendees were made.

Informational Items

- 1. Recent Staff Changes at the Graduate School:** Mr. Chris Roland, Graduate Student Records Coordinator, left to go to UW-Waukesha. He was replaced by Ms. Erin Fox. Her title is Assistant Director for Student Records. Erin's replacement as Assistant Director for Recruitment is Mr. Carl Wainscott. Ms. Debra Leutermann, Assistant Director for Admissions left to go to the Graduate School of Management and was replaced by Ms. Ida McConnell who came to us from UW-Milwaukee.
- 2. New Graduate School of Management:** The Graduate School of Management in the College of Business Administration was formed on July 1, 2006. It is independent of the Graduate School and is responsible for its own recruitment, admissions, and orientations. The formation of the GSM makes them similar in organization to their competitors, and should allow them to be more efficient. Programs in the GSA: Master of Business Administration, Master of Science in Accounting, Master of Science in Applied Economics, Master of Science in Human Resources.
- 3. Changes in Graduate Student Organization Structure:** The Graduate School wants the GSO to be a viable and vibrant organization that allows graduate students to have a voice in university matters. It is open to all graduate students. About 24 students attended their meeting September 5th. Ms. Angela Fleck, a doctoral student in Counseling and Educational Psychology, received a graduate assistantship this year to be the GSO Coordinator. The GSO chair is Mr. Colin Hahn, a doctoral student in Philosophy.

4. **Due Dates for Courses and Curriculum Proposals:** The Provost created a new flow chart that offers a shorter window to approve courses and curriculum proposals. The UBGs must make their recommendations for approval at their fall meetings.

5. **National Research Council Study:** The NRC study that evaluates doctoral programs at all universities is done every 10 years. Only programs that graduated 5 Ph.D.s within the last 5 years will participate in the study. The study will rank doctoral programs with data obtained from questionnaires to academic departments, students, and alumni. FERPA should not be a concern. Universities are partially supporting the study by paying to participate in it. Institutional Research and the Graduate School will be working on the study this semester and probably next semester.

6. **Estimate of Registered Credit Hours:** Each year department chairs and directors of graduate studies are asked to estimate the number of credit hours in which their students plan to register. The administration looks at the variances, with an eye on increasing graduate enrollment and targeting recruitment efforts. 11,351 hours were projected this term and 11,639 actual credit hours were registered. Variances by college:

Arts and Sciences: -199	Education: -159
Communication: -48,	Engineering: -403
Nursing: +275	Professional Studies: +423
Business (MBA): +213	Business (general): +117
Health Sciences: +44	

Action Items

1. **Election of UBGs Chairperson, Vice Chairperson, and Secretary:** The Academic Senate wants the Boards of Undergraduate and Graduate Studies to be chaired by faculty. The UBGs elected the following faculty to one-year terms:

Chairperson:	Dr. Ed Inderrieden
Vice Chairperson	Dr. Robert Griffin
Recording Secretary:	Dr. Jay Caulfield

The officers will form the UBGs Agenda Committee along with the Vice Provost for Research and Dean of the Graduate School, who will primarily serve in an advisory capacity.

2. **Interdisciplinary Ph.D. Guidelines Revisions and Appointment Criteria for Thesis and Dissertation Committee Membership:** Changes to the INPR Guidelines were discussed.

Page 2: Last sentence of the 2nd paragraph was added, "An INPR program must not duplicate a traditional Ph.D. program that is available on campus." There were no objections to the addition of this statement.

Page 4: Number 2, “The Formal Admission Process” the following text was added, “The written proposal must be reviewed by a sub-committee of the University Board of Graduate Studies before the student and advisor will be invited to defend their proposal.” There were no objections to adding this statement.

Proposed Amendments to Guidelines (All Passed):

- The proposal document must be prepared in consultation with the applicant’s advisor/dissertation chair and the other members of the dissertation committee.
- Prior to submission to the UBGs this plan (dissertation plan) must be presented to the dissertation committee, revised to address concerns raised, and approved by the committee as shown by their individual signatures.
- Prior to submission to the UBGs this plan (academic program) must be presented to the dissertation committee, revised to address concerns raised, and approved by the committee as shown by their individual signatures.
- The signatures of the individual members of the dissertation committee agreeing to the proposed course of studies and research plan.
- During each year of the program the student must meet with the dissertation committee to review progress. In situations where a student is studying outside of the country, an electronic meeting may be held. A summary and evaluation of the progress will be prepared by the Advisor/Chair. The other committee members must approve this summary and evaluation as shown by their individual signatures.

Further discussion was suspended to allow representatives of the Law School and School of Education to present their program proposals.

3. **Proposal to Establish a Master of Laws in Sports Law Degree:** Mr. Matt Mitten, Professor, Law School, addressed the Board where he briefly summarized the Law School’s LLM proposal.

The LLM is a post-J.D. degree. It would be the first offered by a U.S. law school. Students can be of any citizenry but they would be required to receive their law degrees from non-U.S. schools. It is expected that students in the program would primarily be law professors and adjuncts. The LLM would present an opportunity for MU to export its program, attain geographic diversity, and to fulfill a demand that is not currently being met. The program would start small—admitting only 5 students per year. No new resources will be needed for the program.

The LLM proposal was approved by the UBGs. The non-U.S. law degree requirement is not unusual in law schools, but it must be phrased in our literature in terms that are defensible.

4. **Proposed Specializations in Educational Policy and Leadership:** Dr. Joan Whipp, Associate Professor, School of Education, presented an overview of:
- College Student Personnel Specialization. (There are already high quality students pursuing this field at MU. Concordia University and Loyola University Chicago have this specialization.)
 - Literacy Specialization. (This had been a branch of curriculum and instruction. We have one of the strongest programs in Wisconsin. With more visibility we can attract more students.)
 - Specialization in Elementary Education.
 - Specialization in Secondary Education. (Students can be certified in 18 months.)

Education is establishing standards, as well as research and theory expectations. The faculty members in these courses know which students are graduate students and have set up separate standards from undergraduates who are also in the courses.

The discussion will continue as the first item at the next UBGS meeting.

The meeting adjourned at 4:05 p.m. The next UBGS meeting will be held October 5, 2006, 2-4:00 p.m. Raynor, Conference Room A.