University Board of Graduate Studies Minutes  
Thursday, March 2, 2017, 2-4 p.m.  
Raynor Library, Lower Level, Conference Room C

Present: Allison Abbott, Alison Efford, Marilyn Frenn, Alyson Gerdes, John LaDisa, Judith McMullen, Margaret Nettesheim-Hoffman, Geoffrey Thompson

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

Not Present: Kati Berg, Sumana Chattopadhyay, Sharon Chubbuck, Kim Halula, Felissa Lee, Sheila Stover

Guests: Tom Kaczmarek, Kristy Nielson, Patricia Schroeder

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

II. Approval of minutes. February 2, 2017, minutes were approved electronically by a majority of the Board.

III. Reports.

A. Dean of the Graduate School. - Doug Woods

1. Enrollment. Fall applications are up 5% from last year, and adding in summer applications, the percentage is even a bit higher. Acceptances are also up.

2. Business Plan for Graduate Education. The Board understands that in order for the university to meet its Beyond Boundaries strategic goals, it will need to have some growth and investment in graduate education. So we will likely be needing to form a business plan for graduate education.

3. Online education. We are continuing to look at potential for growth in online education. A group of us will be going to Arizona State at the end of March to look at what they have done with their programs. We are expecting graduate education to see some growth in this area over the next couple of years in areas, where it would be appropriate.

4. Three-Minute Thesis completion. Our first Three-Minute Thesis competition was held February 24. The winner was Peter Borg from the Department of History, and a recording of his presentation was shown to the group. Mr. Borg will represent Marquette in April at a meeting of the Midwestern Association of Graduate Schools in Indiana. The feedback from this event has been very positive from participants as well as attendees. Students felt they gained valuable skills and experience. The event also provided marketing content for seven departments and four colleges. We are planning to continue this event in the future.
B. Graduate School Associate Dean. - Carrianne Hayslett

New Program Incubator. Two program proposals from the Incubator will be presented during this meeting. Also, the Incubator website has gone live today and is located at: http://int.marquette.edu/incubator/index.php. We are currently putting out a call for applications. Concept papers are due April 3. For programs intending to go live in 2018, proposals will still be accepted after April 3. The Incubator, besides assisting new programs, also focuses on reinvigorating existing programs which have potential for growth.

C. Graduate School Assistant Dean. - Carl Wainscott

Inquiries about interdisciplinary Ph.D. programs continue to come in, and graduate student enrollment estimates are being calculated.

D. UBGs Chair. - Allison Abbott. No report.

IV. Old Business.

B. Action Item: Graduate School attendance. - Doug Woods

The Committee on Academic Procedures and the Office of the Registrar had asked us if we wanted to have an attendance policy in the Graduate School Bulletin. In the UBGs Executive Committee meeting, we discussed that we could have a simple, boilerplate policy that could be codified in departments or programs. Dr. Woods reviewed the language of the proposed policy.

Discussion followed during which it was noted that we will need to follow up with the procedural aspect of the policy, which would not be included in the Bulletin.

Motion: To approve as written the attendance policy for the Graduate School Bulletin. Made by Marilyn Frenn, seconded by Judi McMullen. No further discussion. Motion passed: seven in favor, none opposed, no abstentions.

C. Process for avoiding duplications in programs.- Doug Woods

The approval process for new program proposals involves the submission of first a concept paper and then a full proposal. Dr. Woods explained a revision he has formed to this internal process in order to ensure that departments are made aware of new program proposals. According to the new process, when Dr. Woods receives a concept paper, he will route it to all the deans who will have a week to review and comment on it and meet with Dr. Woods to discuss it if they wish.

When Dr. Woods receives a full proposal, it will be handled in the same way, and deans may send a representative to the UBGs meeting at which the proposal will be considered to comment on it.

Dr. Abbott commented about the importance of early communication regarding new program proposals not just for avoiding program duplication, but so that deans have the opportunity to contribute ideas that could perhaps make the proposals stronger. By bringing people together to discuss programs that may overlap, it could help the programs to grow.
V. New Business.

A. Action items: program proposals.

1. Master of Science in Health Care Data Analytics. - Tom Kaczmarek, Kristy Nielson, Patricia Schroeder

Those who worked to prepare this proposal had been having meetings with people from health care industries in the Milwaukee area who indicated that there is great demand for people qualified in health care data analytics. Some of those representatives from the local industries also expressed interest in the program coordinator position and even being actual students in the program. A market analysis confirmed a high demand for people qualified in this field.

An advisory group of experts from the Milwaukee area has been created for this program to ensure that it stays abreast of regulatory changes and attuned to the needs of the industry and also to advise marketing efforts.

2. Certificate in Ethically Centered Data Science. - Tom Kaczmarek, Kristy Nielson

There seems to be a strong desire for this type of certificate program. It will consist of courses which already exist and one new course which is being created. The program is designed to be generally accessible to people from other disciplines who are not computer scientists or data scientists, but who would find the knowledge and skills gained through this program useful in their careers.

Discussion followed regarding the diligence that will be needed to stay in compliance with federal regulations to ensure that the program is eligible for Title IV aid, and that this diligence must extend to all communications proceeding from the program.

Motion: To approve the Master of Science in Health Care Data Analytics.
Made by Marilyn Frenn, seconded by Judi McMullen. No further discussion.
Motion passed: eight in favor, none opposed, no abstentions.

Motion: To approve the Certificate in Ethically Centered Data Science with the recommendation that in all of its communications, the program must be mindful of federal compliance with gainful employment.
Made by Judi McMullen, seconded by Marilyn Frenn. No further discussion.
Motion passed: eight in favor, none opposed, no abstentions.

B. Graduate syllabi guidelines. - Carrianne Hayslett

There is a need for appropriate guidance for students and for consistent content and language in course syllabi in order to be in compliance with university policy. A syllabus serves as the legal agreement between the student and the university, and it is the student’s responsibility to read and implement it. Information contained in syllabi is also meant to be a reference for
students, and it needs to be easily accessible to them. Dr. Hayslett presented proposed guidelines which included points that contained required language.

Board members mentioned that it would be better to move all the required language to one webpage on the Graduate School website and include on the syllabi a link to that page. That way, syllabi would be less lengthy and there would only be one place that would need to be updated. Students could be required to acknowledge that they have read and agree to the policies on that page.

It was decided that Dr. Hayslett will revise the draft based on suggestions presented during the discussion, and that the UBGS will vote on it at the next meeting.

C. Transfer of credit policy and ADP programs. - Carl Wainscott

Proposed revision regarding credit transfer limits. Students admitted to master’s programs at Marquette via advanced degree placement programs (ADPs) are limited as to how many credits they are allowed to transfer. This is done in order to protect the academic integrity and rigor of a Marquette graduate degree. We have had ADPs approved that have violated our credit transfer policy. So we are proposing a change in policy to allow the transferring of more Marquette-earned credits, because as such, these credits would not be compromising the rigor a Marquette degree.

The proposed revision to the transfer of credit policy for ADP programs will be voted on at the next UBGS meeting.

Clarification regarding grade requirement for credit transfer. The current policy states that only courses in which a grade of B or above has been earned may be transferred for credit into a master’s program. Advisors for ADP students need to be mindful of this policy, because an issue that has arisen in ADP programs in the past is that BC grade credits have occasionally been allowed to transfer.

VI. Adjournment. The meeting was adjourned at 4:07 p.m. by Dr. Abbott.

Scheduled meetings for 2016-2017 Academic Year
Thursdays 2:00 - 4:00 p.m., in Raynor Library, Lower Level, Conference Room C.

Apr 6, 2017 | May 4, 2017

Respectfully submitted,
Jenny Staab