University Board of Graduate Studies Minutes  
Thursday, April 6, 2017, 2-4 p.m.  
AMU 227


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

Not Present: Kati Berg, Sumana Chattopadhyay, Sharon Chubbuck, Carrianne Hayslett, Felissa Lee, Sheila Stover

I. Call to order. The meeting was called to order at 2:04 p.m. by Dr. Abbott.

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

III. Reports.

A. Dean of the Graduate School. – Doug Woods

1. Enrollment. For the fall term, from last year at this time we are expecting a net enrollment growth. Applications are up 9%, acceptances are up 15%, and matriculations are up 125%.

2. Online education, lessons learned from Arizona. Dr. Woods shared information about his recent visit to Grand Canyon University (GCU) and Arizona State University (ASU). GCU started as a small, liberal arts, Christian university in west Phoenix that about ten years ago started to go heavily online. Their students currently number about 70,000 online and 17,000 on campus. There were several aspects about GCU that he found particularly noteworthy. Their campus has grown to 400 acres with many new buildings (not less than 10 years old), and they are improving the neighborhood as they expand. Prospective students receive a response from GCU within two hours of applying that informs them if they’ve been accepted, which of their credits will transfer, how many credits they will still need, what courses they will need, how much it will cost, and what financial aid is available.

ASU uses a different model which could be more suitable for us. GCU’s model for building online courses is more top-down with a team looking for courses to offer and then finding faculty to teach those courses. At ASU, faculty work with instructional designers to develop the courses. ASU does not require any department to put a course online, but it offers incentive and help to those who choose to do so.

B. Graduate School Assistant Dean. – Carl Wainscott. No report.

C. UBGs Chair. – Allison Abbott. No report
IV. Old Business.

A. Graduate syllabi guidelines. – Carl Wainscott.

Based on the recommendations from the UBGS meeting of March 2, 2017, Dr. Carrianne Hayslett has prepared a webpage for graduate syllabus guidelines, which is currently found at this link: http://www.marquette.edu/grad/faculty-syllabus-guidelines.php.

B. Action item: Transfer of credit policy and Advanced Degree Placement programs. – Carl Wainscott

The following language addition to the Graduate School Bulletin, transfer of credit policy, proposed at the last UBGS meeting, March 2, 2017, was presented for approval:

Marquette University undergraduate students admitted to Advanced Degree Placement (ADP) programs are subject to the transfer limits and rules as detailed in the corresponding programs’ Master’s Requirements section of this bulletin.

Motion: To approve the proposed language addition for the transfer of credit policy and Advanced Degree Placement programs.
Made by Alison Efford, seconded by Kim Halula. No discussion.
Motion passed: eight in favor, one opposed, no abstentions.

V. New Business.

A. Action item: Updating directives for dissertation committees to allow the option of considering Marquette professors emeriti as “Marquette members.” – Carl Wainscott

Currently dissertation committees are allowed one external member. Some dissertation committees have been challenged in finding enough Marquette members, and emeriti have been willing to serve on these committees. The dissertation committee directives could be updated to allow the option of considering Marquette professors emeriti as “Marquette members.” This would not be made a requirement.

The department’s other requirements for the dissertation committee members (e.g., that they be research active) would still hold. The chair of the dissertation committee would still need to be someone employed by MU.

Proposed language will be brought to the UBGS meeting, May 4, 2017.

B. Action item: Updating policy regarding temporary withdrawal from graduate program and time limitations. – Carl Wainscott

The substance of the policy would remain the same. The new wording would allow us to be more compliant with the Americans with Disabilities Act (ADA) and in alignment with other policies that we have in place.
Motion: To approve the proposed language for the policy regarding temporary withdrawal from the graduate program and time limitations.
Made by Allison Abbott, seconded by Geoffrey Thompson. No further discussion.
Motion passed unanimously: nine in favor, none opposed, no abstentions.

C. Action item: Continuous enrollment policy regarding comprehensive exam preparation.
   – Carl Wainscott.

The current policy allows students to enroll only once in an exam preparation course only once. After that they may only enroll in a 9970 course, which counts as less than half-time standing. To be eligible for federal funding, however, a student must be enrolled in at least a half-time course. This has become an issue for some doctoral students who need a second semester of exam preparation.

Motion: To revise the language of the continuous enrollment policy to allow doctoral students to enroll twice in the comprehensive exam preparation.
Made by Alyson Gerdes, seconded by Lisa Mazzie. No further discussion.
Motion passed unanimously: nine in favor, none opposed, no abstentions.

Proposed language will be brought to the UBGS meeting, May 4, 2017.

D. Action item: Interdisciplinary Ph.D. (INPR) outline. – Carl Wainscott

This prospective INPR student is working with Dr. Farrok Nourzad in the Graduate School of Management and hopes to begin the INPR program in the fall 2017 term. The UBGS had no concerns with the outline presented other than typographical errors.

Motion: To approve the INPR outline, pending corrections of typographical errors.
Made by Allison Abbott, seconded by Alyson Gerdes. No further discussion.
Motion passed: eight in favor, none opposed, one abstention.

E. Action item: Specialization in Ethically Centered Data Science. – Carl Wainscott

This specialization is being created so that gainful employment reporting will be easier. At the last UBGS meeting, the Master of Science in Health Care Data Analytics and the Certificate in Ethically Centered Data Science were approved. According to the original plan for those programs, the certificate would be earned on the way to the master’s, which means that a student would be enrolled in both programs at the same time.

With the creation of this specialization, enrolling directly in the master’s program will not allow the option of earning the Certificate in Ethically Centered Data Science along the way, but will rather provide the Specialization in Ethically Centered Data Science. No gainful reporting is required for a specialization. One may enroll in the certificate program and later use those credits towards earning the master’s degree, which then would not include the specialization.

This is an administrative change, since the fundamentals of the programs have not changed.
Motion: To approve the Specialization in Ethically Centered Data Science. 
Made by Allison Abbott, seconded by Geoffrey Thompson. No further discussion.
Motion passed unanimously: nine in favor, none opposed, no abstentions.

F. Revisions to the MU faculty credentialing policy. – Doug Woods

Dr. Woods explained that after the University Academic Senate had approved the policy, it was found that some intended wording had been left out. He reviewed the language revisions with the group.

Motion: To approve the language revisions in the faculty credentialing policy.
Made by Allison Abbott, seconded by Alyson Gerdes. No further discussion.
Motion passed unanimously: nine in favor, none opposed, no abstentions.

G. Additional discussion item: Training of teaching assistants. – Doug Woods

Dr. Woods explained that it has come to his attention that more could be done to help train and support our teaching assistants (TAs). The Higher Learning Commission requires supervision of student teachers, and some of our departments do more than others in this area.

Ideas that were brought out during discussion included the possible use of online training courses, that TAs as well as faculty have different levels of engagement and expectations, and that TA roles vary in different departments. A core training curriculum could be developed, and departments could decide how to cover those topics if they are not already doing so. Resources could be made available through the Center for Teaching and Learning.

VI. Adjourn. The meeting was adjourned at 3:36 p.m. by Dr. Abbott.

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Last scheduled meeting for 2016-2017 Academic Year

Thursday, May 4, 2017, 2-4 p.m., Raynor Library, Lower Level, Conference Room C.

Respectfully submitted,

Jenny Staab