University Board of Graduate Studies (UBGS)
April 2, 2020 – 2:30-4:00 p.m.
Microsoft Teams Meeting

Minutes

Present:  Jill Birren, Ed Blumenthal (chair), Scott D’Urso, Jim Hoelzle, Norah Johnson, Sarah Kizuk, Farrokh Nourzad, Michael O’Hear (secretary), Paula Papanek, Jeff Starke (vice chair), Peter Staudenmaier

Present, non-voting: Carriane Hayslett, Lee Hovorka (note taker), Carrie Puhls, Theresa Tobin, Carl Wainscott, Doug Woods

Not present: Dawei Liu (sabbatical sp 2020), Lars Olson (senate liaison)

I. Call to order 2:30 pm.
II. Approval of minutes from March 5, 2020.

Motion and seconded to approve minutes: 10 approve; 0 oppose; 1 abstain

III. Reports.
A. Doug Woods, Vice Provost for Graduate & Professional Studies & Dean of the Graduate School
   1. Admission update. Enrollments for summer are up. Fall new enrollments are looking good for GS and GSM as applications are up 8%, admitted are 7% and students who have agreed to come is at 35%. Not sure what the current COVID-19 situation will do for the GS, historically during times like these people turn to higher education.
      a. Should the time limitations for Ph.D. and master’s clock be extended? Currently master students enrolled have 6 years to complete; Ph.D. students have 8 years. There are several options including, do nothing and hold the students to the current policy. We could create a one-time one half year auto extension. The other option could be to keep the current policy but allow students to apply for the extension.

Discussion:
- Do we know how many students are pushing up to their timeline? The exact number is not known but we typically do not have many students that would fall into this. Students are not typically removed; and the GS along with the department will work together and as in the past usually provides an extension.
- Would the extension provide funding? There would be no student funding linked to the extension. This only addresses the time extensions, understanding that a student’s research could be severely impacted.
- This discussion was just informational, there needs to be more discussions and vetted through other campus units.

B. Theresa Tobin, Associate Dean for Academic Affairs and Student Development.
   1. Bootcamp moving to the fall, no new date set.
   2. A career portal housed on the GS website is currently being worked on. The goal is to build a career spot for job opportunities for our students.

IV. Old Business.
A. Action Item: MLRN-CER (Machine Learning for Engineering Applications certificate): Proposal to create new certificate. Presenting course consent approval from other departments.

Motion and seconded: 10 approve, 0 opposed, 1 abstain
B. Action Item: SYEN-CER (Systems Engineering certificate): Proposal to create new certificate. Prior approval from Higher Learning Commission is required. Presenting course consent approval from other departments.

Discussion: Gary Meyer has submitted the certificate to the higher learning commission for approval and is expected to be approved. 

**Motion and seconded: 10 approve, 0 opposed, 1 abstain**

V. New Business.

A. Action Item: ESPE-CER (Essential Skills for Practicing Engineers certificate): Proposal to create new certificate. –Jeff Starke.

**Motion and seconded: 10 approve, 0 opposed, 1 abstain**

B. INFORM: LLAC-MA (Languages, Literatures and Cultures master of arts). Imposed a moratorium on admissions for new students for 2020-2021 or until further notice.

1. Doug Woods commented the department will no longer admit students into the Master’s until the department decides what to do with this program.

C. INFORM: Nursing lifting several moratoria.

Christine Shaw, Clinical Associate Professor. The College of Nursing has had a nursing leadership program 1980’s and it has been highly valued by the nursing community. In the past it was offered as an MSN, DNP and a Post-Master’s certificate. In 2017 we found low numbers of nurses enrolled so we sought to update the program. A joint interdisciplinary program focused on health systems leadership was developed and approved as an incubator program with GSM. The incubator money was not available, and GSM could not go forward. Attempts were made to offer the program with GS but this too was not financially viable. Nursing decided to offer the programs by themselves as an MSN, DNP, and PM certificate and the courses that were originally in the bulletin and offered with GSM were re-named as HEAL courses. These courses have been added to the 2020-2021 bulletin. The program is offered online with new cohorts admitted each semester. Classes will be offered in 8-week sessions.

The programs are listed in the 2020-2021 bulletin and will begin enrolling students in fall 2021.

1. NURS-MSN (Nursing master of science in nursing). Lifted the moratorium on the Health Systems Leadership (HSLD) specialization for 2020-2021.

D. Carl Wainscott, Assistant Dean Graduate School.


Dr. Richard Jones, Everard’s Co-Chair joined the meeting to speak on the development of the paper. Discussion focused on scope and methodologies in the proposal as well as the timeline for addressing any areas of concern if the UBGS were not to approve in its current form.

**This topic was tabled for the May 7, 2020 UBGS meeting.**

2. Carly Kroll’s full proposal and required form.

**Motion and seconded: 10 approve, 0 oppose, 1 abstain**

E. Additional External Employment by Graduate Students with 50% (i.e., full time) TA/RA/GA Contract – Doug Woods.

**This topic was tabled for the May 7, 2020 UBGS meeting.**

F. Moratoria, Melissa Econom will join the meeting discussion. (3:45)

1. New degree moratorium: EDPL very recently decided to suspend admissions for ELED-CER (Elementary Education certificate) due to recent DPI changes. College of Ed’s undergrad programs in Teacher Education needed to be revised for DPI. Some of the UG
courses have been revised from 4000-level to 2000-level. They can't keep 5000 level courses since the 4000 courses were changed, and they need time to revamp.

2. New degree moratorium: SEED-CER (Secondary Education certificate). Same reason as #1., above.

3. New specialization moratoriums: EDPL-MED (Educational Policy and Leadership Masters of Education). Moratorium on admissions for new students to the following two specializations: Elementary Education (ELED) and Secondary Education (SEED). Same reason as #1., above.

These moratorium topics will be shared via email with the UBGS.


Highlights of the proposal: Grades will be entered by faculty as usual. After these are posted, students have 2 weeks to change their grade option from letter grades to High Pass/Pass/No Pass. It will be the student’s decision to choose this option; their option is without faculty notification; faculty will not have access to the change in grading option. Two weeks after grades are posted, the letter grade or HP/P/NP option becomes permanent. The HP/P/NP option will appear on the student’s transcripts with a special record of COVID 19 semester. Any grades on this option would not count towards the GPA. If a student chooses HP/P/NP, some programs may decide that a P grade would not fulfill requirements. The RWAR process is suspended for this semester. If a student was on RWAR, the student will be auto extended for the next semester.

1. GSO surveyed and received over 120 responses which helped to modify this process. The DGS’ voted unanimously to endorse this proposal. The UAS Executive Committee unanimously endorsed this proposal contingent on the UBGS’s approval. The Deans are also all on board.

2. Concern was expressed that in some programs a grade of B was not really equivalent to a High Pass.

3. Sarah Kizuk extended appreciation for the actions being taken on behalf of the students. Seeing the policy coming out does give a sense that the well-being of the students is being thought of and eases our anxiety.

4. Some psychology program requirements cannot accept a pass on a student’s transcript, can the department tell the student to take the class again for a grade to meet program expectations? The response was yes.

Motion and seconded: 8 approve, 0 oppose, 3 abstain

VI. Adjourned 4:00 pm.