

## **GRADUATE COUNCIL MINUTES**

**February 21, 2007**

Approved: March 14, 2007

**Present:** Tom Blume, Donna Free, Lisa Hawley, Frances Jackson, Mildred Merz, Meir Shillor, Joseph Shively, Lorenzo Smith, Kris Thompson, Mohamed Zohdy

**Absent:** David Downing

**Guests:** Bhushan Bhatt, Ishwar Sethi, Gautam Singh

**Staff:** Claire Rammel, Julie Delaney, Lynette Folken, Eilene Lohmeier

### **I. CALL TO ORDER**

The meeting was convened at 2:05 pm by J. Shively, Vice Chair.

### **II. APPROVAL OF MINUTES**

J. Shively entertained a motion to approve the January 17, 2007 minutes.

MOTION made by D. Free to approve the minutes of January 17, 2007 as presented. Seconded by M. Shillor and passed without corrections.

### **III. REPORT FROM THE CHAIR AND INFORMATIONAL ITEMS**

- J. Shively reported that the Graduate Open House held on February 15th was another very successful event. The preliminary totals:
  - Attendees: 256
  - New Applications: 198
  - Marketing Surveys Collected: 203

The open house was successful in generating new graduate applications for admission and collecting significant marketing data to assist with future graduate recruitment efforts.

- C. Rammel reported that the request to modify the name of the Education Specialist degree program (not Educational Specialist) was forwarded to the Provost, who subsequently approved the change to Education Specialist in leadership.
- C. Rammel distributed two approved graduate policies: Dissertation/Thesis Processing Requirement Policy and Commencement Ceremony – Graduate Student Participation Policy for future discussion. Current policy states that doctoral degree candidates are not be eligible to participate in commencement without completing all degree requirements, including dissertation defense and submission of an approved dissertation, including signatures of all committee members and/or the head of the academic unit, to Graduate Study and Lifelong Learning.

A doctoral student has requested to participate in the May 2007 Commencement Ceremony. The student has applied to graduate for Spring 2007 and will not have defended and submitted

dissertation by the winter deadlines. The student has requested to walk and be hooded in the May commencement. Based on this recent request, should we modify the policy to let doctoral students walk before defense? Ms. Rammel asked Graduate Council to review the current policy for discussion at the next Council meeting. J. Delaney noted the deadline for submitting names and dissertation titles to the Provost's Office for the commencement program is in March.

M. Shillor indicated support for the exception if the Chair of the student's dissertation committee would be willing to provide written support that the student has completed all other degree requirements except for the presentation and defense of their dissertation.

Further discussion immediately ensued. Graduate Council members strongly stated that they were not in support of doctoral candidates participating in commencement and being hooded prior to completing all degree requirements, including defense and submission of dissertation. C. Rammel asked if we should amend the Commencement Ceremony – Graduate Student Participation Policy to include a statement that “exceptions to the policy will be granted for extenuating circumstances.” Mr. Shively expressed concern with placing the Vice Provost for Graduate Education in the position of evaluating requests for exceptions to the policy. Graduate Council agreed that no modifications should be made to the current policy.

C. Rammel asked members for any recommended changes to the Dissertation/Thesis Processing Requirements Policy. F. Jackson expressed concern that the title of the current policy, Dissertation/Thesis Processing Requirements Policy, did not include the practice focused doctoral programs. C. Rammel will amend the title of the Dissertation/Thesis Processing Requirements Policy to: “Doctoral Project: (dissertation/thesis/project/ paper) Processing Requirements Policy” and include any procedural information specific to those programs.

The policy will be brought back to Graduate Council for review and approval.

L. Hawley asked about the status of the doctoral policy and process manual. She volunteered to continue working on the doctoral student handbook to address unresolved issues.

#### **IV. OLD BUSINESS**

Ph.D. program in Computer Science and Informatics – Second Reading

Shively presented the Second Reading of the new degree proposal from the School of Engineering and Computer Science: Ph.D. in Computer Science and Informatics.

Discussion ensued. C. Rammel had some questions related to the “candidacy” requirements. She indicated unclear or inconsistent terminology might be confusing to a new doctoral student. She referenced an example found at the bottom of page 22 of the proposal. “All Ph.D. applicants are required to pass the Core qualifying examination within the first four regular semesters of admission into the Ph.D. program. The Core examination is administered once every regular semester.” Are we correct in assuming “regular” semester means “academic” semester (fall and winter)? Given the requirement that all PhD students must pass all the written and oral doctoral

qualifying examinations within the first three years of joining the program, with the Option Examination administered once every year, defining “semester” eliminates any misinterpretation of the timeline.

She recommended the proposal clearly define “semesters” as “academic semesters” when appropriate and recommended that “Fall and Winter” be added to the bottom page 22 for further clarification. C. Rammel also questioned whether the Oral Examination requirements (oral presentation of a written document summarizing proposed research) and timeline (one semester following the Written Qualifying Examination) was realistic. G. Singh agreed with her observation, indicating the department had recommended eliminating the written summary as a requirement for the Oral Examination. [pg 27 - 3.2.3 Qualifying Examination (oral)].

C. Rammel indicated the University planned to make the Banner CAPP module available online to students and faculty advisors. For those unfamiliar with CAPP, C. Rammel explained it was a tool that allowed students or faculty to track a student’s progress toward satisfying degree requirements. Since CAPP evaluates a student’s academic history against established program requirements, compliance issues can potentially be identified and resolved much sooner. Given this new level of information awareness, C. Rammel indicated her final question targeted how the department planned to track and communicate successful completion of the requirement that “All Ph.D. students must demonstrate some experience in teaching.”

There was some discussion relating to the evaluation of the teaching requirement. G. Singh suggested a form be developed to communicate completion of this requirement and potentially other non course requirements to Graduate Study. I. Sethi expressed his concerns regarding the number of exceptions currently being made to program requirements. He stressed the importance of minimizing these exceptions.

M. Merz noted the minimal budget changes and specifically noted that the library requirements do not include lecture notes and computer science notes which are required and would double the library cost. M. Merz will forward a list of library concerns to G. Singh.

After further discussion Graduate Council suggested the following changes:

- A plan of study must be filed with Graduate Study within the first two semesters of a student enrolling in the PhD program. Students would be responsible for notifying Graduate Study of any subsequent changes approved by their advisory committee.
- In earlier discussions, G. Singh assured Graduate Council that the program supports full-time student enrollment during the academic year. Thus, allowing students to qualify for graduate assistantships and other forms of financial aid. G. Singh suggested a brief statement be included in the proposal.
- Included a paragraph explaining that a student must complete a master’s degree prior to starting the doctoral program.

- Provide Graduate Study and Lifelong Learning with catalog copy which includes the application, admissions and degree requirements. I. Sethi will provide.
- Provide Graduate Study and Lifelong Learning with a list of prerequisite courses, including undergraduate prerequisites. I. Sethi agreed to review 500/600/700 level courses and make any necessary adjustments to prerequisite courses. M. Shillor reminded I. Sethi that undergraduate prerequisite courses cannot be evaluated in Banner for students with their undergraduate degree from other institutions. Therefore, it has been recommended that any undergraduate prerequisites be included in the course description as “required academic background” and be described, rather than listed
- Review a complete course offering report to validate equivalencies, deletions and changes.

C. Rammel confirmed the proposal had requested an effective date – Fall 2007. She reminded B. Bhatt that the proposal had to go through a full governance review. With only two Senate meetings remaining this year, there was little time left for the department to make the recommended changes. It was agreed that the department would make changes and forward the final proposal to C. Rammel F. Jackson, chair of SPRC, indicated she would do her best to assist them in meeting their proposed timeline, but urged them to move quickly,

J. Shively MOTIONED to approve the Ph.D. in Computer Science and Informatics, contingent on the department making the required changes.

Seconded by and passed unanimously.

The final proposal will be submitted to Senate Steering for Senate Planning Review Committee and Senate Budget Committee review.

## **V. NEW BUSINESS**

A. School of Engineering and Computer Science - modifications to merge existing graduate academic programs in the Master of Science in Software Engineering and the Master of Science in Information Systems Engineering – First Reading

J. Shively entertained a MOTION to approve modifications to in the Master of Science in Computer Science & Engineering and the Master of Science in Embedded Systems AND merge the Master of Science in Software Engineering AND the Master of Science in Information Systems Engineering.

T. Blume MOTIONED to approve.

Seconded by F. Jackson and passed unanimously.

I, Sethi presented the proposal to merge of the Master of Science in Software Engineering with the Master of Science in Information Systems Engineering effective Fall 2007. The merged program will be the Master of Science in Software Engineering and Information Technology.

I. Sethi explained that the second part of the proposal was to modify the exit plan to offer a “professional option” which requires 36 credits of graduate course work including 4 credits of an internship/industry project. The “research option” which requires 32 credits of graduate course work including thesis is the same as defined in the two former programs. The total number of credits required for the Master of Science in Software Engineering and Information Technology, The Master of Science in Computer Science & Engineering and the Master of Science in Embedded Systems will be 32-36, contingent on the select exit option.

Additionally, the School of Engineering and Computer Science has requested to change the name of the major, Computer Science & Engineering to Computer Science

Effective Spring 2007, the School of Engineering will begin “phasing out” the Master of Science in Software Engineering (5600) and the Master of Science in Information Systems Engineering (5580). The phase out period will allow students currently admitted to those programs to complete degree requirements.

L. Smith questioned the impact this would have on the current faculty workload. I. Sethi indicated the department did not anticipate the proposed change would significantly impact the current faculty workload

C. Rammel requested that students file a plan of study with Graduate Study and Lifelong Learning. The office would like to provide guidance to students who select the thesis option. I. Sethi agreed.

To be consistent with other University publications, L. Smith recommended changing the phrase “GPA of 3.0 or better” to “3.0 or above.”

F. Jackson MOTIONED to waive the Second Reading.

Seconded by K. Thompson and passed unanimously.

M. Zodhy MOTIONED to approve modifications to in the Master of Science in Computer Science & Engineering and the Master of Science in Embedded Systems AND

merge the Master of Science in Software Engineering AND the Master of Science in Information Systems Engineering.

Seconded by M. Shillor and passed unanimously.

B. School of Engineering and Computer Science modifications to split the MS in Systems Engineering into two degrees – MS in Systems Engineering and MS in Industrial and Systems Engineering – First Reading

J. Shively entertained a motion to approve modifications to split the MS in Systems Engineering into two degrees – MS in Systems Engineering and MS in Industrial and Systems Engineering,

B. Bhatt explained that in the fall of 2005, a new, fourth department was created entitled *Industrial and Systems Engineering (ISE)*. With the creation of the fourth department, portions of the MS-SYS are managed by the ECE department and other portions of the program are managed by the ISE department. The School of Engineering and Computer Science is requesting permission to split the 5 options in the current Master of Science with a major in Systems Engineering into two separate degrees,

Three of the options will be retained exactly “as-is” in the existing Master of Science in Systems Engineering degree housed within the Electrical and Computer Engineering department

- o Option 1 – Dynamic Systems and Control Engineering
- o Option 3 – Robotics Systems Engineering
- o Option 4 – Systems Modeling and Computer Simulation

The other two options will be moved exactly “as-is” into a new Master of Science in Industrial and Systems Engineering degree housed in the new Industrial and Systems Engineering department

- o Option 2 – Industrial and Systems Engineering
- o Option 5 – General Systems Engineering

This change is administrative in nature and permits the two departments to manage their students more effectively.

C. Rammel will meet with the department to identify course equivalencies and discuss areas of concern.

L. Smith MOTIONED to waive the Second Reading.

Seconded by M. Shillor and passed unanimously.

J. Shively MOTIONED to approve modifications to split the MS in Systems Engineering into two degrees – MS in Systems Engineering and MS in Industrial and Systems Engineering, Seconded and passed unanimously.

### C. College of Arts and Sciences: Approval of concentrations in Master of Public Administration and Master of Music

There was discussion regarding concentrations being noted on student transcripts, along with degrees awarded. When asked to provide background information, C. Rammel explained that Graduate Council requested the Registrar post graduate concentrations on the student transcripts. The Registrar agreed to post the concentration with the following stipulations: 1) all concentrations must be proposed and approved by Graduate Council; 2) concentrations appearing in the Graduate Council must be proposed and approved by Graduate Council; 3) concentrations earned prior to approval by Graduate Council will not be posted to transcripts; 4) students must list the concentration on the Application to Graduate; and 5) departments and Graduate Study are required to audit and approve concentrations as part of degree compliance. George Dahlgren, Graduate Dean at the time, communicated these requirements to both the Master of Public Administration program and the Master of Music program, Graduate Council requires each concentration be defined, including a list of eligible courses and credit required to earn each concentration. J. Delaney will continue working with the departments to secure their proposals for presentation at a future Council meeting.

### D. School of Health Sciences - Proposal to modify the existing Graduate Certificate in Orthopedic Manual Physical Therapy

J. Shively requested a MOTION to approve modifications to the Graduate Certificate in Orthopedic Manual Physical Therapy

K. Thompson explained that the request is to increase the required credits from 17 credits to 18 credits for the OMPT Graduate Certificate. The credit increase supports the addition of a new course, PT 502, Evidence-Based Practice. The new course, plus a slight reorganization of course credits in the existing curriculum, significantly improves the course distribution and content flow over the 2-year delivery of the program.

M. Shillor MOTIONED to waive the Second Reading.

Seconded by F. Jackson and passed unanimously.

J. Shively MOTIONED to approve the proposal

Seconded and passed unanimously.

## **VI. GOOD AND WELFARE**

## **VII. ADJOURNMENT**

The meeting adjourned at 3:40 pm. The next meeting is scheduled for March 14, 2007.