University of Wisconsin-Milwaukee  
Graduate Faculty Committee (GFC)  
Graduate Program Reviews Subcommittee  

Monday, February 19, 2018  
10:30 a.m. – 12:00 p.m.  
Mitchell Hall 245  

MEETING MINUTES

I. Call to Order  
The meeting was called to order at 11:01 a.m.

Present:
(Committee Members): David Allen, Winson Chu, Garry Davis, Peter Dunn, Jennifer Jordan, Erin Winkler  
(Non-Committee Members): Vicky Everson, Tiffany Nation, Tracey Heatherington (Ex-Officio)  
Absent: Jennifer Clippert, Marija Gajdardziska-Josifovska (Ex Officio), Jennifer Kehl, Mark Schwartz,  
Guests: Tina Freiburger (Criminal Justice), Karl Wallick (Architecture)

II. Announcements  
Chair, Garry Davis announced the report for Architecture MA will be given first due to the dean of the program’s scheduling conflict.

III. Approve Minutes from the October 16, 2017  
The minutes were approved as distributed and passed unanimously.

IV. Criminal Justice MS Program Review Report  
David Allen served as an internal reviewer. He reported that he attended all of the program’s meetings except the meetings with assistant professors at the request of the external reviewers. The external report was favorable and the external reviewers were very impressed with the department that is challenged by faculty and little resources.

The external reviewers made the following recommendations:
- Increasing of the revenue stream
- Training in the program
- Establish a relationship with the local police department
- Rethink the internal part of the program due to faculty not having a clear understanding of how decisions are made
- Separation of jobs and shared responsibilities

He reported that he met with graduate students and that they spoke highly of the program and how helpful Tina Freiburger, who serves as department chair and graduate representative, was to them. There were no complaints and the graduate students were very happy.

Erin Winkler who also served as an internal reviewer reported her concern of the program’s financial resources and the recommendation to increase master students with only six faculty members. She was also concerned that the self-study and the external report did not mention diversity which she thought was very important for the program.

Garry Davis also voiced his concern that students were clear but faculty was confused. He questioned who makes decisions on who teaches graduate courses and how do students pick advisors.

Tina Freiburger, department chair and graduate representative, reported that she was surprised by the confusion of the faculty. She reported that the governance process is used which she prepares the proposals and faculty vote.

There is a process in place on course assigning and preferences are requested from faculty. She reported that advising assignments are conducted by the program specialist.

She reported that the chair is appointed by the Dean and then there is a vote. Requests have been made to the Dean to hire a graduate coordinator but enrollment are low and have declined which has put the program in a bad financial place.

The Graduate Program Review Subcommittee strongly supports the recommendation of the external and internal reviewers that a separate position of graduate studies coordinator be provided for the program.

The Criminal Justice MS graduate program review report was motioned, seconded, and passed unanimously with recommendation that a separate position of graduate studies coordinator be provided for the program.
V. Architecture MA (MA arch) Accreditation Hybrid Program Review Report

Sheila Feay-Shaw served as the internal reviewer and she recommended that this program move forward. She reported that the hybrid review was very intense and that she spent four days with the accreditation team. It was a battle to sort out the graduate vs. the undergraduate.

The following recommendations were made by the external reviewers:
  - Consideration for diversity
  - Broadening of graduate diversity
  - Hiring adjunct and visiting faculty to resolve diversity

She reported that one of her concerns was the thesis committee option. The program experienced difficulties finding faculty to serve on the thesis committee. Dean Wallick reported that there are informational sessions on thesis to assist students and an option to do it in coursework. He explained that students understand stacking of studies graduate/undergraduate mix.

Sheila Feay-Shaw reported that the program received an 8-year accreditation which is the highest that can be received. The program had addressed all previous accreditation recommendations.

Dean Wallick thanked the subcommittee and appreciated the option to have a hybrid program review.

Recommendation to continue the Architecture MA (MA arch) program was moved, seconded, and passed unanimously.

VI. Other Business

Chair Garry Davis gave a brief summary of the recommended revisions to the GFC Doc. #1360 Certificate Review Process.

The following revisions were discussed:
  - Align certificate reviews with their parent program
  - Benefits of the revisions of the policy are to reduce the amount of workload in the Graduate School
  - Revise length of cycle from 5 years to 10 years
  - Change the language in the policy to reflect revisions

Vicky Everson informed the subcommittee that no action would be needed today. She explained that unlike graduate certificate undergraduate certificate are not reviewed.

Discussion followed. Revisions will be made to the policy and will be placed on the next agenda for voting.

Museum Studies has requested that the program’s certificate review be placed in 2017 - 18. Tracey Heatherington informed the subcommittee that this request is due to the program having some internal issues.

William Wood will be representing the program and preparing the self-study to come to the subcommittee for review in April or May 2018. Vicky Everson gave a review of the certificate review process. The subcommittee discussed the assigning of the internal reviewer for Museum Studies. Winson Chu agreed to serve as the internal reviewer.

VII. Adjournment

The meeting was adjourned at 12:06 p.m.