

**University of Wisconsin-Milwaukee
Graduate Faculty Committee (GFC)**

Monday, February 18, 2019

3:00 p.m. – 4:30 p.m.

LUBAR N120

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 3:04 p.m. by John Boyland, Vice Chair.

II. ROLL CALL

Present:

(Committee Members): John Boyland, Susan Cashin, Woonsup Choi, Jennifer Clippert, Garry Davis, Kyle Ebersole, Craig Guilbault, Mohiminul Islam, Elana Levine, Alycia Lewis, Wilkistar Otieno, Mark Schwartz, Arijit Sen, Ellen Velie, Dietmar Wolfram

(Non-Committee Members): Vicky Everson, Erin Fox (*Ex Officio*), Marija Gajdardziska-Josifovska (*Ex Officio*), Tiffany Nation, Jason Puskar (*Ex Officio*)

Absent: Abigail Amissah-Arthur, Peter Dunn, Jennifer Kibicho, Alexis McAdams

Guest: Nicole Ridgway

III. ANNOUNCEMENTS

There were no announcements.

IV. AUTOMATIC CONSENT

Automatic Consent items were motioned, seconded, and passed unanimously.

A. Minutes of the Graduate Faculty Committee Meeting of December 10, 2018

B. Program Changes

- | | |
|---|-------------------|
| 1. Curriculum and Instruction, MS: English Education Professional Writing | GFC Doc. No. 1572 |
| 2. Educational Psychology, PhD – Counseling Psychology | GFC Doc. No. 1573 |
| 3. Urban Studies, MS | GFC Doc. No. 1575 |

C. Policy Revisions

- | | |
|---|-------------------|
| 1. Recommendation of the Graduate Curriculum Subcommittee (GCC) for Requirements for Graduate Credit in Combined Undergraduate/Graduate Level | GFC Doc. No. 916 |
| 2. Policies and Procedures for the Development, Structure, and Administration of Graduate Certificate Programs | GFC Doc. No. 1357 |

D. Graduate Program Review

- | | |
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| 1. Trauma-Informed Care Graduate Certificate | GFC Doc. No 1571 |
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V. ELECTIONS

1. Election of 2018 – 2019 Spring Semester Chair

Craig Guilbault nominated John Boyland for Chair. There were no other nominations.

John Boyland accepted the nomination and agreed to serve as chair for the 2018 – 2019 spring semester. John Boyland was unanimously elected to chair.

2. Election of 2018 – 2019 Spring Semester Vice Chair

(only if current Vice Chair is elected Chair)

Craig Guilbault was nominated as vice chair. There were no other nominations.

Craig Guilbault accepted the nomination and agreed to serve as vice chair for the 2018 – 2019 spring semester. Craig Guilbault was unanimously elected to vice chair.

VI. NEW BUSINESS

1. Recommendation of the Subcommittee on Graduate Courses & Curriculum (GCC) to the GFC establish a policy on office hours:

GCC Recommendation: The Graduate Faculty Committee (GFC) should recommend to the UWM Academic Policy Committee (APC) that a requirement to include specific instructor's office hours be added to the Uniform Syllabus Policy.

A recommendation was made to refer matter to the APCC of adding information on how to meet with instructor to the Uniform Syllabus policy.

Recommendation was motioned, seconded, and approved unanimously.

2. **Recommendation of the Subcommittee on Graduate Program Reviews (GPR) to the GFC that the GPR be empowered to synchronize the review of the graduate certificate programs with the review of the closely related graduate degree program when and if the GPR deems it beneficial to both programs with the consent of both programs.**

Recommendation was motioned, seconded, and approved unanimously.

VII. SPECIAL ORDER OF BUSINESS

The Graduate Faculty Committee recommends to the Board of Regents for the respective graduate degrees those students whose names are submitted by the Dean of the Graduate School as having completed degree requirements by the end of the Fall Term, 2018-19.

Recommendation was motioned, seconded, and approved unanimously.

VIII. REPORTS

- A. Report from the Dean of the Graduate School
 - RI status granted for the next three years.
 - Attended annual conference in D.C.
 - Increased the following in Fall 2018 for targeted minorities:
 - Applications by 19.4%
 - Admissions by 25.8%
 - New Enrollments by 25.4%
 - \$2,000.00 incentive fellowship for student that have been McNair scholars contributed to the increase
 - Attending various recruitment fairs contributed to increase
 - Working with B&B:
 - Provided the last 5 years of historical data
 - Will assist with finding out who choose us
 - Why they choose us
- B. Chair's Report
 - No chair report.
- C. GFC representatives on other standing committees
 - Physical Environment Committee
 - Committee representative is needed. No report given.
 - Academic Planning and Budget Committee
 - Committee representative is needed. No report given.
 - Academic Policy Committee
 - Committee representative is needed. No report given.
 - Research Policy and Advisory Committee
 - Dietmar Wolfram reported that the December meeting was only the 2nd meeting of the year. The February meeting was canceled. At the February meeting the open research policy and PI roles and responsibilities.
 - Graduate Assistant Appeals Panel
 - Policy Working Group

IX. OTHER BUSINESS

There was no other business.

X. ADJOURNMENT

The meeting adjourned at 3:48 p.m.