

University of Wisconsin-Milwaukee

Graduate Curriculum Committee (GCC)

Monna Arvinen-Barrow, Chair (Fall 2020)

Thursday, December 3, 2020

MEETING MINUTES

Members Present: Monna Arvinen-Barrow, Tracy Ann Boyer, Xiaoxia Cao, Woonsup Choi, Hong Min Park, Erin Ruppel, Anika Wilson

Absent: Marija Gajdardziska-Josifovska (Graduate School); Alessandra Gillen (Graduate School)

Guests: Joan Hayes (Grad Ed); James Hardy (Lubar School of Business); Aaria Troiano (School of Education); Joan Simuncak (School of Architecture & Urban Planning); Tanya Kruse (Peck School of the Arts); Lucy Mkandawire-Valhmu (College of Nursing); Mohamed Yahiaoui (College of Engineering & Applied Science); Yongjin Sung (College of Engineering & Applied Science); Kevin Hartman (Peck School of the Arts); Molly Schreiber (School of Education); George Henion (Zilber School of Public Health); Bridget Brown (College of Nursing); Lynne Woehl (College of Letters and Science); Kerry Korinek (School of Education); Anne Bonds (College of Letters and Science); Kristin Sziarto (College of Letters and Science); Waylon Jennings College of Letters and Science; Jennifer Doering (College of Nursing); Tobiah Deutsch (School of Information Studies); Dietmar Wolfram (School of Information Studies); Tiffany Nation (Graduate School); Jason Puskar (Graduate School)

I. Call to Order

Meeting called to order at 12:31 p.m.

II. Announcements

Tiffany Nation informed the committee that the Spring 2021 meetings have been scheduled. She asked the committee to inform her of any scheduling conflicts.

III. Automatic Consent

A. Approval of Meeting Minutes from November 5, 2020

B. Course Action Requests (See accompanying chart in SharePoint)

https://panthers.sharepoint.com/sites/GSOR/GCC/GCCDocuments/Forms/GCC%20Docs%20All%20By%20AY.aspx

Table with 3 columns: Course, Action, Type of Change. Rows include AFRIC 319, ANTHRO 424, BME 699, MECHENG 479, and MSP 785.

A motion was made and seconded to approve all Automatic Consent agenda items. Motion passed unanimously.

IV. New Business

A. New/Substantially Revised Courses

MECHENG 407

Program requesting to regularize course number for a previously offered variable topics course.

GCC Feedback: Required: (1) Course title and number, is it ME407 or MECHENG 407? Please correct. (2) Class meeting times and location(s) – need details on how online (TEAMS, CANVAS etc.?); (3) Short description of course is present, learning objectives

not clear. Please clarify learning objectives. (4) Missing policies about make-up exams. (5) Missing attendance policy (especially import during COVID-19 for synchronous learning like this course is workload policy should show how the hours add up to total for course. (6) The undergraduate and graduate requirement differences are very vague. Need to be more specific. Coursework assigned exclusively to graduate students must account for at least a third of their grade. (This can be reflected in different qualitative expectations in completing assignments that are similar to those given to undergraduate, and/or through additional graduate-only assignments. The specific expectations must be stated in the syllabus.). Grading policies and weights given for each assignment should be clearer for UG/G courses. Grad differences not articulated. The difference between undergrad and graduate expectations is not clear apart from “additional problems.” Should be 30% more effort for grad. Rationale: Graduate students should be asked to complete course requirements that are consistent with the goals of graduate education in their chosen fields (e.g., mastery of knowledge, creative scholarship, research competence). Simply assigning different weights to the same set of requirements for undergraduate and graduate students, or requiring more pages for a paper are generally insufficient on their own as bases of differentiation.”). (7) Required and recommended reading needs a full citations. Please include full citation for a resource. (8) Please list class by class readings (are there others different from text?) or readings from other sources (with full citations elsewhere in the document) in the course schedule week by week. (9) Is book recommended or required? Please clarify. (10) The university syllabus link is missing. University Policies: Each syllabus will provide the following link to the Secretary of the University Web site that contains the following University policies: <http://uwm.edu/secu/syllabus-links/>. (11) The course time and effort should be articulated more with explicit time for the tasks including nongraded homework. Specific information on the investment of time by the average student necessary to achieve the learning goals of the course in accordance with the campus credit hour policy, Faculty Document #2838. This should reflect the UG/G difference too.

**Recommended:** Missing: Minimum technical requirements, e.g., computer configuration, any necessary hardware or software. Missing: Description of the necessary computer skills for success in the course. As it is fully online course, the following is needed: 3. Specification of course interactions • Between the instructor and students (e.g., e-mail, CANVAS discussion, phone, Skype, voiceover slides, etc.). • Between students, for any asynchronous or synchronous discussions (e.g., CANVAS, Skype, social media site, etc.). • Between the students and the course content (e.g., CANVAS discussion, UWM or external Web sites, etc.). 4. Minimum technical requirements, e.g., computer configuration, any necessary hardware of software. 5. Description of the necessary computer skills for success in the course. 6. Contact information for technical help: UWM Help Desk: 229-4040; [help@uwm.edu](mailto:help@uwm.edu) ; [GetTechHelp.uwm.edu](http://GetTechHelp.uwm.edu)

**Recommended Suggestions:** (1) More information on Canvas and how online tests and quizzes will be administered needed as explained prior. If I were a student, I would like to know if the exams and quizzes are integrated into canvas and will they submit on canvas or by email? Will they need to print them and then scan and mail back or will it all be online? Suggest you explain where the recorded class sessions are as students have a hard time finding these on canvas under the collaborate ultra tab.

A motion was made and seconded to approve this course however the motion did not carry and was not approved. A motion was made to table this course until substantial revisions have been made to the syllabus. Motion passed unanimously.

## **MECHENG 452**

This course was offered as a special topics course in Fall 2018. The mechanical engineering department has decided to add the course to the revised curriculum.

**GCC Feedback: Required:** (1) Minor typo “researches” should be research. (2) Grading scale has overlaps (90% for example), revision needed. Need to make sure that the grading scale doesn’t create overlapping cross categories. (3) Grading scheme includes no minuses or pluses, is this correct? (4) Workload: Add up total estimated hours for semester. Specific information on the investment of time – is it the same investment for UG and G student? Does this add to 144 hours minimum? Specific information on the

investment of time by the average student necessary to achieve the learning goals of the course in accordance with the campus credit hour policy, Faculty Document #2838. (5) Missing departmental and/or university policies. Wrong policy link. University Policies: Each syllabus will provide the following link to the Secretary of the University Web site that contains the following University policies: <http://uwm.edu/secu/syllabus-links/>. (6) Need clarification of how “Coursework assigned exclusively to graduate students must account for a least a third of their grade.” (This can be reflected in different qualitative expectations in completing assignments that are similar to those given to undergraduates, and/or through additional graduate-only assignments. This specific expectations must be stated in the syllabus. Although explanation is there, specific to at least third of the grade needed.). (7) Clarify what the course materials are, if no required textbook. (8) The readings are listed as recommended. Are they required? And where are these available? (9) The schedule of topics is missing the specific readings that go with them. (10) Not clear how students will access selected reference books. Please clarify.

**Recommended:** (1) Since this is not an online course, details of COVID-19 policies needed. (2) Policies for make-up exams are missing.

**Suggestions:** Suggest office hours listed as available.

A motion was made and seconded to approve this course however the motion did not carry and was not approved. A motion was made to table this course until substantial revisions have been made to the syllabus. Motion passed unanimously.

## MUSIC 604

The program is requesting a new course for a new sub-major: BFA Music, Versatile Voice.

**GCC Feedback: Required:** (1) Class meeting times and location(s) missing. Class meeting time still needed even though this is online (synchronous). (2) Please list the time of the class, it should be scheduled by now. (3) The minimum credit hours for undergraduates is too low. The workload for graduate students should be 30% more, but the hours for the different sections should not fall below the required number for the undergraduates. Current percentage is 17%. Coursework assigned exclusively to graduate students must account for at least a third of their grade. (4) The university syllabus link is not working on the PDF file. University Policies: Each syllabus will provide the following link to the Secretary of the University Web site that contains the following University policies: <http://uwm.edu/secu/syllabus-links/>. (5) Required text citation is missing info. Full citation for the required textbook and supplementary readings is needed. Please provide full citations for supplemental articles. Include full citation for text including ISBN and where the book can purchase. (6) Specific information on the investment of time needs revising – 112 is not in compliance with the UWM policy (144/credit) for UG students. Specific information on the investment of time by the average student necessary to achieve the learning goals of the course in accordance with the campus credit hour policy, Faculty Document #2838.

**Recommended:** (1) The statement that the final is due per the final schedule and the paragraph below it that the final project is due the last week are in conflict. Please clarify one or the other. (2) What happens if a student does not attend? Please clarify attendance policy. (3) Grading policies (grading scale is included), but missing the weight given to each graded component. Total points possible 1000, graduate students 1200? This is not 30% increase? Are all assignments equally weighted? The grading scale confuses me because there are gaps between the points. The grading scale is not continuous. A is 980 – 1200 and A- is 940 – 970. What is 970 – 980? Coursework assigned exclusively to graduate students must account for at least a third of their grade. (This can be reflected in different qualitative expectations in completing assignments that are similar to those given to undergraduates, and/or through additional graduate-only assignments. The specific expectations must be stated in the syllabus.) this along with total credits need revising. (4) All Online / Hybrid courses information missing. Please add additional requirements for online/hybrid courses: (1) Clear statement that the course is online or blended. If blended/hybrid, state which aspects are online, and which are face-to-face. (2) Specification of course interactions: Between the instructor and students (e.g., email,

CANVAS discussion, phone, Skype, voiceover slides, etc.); Between students, for any asynchronous or synchronous discussions (e.g., CANVAS, Skype, social media site, etc.). ; Between the students and the course content (e.g., CANVAS discussion, UWM or external Websites, etc.). (3) Minimum technical requirements, e.g., computer configuration, any necessary hardware or software. (4) Listing or description of the necessary computer skills for success in the course. (5) Contact information for technical help: UWM Help Desk: (414) 229-4040 [help@uwm.edu](mailto:help@uwm.edu) [GetTechHelp.uwm.edu](http://GetTechHelp.uwm.edu)

**Suggestions:** (1) Since this is an online course, COVID19 policies not needed. (2) Suggest a set office hour on collaborate ultra for students to come and go too. (3) Suggest putting syllabus links up front before discussion of individual topics such as academic honesty. (4) Suggest if you have them, posting all the readings and modules up front for the course, rather than just a week in advance.

A motion was made and seconded to approve this course however the motion did not carry and was not approved. A motion was made to table this course until substantial revisions have been made to the syllabus. Motion passed unanimously.

## **B. Program Changes**

### **1. Advanced Study in Archives and Records Administration, Graduate Certificate**

The program change requesting a change to the certificate to reflect the need to ensure that students have Intro, Foundation, and Elective courses upon completion, and to ensure alignment with the MLIS Archival Studies concentration.

A motion was made and seconded to approve this program change. Motion passed unanimously.

### **2. Educational Policy, Graduate Certificate**

The program change request is for enrollment reasons, the department has not been able to offer the core course for the submajor, ED POL 613: Context and Foundations of Educational Policy. Because there is no adequate alternative offered elsewhere at UWM, the certificate is not viable until the enrollment situation changes. This is a temporary inactivation of the certificate.

A motion was made and seconded to approve this program change. Motion passed unanimously.

### **3. Public Health, MPH Core Requirements**

The program change request to remove the standardized testing requirement for admission to the MPH program.

A motion was made and seconded to approve this program change. Motion passed unanimously.

### **4. Sustainable Peacebuilding, MSP**

The program change request to proposed changes to MSP program to better align with program objectives and outcomes including a completion of program timeframe which would be adjusted to a May graduation. There are 5 main changes within the program to accomplish this goal:

1. Drop 2<sup>nd</sup> field work of 3 credits.
2. Expand 1<sup>st</sup> fieldwork which already has a variable credit load from 160 hours to 220 hours.
3. Drop number of electives required from 4 to 3.
4. Reduce MSP 785 course from 3 credits to 2 credits (CIM form submitted on 10/16/20).
5. Total number of credits for MSP degree would decrease to 40.

A motion was made and seconded to approve this program change. Motion passed unanimously.

### **5. Urban Education, PhD: Mathematics Education**

The program change request to reflect updates to required and recommended coursework, department name, program operation, and clarity in the catalog copy.

A motion was made and seconded to approve this program change. Motion passed unanimously.

**6. Geography Master's Admission**

The program change request changes made to Geography Master's Admission Requirements. The department wishes to add the requirements of a writing sample, a statement of interest, and a curriculum vitae. We wish to waive the GRE requirement to applicants for the 2021 – 2022 academic year due to COVID-19 related challenges.

A motion was made and seconded to approve this program change. Motion passed unanimously.

**7. Geography, PhD**

The program change request is to change the admission requirements for the PhD program in Geography. The department wishes to add the requirements of a writing sample, a statement of interest, and a curriculum vitae. The program wishes to waive the GRE requirement for applicants for the 2021 – 2022 academic year due to COVID-19 related challenges. Also changing course numbers to distinguish undergraduate from graduate courses, as already done in the Master's degrees.

A motion was made and seconded to approve this program change. Motion passed unanimously.

**8. Nonprofit Management and Leadership**

The program change is requesting to remove BUS ADM 441: Diversity in Organizations (formerly U/G; proposed as U only) and replacing with BUS ADM 731: Diversity in Organizations (proposed G course) from the list of electives.

A motion was made and seconded to approve this program change. Motion passed unanimously.

**9. Public Administration, MPA**

The program change request to remove BUS ADM 441: Diversity in Organizations (formerly U/G; proposed as U only) and replacing with BUS ADM 731: Diversity in Organizations (proposed G course) from the list of electives.

A motion was made and seconded to approve this program change. Motion passed unanimously.

**C. New Degree, Certificate, or Concentration**

**1. Community Engagement and Education, BS / Cultural Foundations of Community Engagement and Education, MS**

Proposal of an accelerated master's program in Community Engagement and Education, BS / Cultural Foundations of Community Engagement and Education, MS.

A motion was made and seconded to approve this program change. Motion passed unanimously.

**V. Other Business**

There was no other business.

**VI. Adjournment**

The meeting adjourned at 1:42 p.m.