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University of Wisconsin-Milwaukee

Graduate Curriculum Committee (GCC)
Monna Arvinen-Barrow, Chair (Fall 2020)

Thursday, November 5, 2020
__MEETING MINUTES__

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

Absent: Alessandra Gillen (Graduate School)

Guests: Marija Gajdardziska-Josifovska (Graduate School); Joan Hayes (Grad Ed); James Hardy (Lubar School of Business); Danielle Romain Dagenhart (Helen Bader School of Social Welfare); Kris Barnekow (College of Health Science); Julie Bowles (College of Letters and Science); Rebecca Klaper (School of Freshwater Sciences); Kristin Sziarto (College of Letters and Science); Waylon Jennings College of Letters and Science); Amy Kirby (Helen Bader School of Social Welfare); Chris Pahl (Lubar School of Business); Jennifer Doering (College of Nursing); Jennifer Daood (College of Nursing); Natalie Chin (Registrar's Office); Gwat-Yong Lie (Helen Bader School of Social Welfare); 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 12:30 p.m.

II. Announcements
There were no announcements.

III. Automatic Consent
A. Approval of Meeting Minutes from October 1, 2020

B. Course Action Requests (See accompanying chart in SharePoint)
https://panthers.sharepoint.com/sites/GSOR/GCC/GCCDocuments/Forms/GCC%20Docs%20%20All%20%20By%20AY.aspx)

Course	Action	Type of Change
BUSMGMT 734	Change	Description, Prerequisite
CRM JST 480	Change	Course Rules, Prerequisite

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

IV. New Business

A. New/Substantially Revised Courses

BUS ADM 731

Program requesting to separate the graduate section of the current BUS ADM 441: Diversity in Organizations (U/G) to have its own graduate-level catalog number. This will look better on graduate student transcripts and also encourage other graduate programs to include this course in their elective offering.

GCC Feedback: Required: (1) Class time and location missing – sentence about time being convenient – Does this align with the new UWM scheduled (that allows time for in person cleaning?) (2) Grading policies, include the weight given to each graded component – only one provided. (3) Missing workload differentiation between UG/G course in the course requirements and time and effort. Later, it is clear the graduate students have additional readings and a longer-term paper. This should be made clear under the course requirements and/or the time and effort area. .(4) Clarify additional

readings: How many? Additional readings are also required, but it's not clear whether and how they contribute to assignment grades to make the "coursework assigned exclusively to graduate students….account for at least a third of their grade." (5) Missing "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. (6) Specify late policy for research paper. (7) University links are not working.

Additional Comments: (8) 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 = 4. Listing or description of the necessary computer skills for success in the course and 5. Contact information for technical help: UWM Help Desk: (414) 229-4040 help@uwm.edu GetTechHelp.uwm.edu

Recommended Suggestions: (1) This is a very thorough syllabus. Its length might be overwhelming for some students. Is an annotated PDF a possibility? (2) The syllabus is for the existing U/G course. Should provide an updated one for the G level course. (3) Zoom link since everything is online? Is it OK to use Zoom over Teams or Collaborate on Canvas?

A motion was made and seconded to contingently approve the course. Motion passed unanimously.

CRM JST 331

This class has previously been offered as CRM JST 291 special topics. The program is developing a graduate certificate in cyber crime forensics and would like this course to be offered as a U/G elective for students to take in fulfillment of the certificate

331G will not show up on the cyber crime forensics certificate course grid until it is built in PAWS. Two course offerings – one for UGRDs (331) and one for GRADs (331G) will be built upon approval of this course.

GCC Feedback: Required: (1) Course number is incorrectly listed at the top of p. 1., 332 instead of 331. Please correct course number. (2) Missing Instructors' and Teaching Assistant's names, email addresses, and/or phone numbers. Please add names, email addresses, and/or phone numbers. (3) Class meeting times and location are missing. Add meeting times and location. (4) Missing course objectives – what are they going to learn and why is it important? Please add course objectives. (5) Course description is too short to understand what will be covered. Please clarify course description. (6) Web link for Academic Integrity Policy is not working. (7) 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/. (8) Grading scale 93 and 92 – should have the .00 percentage points. Grading scale should indicate rounding up or down. (9) The statement for time investment is missing. Add 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. (10) Required and recommended readings are included but full citations are missing. Add full citations. (11) Coursework assigned exclusively to graduate students is almost the same as that for undergraduate students. Clarify U/UG coursework. Is 20 – 25 paper sufficient to 33% difference between U and G students? Is 300 level appropriate for UG course? Research paper appears to be more substantial (although requirements for undergraduate paper are not specified), but paper only accounts for 10% of final grade.

Recommended: (1) Exam dates and due dates are missing in the course schedule. Topics and assignments are included, but is missing approximate dates. (2) Syllabus should refer to Canvas not D2L. We do not use D2L anymore – change it to Canvas on p. 4. D2L instead of canvas in one place as D2L news is listed. Missing links to canvas where course to be housed and information is still there about D2L. (3) 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   GetTechHelp.uwm.edu

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.

CRM JST 332

This class has previously been offered as CRM JST 291 special topics. The program is developing a graduate certificate in cyber crime forensics and would like this course to be offered as a U/G elective for students to take in fulfillment of the certificate.

332G will not show up on the cyber crime forensics certificate course grid until it is built in PAWS. Two course offerings – one for UGRDs (332) and one for GRADs (332G) will be built upon approval of this course.

GCC Feedback: Required: (1) Missing Instructors' and Teaching Assistant's names, email addresses, and/or phone numbers. (2) Is the textbook required or recommended? (3) Class meeting times and location are missing. (4) Missing course objectives – what are they going to learn and why is it important? (5) Course description appears to be incomplete. Are course outcomes required. (6) Missing workload policy. (8) Web link for Academic Integrity Policy is not working. (9) 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/. (10) Grading scale is missing .00% . Grade percentage breakdown should be clearly stated. Should have the .00 percentage points. Course percentages need to specify rounding up to whole percentage points. (11) The statement for time investment is missing. Add 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. (12) Missing required and recommended readings with full citation. (13) Coursework assigned exclusively to graduate students is almost the same as that for undergraduate students. Differentiation of grade distribution to U and G work is needed. Separation of U and G could be clearer to ensure 33% difference. (14) Disability statement should reflect university policy. The student must get disability requirements vetted through the disability office first and they send the info to the instructor. Please revise to reflect university policy.

Recommended: (1) Topics and assignments are included, but is missing approximate dates. (2) Scheduled reflects 2019 dates. (3) Need schedule with readings in it. (4) Exam dates and due dates are missing in the course schedule. (5) Syllabus should refer to Canvas not D2L. We do not use D2L anymore – change it to Canvas on p. 4. D2L instead of canvas in one place as D2L news is listed. Missing links to canvas where course to be housed and information is still there about D2L. (6) 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)

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Suggestions: (1) Should include link to eVirtual bookstore. (2) Complaints, why not specify what department that is and who that is, this is an online class and may be more difficulty for students to discern who is in charge.

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.

CRM JST 422

The program is requesting a new U/G course. The G is appended to this specific new course proposal so that it can be added to the new graduate/post-bacc certificate program in Cyber Crimes Forensics proposal.

422G will not show up on the cyber crime forensics certificate course grid until it is built in PAWS. Two course offerings – one for UGRDs (422) and one for GRADs (422G) will be built upon approval of this course.

GCC Feedback: Required: (1) Missing Instructors' and Teaching Assistant's names, email addresses, and/or phone numbers. (2) Penalties for missing class (since statement they should attend?). (3) Class meeting times and location are missing. (4) Missing course objectives – what are they going to learn and why is it important? (5) Course description is too short to understand what will be covered. (6) Web link for Academic Integrity Policy is not working. (7) 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/. (8) Disability policy does not conform with University policy to go through ARC. The student must get disability requirements vetted through the disability office first and they send the info to the instructor. Please revise to reflect university policy. (9) Grading .00% (not 92 and then 93, should be 92.99). Grading scale should indicate rounding up or down. (10) Time requirements should be more detailed by undergrad and graduate requirement. Time investment information suggest that this course asks for much less time than required. Time investment should be according to three credit (UWM policy), minimum 144. Add 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. (11) Include full citations for non-textbook readings. (12) State whether textbook is required or recommended. (13) Coursework assigned exclusively to graduate students is almost the same as that for undergraduate students. Differentiation of grade distribution to U and G work is needed. Separation of U and G could be clearer to ensure 33% difference. Additional graduate student assignment is 18% of their final grade – Should be at least one third. (The research paper is a substantial assignment, so it seems like it would be reasonable to make it worth a higher portion of graduate students' final grade.)

Recommended: (1) Exam dates and due dates are missing in the course schedule. Topics and assignments are included, but is missing approximate dates. (2) Syllabus should refer to Canvas not D2L. We do not use D2L anymore – change it to Canvas on p. 4. D2L instead of canvas in one place as D2L news is listed. Missing links to canvas where course to be housed and information is still there about D2L.   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)

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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.

FRSHWTR 541

The program is requesting to have a special topic to have its own course number. This course has been taught twice as a special topic.

GCC Feedback: Required: (1) Insufficient or inappropriate for graduate-level work (same investment of time as undergraduates). Clarify how "Coursework assigned exclusively to graduate students must account for a least a third of their grade." (2) If attendance is expected, what is the penalty? (3) 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/.

Recommended: (1) Recommend adding information about office hours. (2) 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   GetTechHelp.uwm.edu

A motion was made and seconded to contingently approve the course. Motion passed unanimously.

OCCTHPY 820

This is a required course in the newly approved post-professional occupational therapy doctoral program.

GCC Feedback: Required: (1) Investment of time missing. Add 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. (2) The course objectives are missing from the syllabus. (3) Recommend adding learning goals. (4) University syllabus links are not working. Please list universal syllabus link first.

Recommended: (1) Prerequisites: (listed as a header with nothing next to it). If none, please state "none". (2) Online contact link needed. Online related points (in the above list) 3 – 6 need to be included as online/hybrid: 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: 6. UWM Help Desk: (414) 229-4040 help@uwm.edu GetTechHelp.uwm.edu

Suggestions: (1) Suggest removing blank pages created in PDF. (2) Clarify why the items under "Other assignments" are listed as D, E, and F?

A motion was made and seconded to contingently approve the course. Motion passed unanimously.

POL SCI 410

The program is requesting to add a new course that was previously offered as a topics course.

GCC Feedback: Required: (1) Class time and location missing (or placeholder). (2) Syllabus links are old and outdated. (3) Disability statement should reflect university policy. (4) Grade: Indicate rounding up. Need to indicate they are percentages. (5) Include full citations for non-textbook readings. Include full references in list at end or within course schedule.

Recommended Suggestions: Recommend adding topic heading before course description and outcomes. Are the reserve materials available only in person? This is a fiddly thing but you should say maybe "No additional charge" on Amazon Prime as that is a subscription that may be above some students' price point.

A motion was made and seconded to contingently approve the course. Motion passed unanimously with one abstain by Hong Min Park due to representing the program on this course.

B. **Program Changes**

1. **Applied Gerontology, Graduate Certificate**

   The program change request is removing SOC WRK 791 and THEATRE 699 and to add SOC WRK 680, SOC WRK 855, and NURS 670 to the list of Choice Core courses. Removing Integrative Portfolio requirement. Adding a list of approved electives.

   Per Mike Darnell, the Sociology department is not an owner of this program – this was likely a migration error from the vendor. It has been removed.

   This request also removes CHS affiliation for this certificate.

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

2. **Business Administration, MBA**

   The program change request is requesting to reduce the number of required credits to 33 and clarifying language regarding substitution of Core courses for electives.

   The program is also requesting changes to the different MBA formats that the program offers. The program is not proposing any new programs or curricula, other than the credit change above. The program will be suspending admissions to the MBA Co20 cohort format effective upon campus approval and implementing an accelerated, online format that could be completed in 12 months, to begin in Fall 2021. Our MBA programs are already approved for online delivery. The specific changes to the catalog text can be found in LSB Doc. 1579, p. 5.

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

3. **Business Administration, MBA – Health Care Management**

   The program change request to replace BUS ADM 441 with BUS ADM 731: Diversity in Organizations as an elective option.

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

4. **Criminal Justice, MS / Social Work, MSW**

   The program change request to update program name of Criminal Justice & Criminology MS to reflect the department name.

   A motion was made and seconded to table this request for a program change until new courses CRM JST 331, 332, 422 have been approved. Motion passed unanimously.

5. **Geosciences, MS**

   The program change request to remove submission of GRE scores as a requirement for admission to the program.

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

6. **Geosciences, PhD**

The program change request to remove submission of GRE scores as a requirement for admission to the program.

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

7. Information and Science, MS

The program change request is to change the language of the MSIST degree to include COMPST courses as courses to include as internal to the program and will not count against the 12 credits permissible to be taken outside the program.

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

8. Library and Information Science, MLIS – Archival Studies

The program change is requesting to change Archival Studies concentration to reflect the need to ensure that students have Intro, Foundation, and elective courses in the concentration.

Intro Course – 3 credits required: INFOST 650.

Foundation Courses – Minimum of 6 credits required: INFOST 750, INFOST 752, INFOST 753, INFOST 855.

Archives Elective Courses – Maximum of 6 credits count toward concentration: INFOST 640, INFOST 655, INFOST 656, INFOST 682, INFOST 714, INFOST 758, INFOST 759, INFOST 791, INFOST 850, INFOST 891.

Changes as per SOIS Faculty Council on 5/8/2020. Having issues with credit values in the requirements are. May need help adjusting.

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

9. Library and Information Science, MLIS

The SOIS program change is requesting to remove GRE requirement for the MLIS degree program as per Faculty Council vote on 10/11/2019. SOIS is no longer assigning Faculty Mentors to incoming students. This language was removed.

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

10. Nursing Practice, DNP Core Requirements

The program change is requesting updates to the Admissions section of the DNP program description.

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

C.   New Degree, Certificate, or Concentration
1. Cyber Crimes Forensic Certificate

The program change is requesting per a joint request by HBSSW – Criminal Justice & Criminology and SOIS to establish a new post-baccalaureate program / graduate program in Cyber Crime Forensics.

A motion was made and seconded to table this request for this new graduate certificate until the new courses CRM JST 331, 332, 422 have been approved. Motion passed unanimously.

V.   Other Business

There was no other business.

VI.   Adjournment

The meeting adjourned at 1:56 p.m.