

**University of Wisconsin-Milwaukee**  
**Graduate Curriculum Committee (GCC)**  
*Tracy Boyer, Chair (Spring 2021)*

**Thursday, April 29, 2021**

**MEETING MINUTES**

- Members Present:** Monna Arvinen-Barrow, Tracy Ann Boyer, Xiaoxia Cao, Woonsup Choi, Erin Ruppel, Anika Wilson
- Absent:** Alessandra Gillen (Graduate School); Joan Hayes (Grad Ed); Hong Min Park
- Guests:** Jennifer Earl Boehm (College of Health Sciences); Rachel Hegland (College of Letters & Science); Nolan Kopkin (College of Letters & Science); Yevgeniya Kaganovich (Peck School of the Arts); Jessica Meuninck-Ganger (Peck School of the Arts); Benjamin Balcom (Peck School of the Arts); Kerry Korinek (School of Education); Rhianna Miles (College of Letters & Science); Jorg Woehl (College of Letters & Science); Jennifer Daood (College of Nursing); Rani Hajjar (College of Engineering & Applied Science); Jay Kapellusch (College of Health Sciences); John Roberts (College of Letters & Science); Stephen Wetzel (Peck School of Arts); James Hardy (Lubar School of Business); Lucy Mkandawire-Valhmu (College of Nursing); Xin Huang (College of Letters & Science); Leigh Wallace (School of Education); Bettina Arnold (College of Letters & Science); Donna Genzmer (College of Letters & Science); Mark Srite (Lubar School of Business); Waylon Jennings (College of Letters & Science); Jennifer Doering (College of Nursing); Steven Forst (College of Letters & Science); Stephen Wetzel (Peck School of the Arts); Benjamin Balcom (Peck School of the Arts); Natalie Chin (Registrar's Office); Kristin Sziarto (College of Letters & Science); Tiffany Nation (Graduate School); Jason Puskar (Graduate School); Marija Gajdardziska-Josifovska (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 **April 1, 2021**

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>)

<b>Course</b>	<b>Action</b>	<b>Type of Change</b>
ANTHRO 212 (312)	Change	Course Level, Catalog Number
ATRAIN 599	New Course	Independent Study I
ATRAIN 701	Change	Course Rules
ATRAIN 702	Change	Course Rules
ATRAIN 703	Change	Course Rules
ATRAIN 704	Change	Course Rules
ATRAIN 705	Change	Course Rules
ATRAIN 744	Change	Course Rules
ATRAIN 753	Change	Course Rules
ATRAIN 758	Change	Course Rules
ATRAIN 799	New Course	Independent Study II
ATRAIN 888	New Course	Candidate for Degree
ATRAIN 895	New Course	Capstone
ATRAIN 990	New Course	Research and Dissertation
ATRAIN 999	New Course	Advanced Independent Study
CIV ENG 401	Change	Description, Prerequisite

CIV ENG 431	Change	Prerequisite
CIV ENG 463	Change	Course Rules, Prerequisite
CIV ENG 466	Change	Course Rules, Prerequisite
CIV ENG 502	Change	Prerequisite
COMPSCI 411	Change	Course Rules, Prerequisite
CURRINS 742	Change	Course Credits, Re-Takeable Credit, Course Rules, Prerequisite
DANCE 717	Change	Course Credits, Re-Takeable Credit, Course Rules, Prerequisite
DANCE 718	Change	Course Credits, Re-Takeable Credit, Description, Course Rules, Prerequisite
FILM 460	Change	Title, Grading Options, Description, Course Rules, Prerequisite
GEOG 415	Change	Prerequisite
KIN 520	Change	Prerequisite
KIN 556	Change	Course Rules, Prerequisite
KIN 574	Change	Grading Options, Course Rules, Prerequisite
MTHSTAT 361	Change	Course Rules, Prerequisite
NUTR 550 (580)	Change	Catalog Number, Description, Course Rules, Prerequisite
OCCTHPY 599	Change	Title, Course Level, Description, Course Rules, Prerequisite
OCCTHPY 741 (901)	Change	Title, Catalog Number, Course Credits, Re-Takeable Credit, Grading Options, Description, Course Rules, Prerequisite
OCCTHPY 799	New Course	Independent Study II
OCCTHPY 900	Change	Course Rules, Prerequisite
OCCTHPY 909	Change	Course Rules, Prerequisite
PRPP 599	New Course	Independent Study I
PRPP 799	New Course	Independent Study II
PRPP 888	New Course	Candidate for Degree
PRPP 890	New Course	Research and Thesis
PRPP 895	New Course	Capstone
PRPP 990	New Course	Research and Dissertation
PRPP 999	New Course	Advanced Independent Study
PT 599	New Course	Independent Study
PT 788	New Course	PT Independent Learning
PT 798	New Course	Independent Project
PT 799	New Course	Independent Reading
PT 990	New Course	Research and Dissertation
PT 999	New Course	Advanced Independent Study
SOCIOL 754	Change	Course Inactivation
SOCIOL 901	Change	Title, Course Rules, Prerequisite
SOCIOL 920	Change	Title, Prerequisite
SOCIOL 923	Change	Title, Course Rules, Prerequisite
SOCIOL 999	Change	Re-Takeable Credit, Course Rules, Prerequisite

#### IV. New Business

##### A. New/Substantially Revised Courses

###### **AFRIC 415**

The program is requesting to propose a new course based on previously offered topics course.

**GCC Feedback: Required:** (1) Please list upfront that class is asynchronous or synchronous. Clarify if synchronous and in what medium. (2) Specify how students will interact for class if synchronous, will you use teams through an invite or collaborate ultra as provided on canvas? (3) Canvas link does not work. Use [www.edu/canvas](http://www.edu/canvas). (4) Please provide readings in schedule.

**Recommended:** (1) Late or due date. (2) Please indicate that university excused absence also allowed. (3) Allow for overlap of grading scale or specify rounding up. (4)

Prerequisite applies only to undergraduates; make it clear the course is 415/415G. (5) Missing the Specification of course interactions, minimum technique requirements, Description of the necessary computer skills for success in the course, and Contact information for technical help. 1. Clear statement that the course is online – missing. 3. Specification of course interactions: • Between the instructor and students (e.g., e-mail, CANVAS discussion, phone, Skype, voiceover slides, etc.).

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

### **ART 476**

The program is requesting this new course which supports instruction in areas of marketing and promoting craft-based work for multiple areas within Art & Design. A course of this nature was offered in the past focused towards the Jewelry & Metalsmithing sub-plan. This course will support a broader range of students within the department.

**GCC Feedback: Required:** (1) Absence policy needs to allow for university excused absences with makeup option for those official absences or an incomplete. (2) Provide year and publisher for required text. (3) The umbrella URL is missing. (4) Provide written address for university policies, not just hyperlink. 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) There is no time investment specific to graduate 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. (6) Some LOs are not measurable.

**Recommended:** (1) Specify exactly how the reduction in grade for missing final cleanup will be assessed and for lack of effort. (2) Suggest removing poor attitude which is subjective. (3) Grading scale, specify rounding up to nearest percentage point. (4) Be more specific about how deductions are taken in certain areas (attendance, not cleaning, etc.)

**Suggested:** (1) Schedule of Course Remove student names under first day groups (assume these will differ by class). (2) Assume will Update events such as student welcome and Averno college (link does not work), speakers to reflect new semester. (3) Are these events required? (4) Do they figure into the grade? (5) Can the approximate cost of the supplies be listed and/or the materials needed. I am assuming the actual supplies required will be listed elsewhere. (6) Note: there a quite a lot of spelling mistakes throughout (e.g., Assignments, r Presenters, latenesses). Overall, all information appears to be present. Recommend spell checking, and fixing some formatting issues (use of capital letters) for the ease of student reading. (this is not a requirement, just an outsider observation). Item 6 under grading, it should be presenter.

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

### **ATRAN 901**

The program is requesting this new course which will allow student to take an interactive seminar in Athletic Training under program faculty and with their peer students.

**GCC Feedback: Recommended:** (1) 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/>. (2) URLs are outdated. (3) Required and recommended readings, with full citations. It's understood that readings will change each semester but there should be sample readings. (4) Time investment is vague. It should specify which activity requires how many hours total. 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) "PRPP901" on top of page 3; total points are 380, and how does it relate to the points range in the next table?

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

## FILM 761

The program is requesting to convert a topics course to a permanent course number.

**GCC Feedback: Required:** (1) Link to the university policy main page 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/> (2) The graduate requirement needs to be spelled out in times of effort (time/length) and scope with some examples to constitute the requirement of 33% more work. Need to be clear about the expectations for graduate students. It only says that graduate students don't have to do reading summaries, but doesn't say what they need to do in addition to what are required for undergraduate students. (3) Also, that repeat submissions do not violate the academic integrity policy. The statement now says, "Criteria for MFA Candidates: Graduate students enrolled in this class are not required to complete reading summaries, but will be accountable for all other assignments. Your final project in this class does not necessarily need to be separate from your thesis work. I welcome the opportunity for an alignment between your ongoing thesis research and the research performed in this class. If that is not possible, then I would like to see a project made exclusively for this class". (4) Include full citations of required readings and general syllabus links. Required and recommended readings, with full citations (may not be applicable, given the course?) (5) Approximate due dates for assignments. (6) Specify a grading scale for the complete scale of grade, such as A- for example. (7) Readings are not specified in the course timeline. Are the Screenings also readings? It's not clear.

**Recommended:** (1) Please specify in schedule and in assessment description. (2) In class schedule, when are the discussions due? Before or after the class in which they occur.

**Suggested:** (1) Please provide information on address and contact info for Clark Graphics for students to acquire the reader.

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

## FILM 763

The program is requesting to convert a topics course to a permanent course number.

**GCC Feedback: Required:** (1) Provide list of readings with full citation and films screened. Required and recommended readings, with full citation (or not needed for this type of course?). If there are any reading materials or specific films to be screened these should be specified. (2) Missing time and effort. 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 (3) 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/>. (4) Is this hybrid only due to COVID? If so, syllabus could be written as F2F version. (5) Not clear how final letter grades will be determined. (6) Provide complete grading scales encompassing A- and other grades given by UWM.

**Recommended:** (1) Since hybrid, needs to state specifications of course interactions, minimum technical requirements, description of computer skills, contact information for technical help. Clear statement that the course is online or blended. 3. Specification of course interactions: • • Between students, for any asynchronous or synchronous discussions (e.g., CANVAS, Skype, social media site,--assume it's synchronous. Should explain explicitly etc.). 4. Minimum technical requirements, e.g., computer configuration, any necessary hardware or software.--add 5. Description of the necessary computer skills for success in the course.--add 6. Contact information for technical help:--add UWM Help Desk: 229-4040 [help@uwm.edu](mailto:help@uwm.edu) [GetTechHelp.uwm.edu](http://GetTechHelp.uwm.edu).

**Suggested:** (1) Remove students names or put placeholders.

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

## FILM 764

The program is requesting to convert this topics course number to a permanent course number.

**GCC Feedback: Required:** (1) Please include “Required and recommended readings, with full citations” from course reader recommended. (2) Please include the general syllabus 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/>

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

### **PRPP 790**

The program is requesting a new variable topics course is needed within Performance Psychology to allow flexibility in course and program development and to provide cutting edge content to interest students.

A motion was made and seconded to approve the course with one abstain by Monna Arvinen-Barrow. Motion passed unanimously.

### **PT 901**

The program is requesting this new course which will allow students to take an interactive seminar in Physical Therapy under program faculty and with their peer students.

**GCC Feedback: Required:** (1) Needs to include reading list with full citation. (2) Schedule of activities, exam, and assignment due dates (approximate). (3) Update syllabus links.

A motion was made and seconded to contingently approve the course with one abstain by Monna Arvinen-Barrow. Motion passed unanimously.

### **SOCIOL 952**

The program is requesting to create this new course as a separate course after having taught it under SOCIOL 951 (Seminar in Research Methodology, but without an official subtitle) four times since 2013 (Sp 13, F 14, Sp 17, Sp 20).

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

## **B. Program Changes**

### **1. Administrative Leadership, MS: Educational Administration and Supervision**

The program change is requesting to add CURRINS 715 as the preferred option (over CURRINS 701) for the course options. 715 is geared toward instructional leadership and professional development.

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

### **2. Biological Sciences, MS**

The program change is requesting to require a resume/CV with thesis program application.

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

### **3. Biological Sciences, PhD**

The program change request to require a resume/CV with program application.

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

### **4. Business Administration, MBA: Business Analytics**

The program change requesting that all MBA concentrations should be inactive effective Fall 2021 due to the new, equivalent Graduate Certificate in Entrepreneurship.

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

### **5. Business Administration, MBA: Entrepreneurship**

The program change requesting that all MBA concentrations should be inactive effective Fall 2021 due to the new, equivalent Graduate Certificate in Entrepreneurship.

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

**6. Business Administration, MBA: Finance**

The program change requesting that all MBA concentrations should be inactive effective Fall 2021 due to the new, equivalent Graduate Certificate in Finance.

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

**7. Business Administration, MBA: Health Care Management**

The program change requesting that all MBA concentrations should be inactive effective Fall 2021 due to the new, equivalent Graduate Certificate in Health Care Management.

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

**8. Business Administration, MBA: Marketing**

The program change requesting that all MBA concentrations should be inactive effective Fall 2021 due to the new, equivalent Graduate Certificate in Marketing.

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

**9. Business Administration, MBA: Supply Chain Management**

The program change requesting that all MBA concentrations should be inactive effective Fall 2021 due to the new, equivalent Graduate Certificate in Supply Chain Management.

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

**10. Chemistry, PhD**

The program change is requesting to remove the GRE requirement from the list of departmental requirements for admission (previously required by referring to MS requirements), and explicitly stating the departmental requirement instead of simply referring to the MS program; removing old language (“with physical chemistry prerequisite”) that no longer applies.

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

**11. Communications, PhD**

The program change is requesting to change the required number of credits taken within department from 33 to 36.

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

**12. Educational Psychology, MS: Educational Statistics and Measurement**

The program change is requesting to add 4 courses to elective options: ED PSY 820, 821, 822, & 826.

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

**13. Geographic Information Systems, Graduate Certificate**

The program change is requesting to correct electives list and specifying limits on internship credits.

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

**14. Nursing, PhD**

The program change is requesting updates to the admission requirement within the College of Nursing PhD program.

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

**15. Sociology, PhD**

The program change is requesting to eliminate “Foreign Language or Specialized Skill Requirement”. No students do the foreign language (also, a traditional language requirement is now rare in sociology PhD programs) and the specialized skill is redundant with our other methods/statistics requirements. Also adjusting credit total to address concurrent change to credits for SOCIOL 794.

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

**16. Women’s and Gender Studies**

The program change is requesting to remove requirement of GRE scores for admission.

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

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

**1. Professional Practice in Civil Engineering Infrastructure, Graduate Certificate**

Civil engineers are increasingly called on to facilitate and lead multi-disciplinary and collaborative programs at both industry and government settings. The Civil Engineering Department at the College of Engineering and Applied Science recognizes the needs of society, expectation of expanded professional and technical knowledge, and the need for enhanced leadership skills. This certificate program offers an opportunity for practicing engineers to enhance their skills without necessarily completing an MS degree. Thus, the CEE department is proposing a 16-credit certificate program that allows students to broaden and strengthen their knowledge in the areas of structural engineering, engineering mechanics, structural analysis and design, environmental engineering, water resource, and transportation engineering by learning the most up-to-date methods for theory and techniques used in practice. In order to provide convenient access for students who may live and work at a considerable distance, the certificate program will be delivered primary online.

GCC Feedback: Correction need to CIM form to remove 700 Class to reflect 15 credits and to align with proposal.

A motion was made and seconded to contingently approve this program change until requested corrections have been made to the CIM form to reflect 15 credits. Motion passed unanimously.

**V. GCC Business During the Summer**

Consider a motion to permit the GCC Chair to conduct urgent business on behalf of the committee related to minor GCC program approvals during the summer.

A motion was made and seconded to permit the GCC chair to conduct urgent business during the summer. Motion passed unanimously.

**VI. Election of 2021 – 22 GCC Chair**

Monna Arvinen-Barrow nominated Tracy Boyer for 2021 – 2022 GCC Chair. Tracy Boyer accepted. A motion was made seconded to elect Tracy Boyer as 2021 – 22 GCC Chair. Motion passed unanimously.

**VII. GFC Doc. No. 1816 – Letter from the Graduate Faculty Committee to the Chancellor, Provost, and Dean of the Graduate School Regarding Funding for Graduate Assistants**

A motion was made and seconded to co-sign and endorse the GFC’s letter regarding funding for graduate assistants. Motion passed unanimously.

**VIII. Other Business**

Tracy Boyer, GCC chair reminded the committee that the debriefing meeting is scheduled for May 6, 2021 at 12:30 p.m. to discuss streamlining the review of syllabi and variable topics.

**IX. Adjournment**

The meeting adjourned at 1:54 p.m.