

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

Thursday, September 2, 2021
(COMMITTEE ORIENTATION ONLY)

MINUTES

Members Present: Tracy Ann Boyer, John Boyland, Jennifer Gutzman, Kirk Harris, Teresa Johnson, Katie Vater

Absent: Woonsup Choi, Alessandra Gillen (Graduate School)

Guests: Bonita Klein-Tasman (Graduate School); Tiffany Nation (Graduate School); Jason Puskar (Graduate School)

I. Call to Order

Meeting called to order at 12:34 p.m.

II. Welcome – Jason Puskar, Graduate School Interim Dean

Jason Puskar welcomed the committee and thanked them for their willingness to serve. He informed the committee that Tiffany Nation, Graduate Programs Coordinator came come up with the good idea to have a committee orientation meeting at the beginning of each academic semester to orient the committee on the procedural work of the GCC and the committees' answerable requirements of policy as a mandate which historically orientation meetings were a pattern however over the years they were not maintained.

He gave special thanks to Tiffany Nation whom pulled all of the orientation meeting materials together and informed the committee that they we find that the committee relies extremely on her and that in the course of a year there will be a massive flood of documents that will flow through the committee. With the complexities of details, interfaces with different software systems like Course Leaf and relations with other committees where the GCC will receive documents, Tiffany handles all of that and makes it look extremely easy, but it's not. Including setting up this meeting today and then in seven days from now, the committee first meeting where I already saw the formidable hall of documents that Tiffany will assemble for the committee. With today's orientation meeting we will be getting off to an early start.

III. Announcements

Jason Puskar introduced Bonnie Tasman-Klein, the newly hired interim associate dean and that either he or she will be present at each meeting serving as the Graduate School dean office's ex-officio.

IV. Review of the [Graduate Curriculum Committee Charter \(A3.05.1\)](#)

Jason Puskar walked the committee through the charge of the Graduate Curriculum Committee per the charter which in 2019 the GCC was removed as a subcommittee under the Graduate Faculty Committee (GFC) and now is a full standing committee under Faculty Senate. He informed the committee that their approved documents no longer go to GFC for final approval and that there are nine members and that the committee is small by design, so quorum is really important. The committee will have courses and programs to review each month. He urged the committee to do their homework of reviewing and providing their feedback for the courses and programs and to come to each scheduled meeting.

V. Academic Approval Matrix [No: SAAP 1-1](#)

Jason Puskar led the committee in the review of the Academic Approval Matrix.

VI. Requirements for All Syllabi

Jason Puskar led the committee in the review of the Uniform Syllabus Policy which includes guidelines for what is required, recommended, and what must be listed in each sample syllabus that the committee will be reviewing on a monthly basis.

VII. Catalog Description vs. Sample Syllabus

Jason Puskar informed the committee of the importance of reviewing all syllabi based on what is listed in the Course Leaf catalog description with the guidance of the Uniform Syllabus Policy and what a sample syllabus should include.

VIII. Link to:  [All Graduate School Policies by Subject.pdf](#)

Jason Puskar informed and shared with the committee the list of all Graduate School Policies that was compiled by Alessandra Gillen, the Graduate Policies Coordinator of the Graduate School which includes all of the policies that are used in the procedural work of the GCC. He urged the committee to refer to the listing, when necessary, when reviewing courses and programs.

IX. Multidisciplinary Committee-Directed PhD Program

Jason Puskar informed the committee that one of the responsibility that the committee is charged with is to approve applications for the Multidisciplinary Committee-Directed PhD program which do not come before the committee often. He informed the committee of the guidelines of this procedure.

X. Other Business

There was no other business.

XI. Adjournment

The meeting adjourned at 1:45 p.m.