

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

Thursday, September 1, 2022  
*(COMMITTEE ORIENTATION ONLY)*  
12:30 p.m. – 2:00 p.m.

**Microsoft Teams Meeting**  
[Click here to join the meeting](#)  
Or call in (audio only)  
[+1 414-253-8850](#), US, Milw.  
*Phone Conference ID: 139 866 320#*

**COMMITTEE ORIENTATION AGENDA**

- I. Call to Order
- II. Welcome – Bonita Tasman-Klein, Graduate School Associate Dean
- III. Announcements
- IV. Review of the [Graduate Curriculum Committee Charter \(A3.05.1\)](#)
- V. Academic Approval Matrix ([No: SAAP 1 -1](#))
- VI. Requirements for All Syllabi (<https://uwm.edu/secu/wp-content/uploads/sites/122/2019/02/1895R6-Uniform-Syllabus-Policy.pdf>)
  - A. Class Information <https://uwm.edu/graduateschool/graduate-curriculum-committee/>  
**Requirements for All Syllabi**
    1. The following information is **required** for all classes:
      - a. Course title and number.
      - b. Class meeting times and location(s).
      - c. Instructors' and teaching assistants' names.
      - d. Instructors' and teaching assistants' e-mail addresses and/or phone numbers.
      - e. Short description of course objectives that may include the catalog description.
      - f. Required and recommended readings, with full citations.
      - g. Grading policies, including the weight given to each graded component.  
*Recommendation of the Graduate Curriculum Subcommittee (GCC) and The Graduate Faculty Committee to Revise Requirements for Graduate Credit in Graduate Level Courses and Combined Undergraduate/Graduate Level Courses*  
*Faculty Doc. No. 3196R1 / GFC Doc. No. 916*
      - h. A chronology of topics, including approximate due dates and exam dates, including the final examination date and time.  
*Motion from the Academic Policy Committee (APC) to Change the language of the Campus Final Examination Policy (Selected Academic and Administrative Policy 22)*  
*Faculty Doc. No. 2691*
      - i. 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.  
*UWM Credit Hour Policy* *Faculty Doc. No. 2838*

2. The following information is **required for classes where it is applicable:**
  - a. Section number of class.
  - b. Instructors' and teaching assistants' preferred names-in-use.
  - c. Source of each reading, if not a textbook to be purchased at the bookstore.
  - d. Special out-of-class requirements (computers, software, field trips, etc.).
  - e. Attendance requirements.
  - f. Safety policies, with reference to risk management issues when appropriate.
  - g. Assignment policies (late penalties, scope, size, etc.).
  
3. The following information is **recommended:**
  - h. Prerequisites.
  - i. Special skills required of students beyond the formal prerequisites.
  - j. Additional information on grading (scales, expectations, etc.).
  - k. Specific due date for assignments.
  - l. Examination dates.
  - m. Make-up and incomplete policies (Refer to B. Departmental Policies below).
  - n. Instructors' and teaching assistants' pronouns-in-use.
  - o. Use of non-binary nouns and pronouns for students (e.g. "they," "them," "their") throughout syllabus.

#### **B. Departmental Policies.**

Each syllabus should contain links (or the URL addresses) for the following kinds of policies unique to the culture and practice of the department:

1. Courses for which final examination are not mandatory. and
2. Any other standing policies that can affect the conduct of a course (attendance, incompletes, safety, fees, etc.).

Department may wish to provide their faculty a sample syllabus or even a template syllabus for lecture and lab courses to ensure that information crucial to conduct of classes they offer is consistent. Faculty and instructors should be provided all syllabus guidelines prior to each semester.

#### **C. University Policies**

Each syllabus will provide the following link to the Secretary of the University Website that contains the following University policies: [/secu/syllabus-links/](#).

#### **Additional Requirements for U/G Courses:**

Coursework assigned exclusively to graduate students that accounts 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. The specific expectations must be stated in the syllabus.)

Examples of appropriate learning opportunities for graduate students include:

- Weekly or bi-weekly meetings with graduates students outside of scheduled class time.
- Holding regularly scheduled Web-based discussions among the graduate students.
- Requiring graduate students to critically analyze current literature in the field.
- Having graduate students lead class discussions or give a presentation.
- Having graduate students complete a more complicated or sophisticated design or laboratory project.
- Writing a substantial research paper.

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#### **Rationale:**

Courses offered for credit to both undergraduate and graduate students must be structured in ways that provide appropriate learning opportunities for both groups. 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.

### **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)

### **Additional Requirements for Variable Topics Courses**

Include complete information for one subtitle as outlined above, and identify (list) two other potential subtitles.

### **Additional Requirements for Group Activities**

If groups are used for activities, a description of how individuals and/or groups will be assessed.

## **VII. Catalog Description vs. Sample Syllabus**

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

## **IX. Multidisciplinary Committee-Directed PhD Program**

Guidelines for Multidisciplinary Committee-Directed Ph.D. Program

## **X. Other Business**

## **XI. Adjournment**