

University of Wisconsin-Milwaukee
Graduate Curriculum Committee (GCC)

Tracy Boyer, Chair

Thursday, September 1, 2022
(COMMITTEE ORIENTATION ONLY)

MINUTES

Members Present: Tracy Ann Boyer, Paul Florsheim, Jennifer Gutzman, Sara VanderHaagen, Anika Wilson

Absent: Marcus Britton, Teresa Johnson, Alessandra Gillen (Graduate School); Joan Hayes (Grad Ed)

Guests: Bonita Klein-Tasman (Graduate School); Tiffany Nation (Graduate School); Victoria Moerchen (Graduate School)

I. Call to Order

Meeting called to order at 12:35 p.m.

II. Welcome – Bonita Klein-Tasman, Graduate School Associate Dean

Klein-Tasman welcomed the committee and thanked them for their willingness to serve this academic year. She thanked re-elected GPRC chair Tracy Boyer for all of the hard work and chairing of the committee that she accomplished in the previous academic year. She was very pleased with her willingness to return this year to continue to serve as chair.

She also thanked Tiffany Nation, Graduate Programs Coordinator for her organization that sets the foundation for this committee. And for her timely and hard work that she completes behind the scenes that keeps the committee moving and enables the committee to complete large agendas within the time frame of each scheduled meeting.

She gave a brief summary of the reconstructing of the Graduate School which has been combined with the Office of Research and that Mark Harris is now the Dean of the Graduate School. She introduced the new associate dean Victoria Moerchen and informed the committee that Victoria will serve as ex-officio and in her absence that she would attend as ex-officio.

III. Announcements

There were round table introductions from returning and continuing committee members.

Tiffany Nation informed the committee that meeting materials will be distributed approximately one week prior to the scheduled meetings and that Qualtrics submitted comments are due from committee at 6:00 p.m. the Tuesday before Thursday's meeting.

IV. Review of the Graduate Curriculum Committee Charter (A3.05.1)

Tracy Boyer asked the committee to review the charter at their convenience. She advised the committee's attendance to meet quorum is very important. She asked the committee to keep Tiffany Nation informed of any scheduling conflicts, absences, and tardiness.

V. Academic Approval Matrix No: SAAP 1-1

Tracy Boyer led the committee in the review of the Academic Approval Matrix.

VI. Requirements for All Syllabi

Tracy Boyer 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

Tracy Boyer 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](#)

Tracy Boyer informed and shared with the committee the list of all Graduate School Policies which includes all of the policies that are used in the procedural work of the GCC. She urged the committee to refer to the listing, when necessary, when reviewing courses and programs.

IX. Multidisciplinary Committee-Directed PhD Program

Tracy Boyer informed the committee that one of the responsibilities 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. She informed the committee of the guidelines of this procedure.

X. Other Business

There was no other business.

XI. Adjournment

The meeting adjourned at 1:18 p.m.