

University of Wisconsin-Milwaukee
Graduate Curriculum Committee (GCC)

Tracy Boyer, Chair

Thursday, February 2, 2023

MEETING MINUTES

- Members Present:** Tracy Ann Boyer, Marcus Britton, Paul Florsheim, Jennifer Gutzman, Teresa Johnson, Sara VanderHaagen,
- Absent:** Alessandra Gillen (Graduate School), Victoria Moerchen (Graduate School)
- Guests:** Adam Franklin Wickersham (Lubar College of Business); Timothy Haas (Lubar College of Business); Zachary Lunak (College of Health Sciences); Mark Srite (Lubar College of Business); Veena Brown (Lubar College of Business); Susan Hersh (School of Information Studies); Rebecca Shumway (College of Letters and Science); Monica Rausch Camacho (Lubar College of Business); Susan Stalewski (College of Health Sciences); Alan Barnhart (Lubar College of Business); Carol Klingbeil (College of Nursing); Kerry Korinek (School of Education); Jolien Creighton (College of Letters and Science); Jennifer Doering (College of Nursing); Dietmar Wolfram (School of Information Studies); Julie Bowles (College of Letters & Science); Atish Sinha (Lubar College of Business); Elizabeth Liedhegner (College of Health Sciences); Emily Kuhnen (Registrar's Office); Kristin Sziarto (College of Letters & Science); Tiffany Nation (Graduate School); Joan Hayes (Grad Ed); Bonita Tasman-Klein (Graduate School)

I. Call to Order

Meeting called to order at 12:30 p.m.

II. Announcements

There were no announcements.

III. Automatic Consent

The following meeting minutes, program changes, and course actions were approved.

A. Approval of Meeting Minutes from **December 1, 2022**

B. Course Action Requests (See accompanying chart in **SharePoint**:

<https://panthers.sharepoint.com/sites/GSOR/GCC/GCCDocuments/Forms/GCC%20Docs%20All%20By%20AY.aspx>

Course	Action	Type of Change
ARCH 382	Change	Title, Description, Prerequisite
ARCH 586	Change	Title, Description, Prerequisite
BUS ADM 783	Change	Title, Description, Prerequisite
BUS ADM 810	Change	Prerequisite
BUS ADM 813	Change	Prerequisite
BUS ADM 844	Change	Title
BUS ADM 846	Change	Title
HCA 537	Change	Subject Code
HIST 985	Change	Title, Description, Prerequisite
MATLENG 443G	Change	Prerequisite
MUSIC 327	Change	Description
MUSIC 328	Change	Description, Course Rules, Prerequisite

C. Program Changes

1. Information Science and Technology, MS
Program change is requesting to add two electives to the relevant tracks MSIST.
2. Physics, PhD

Program change is requesting to explicitly remove the requirement of the GRE for admissions. *Clarification:* The text here in the Physics PhD program page reads, "Applicant must meet Graduate School requirements plus departmental requirements as given for admission to the master's program," and the MS admissions requirements currently read, "The GRE is not required for admission." Thus when the Physics graduate faculty removed the GRE requirement from the MS admissions requirements, they thought it was gone from both. There is no text mentioning the GRE. This CIM form is being submitted to make sure the GRE requirement is removed from Panthera.

IV. New Business

A. New/Substantially Revised Courses

INFOST 630

This is a request for the approval of a new course for the school library media certification students (WI DPI License #1902) who are not already licensed teachers used to take two 2-credit courses through the school of education towards initial licensure--general courses on group management and assessment. These courses are being phased out by the school of education; classroom management and assessment are being addressed in each specific content area. Now that the program has grown from 30 students to over 150 we can support teaching our own single 3-credit library-focused course on classroom management and assessment to replace the courses that are being phased out.

GCC Feedback: Required: The Following Information is Required for All Classes:

(1) Not sure the amount of work required adds up to 144 hours. For example there are 3 quizzes with 20 questions each (multiple choice/true-false) which are expected to take 9 hours. 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 outlines the difference in U and G but should be 33% different, not 30. (3) Please alter slightly. The UG course requires about 20% less work than the Grad level course. The expectation is Grad and UG assignments are about 33% differentiated. Course work exclusive for graduate students does not appear to be at least 1/3. (4) Please help clarify with the projects (4-5 pages) versus grad only project. (5) Is this 1/3 exclusive? (6) Clear generally but the wording on p. 6 is confusing: rephrase to make UG the default rather than grad. (7) Description of the necessary computer skills for success in the course. Contact information for technical help: UWM Help Desk: 229-4040 help@uwm.edu GetTechHelp.uwm.edu.

GCC Feedback: Recommended: The Following Information is Recommended for All Classes:

(1) Missing rubrics for anything other than discussions

GCC Feedback: Suggestions:

(1) I think the Panther health safety standards are no longer required, particularly for an online class. (2) Syllabus is quite long (16 pages). Are MLIS department goals (p. 3) necessary? (3) Don't think this course includes any lectures or voiceover ppts. While it may be outside the scope of this review, recommend adding lectures. (4) Hard time seeing how some of the topics listed in the week by week syllabus link to some of the reading materials, etc.. It is my experience that mini-lectures help "glue" ideas together, making the course work more coherent.

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

BUS ADM 727

This is a request for the approval of a new course to update the curriculum to better prepare students for the Certified Public Accounting (CPA) exam.

GCC Feedback: Required: The Following Information is Required for All Classes:

(1) Course title and number; Course number needs to be updated/added (2) Correct number from 72x to 727 and elsewhere in syllabus. (3) Class meeting times and location(s);

Meeting pattern should be indicated even if specific days are not yet known. Class meeting times and location(s) need to be added/updated. (4) Add a placeholder for location. (5) Lacks full citation information for assigned readings. (6) Required and recommended readings, with full citations; the required reading requires a full citation. (7) ISBN and full citation need to be added for required text.

GCC Feedback: Recommended: The Following Information is Recommended for All Classes:

(1) Clarify in the course schedule how the assignments outlined here fit with those mentioned earlier in the syllabus (i.e. what is a "prob" or "DQ" or "RQ"?). (2) No directions/rubrics for assignments.

GCC Feedback: Suggestions:

(1) Find the general grading presentation somewhat confusing (optional change). (2) Use of non-binary nouns and pronouns for students (e.g. "they," "them," "their") throughout syllabus (only recommended).

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

BUS ADM 787

This new course proposal request is for MS Digital Supply Chain Management program.

GCC Feedback: Required: The Following information is Required for All Classes:

(1) Class meeting times and location(s); (2) Please add placeholder. (3) Class meeting pattern needs to be indicated. (4) What are class meeting times and location(s)? (5) How long is the class? (6) Short description of course objectives that may include the catalog description; Missing. (7) A chronology of topics, including approximate due dates and exam dates, including the final examination date and time; Missing approximate due dates, add in final take home due at final time or some other time. (8) No information about homework due dates or exam date. (9) Lectures & final exam are all TBA. (10) What will be in the TBA section 4.2 Lectures and Exam? (11) Due dates for exams and homework need to be added. (12) The number of hours that are expected to be spent on each category of activities is not clearly stated (lecture = 20 hour; reading = 40 hours, etc). (13) No information on the investment of time by the average student. 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. (14) There is no link to the university syllabus links. Syllabus links must be added. (15) Needs syllabus link, not just policies. A policy link is included but it is not the correct one. Missing syllabus links--ie, 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/> (16) No subtitles are included. (17) Is there an attendance policy/requirement? No attendance policies are outlined. (18) What are the attendance policies? (19) No Use of non-binary nouns and pronouns for students (e.g. "they," "them," "their") throughout syllabus. (20) Full citations needed for readings (including ISBN). (21) Are the text books listed "required? If yes, please indicate that on syllabus. (22) It's not clear whether this is an online or F2F course. That needs to be specified. (23) None of these requirements are addressed. Missing: Minimum technical requirements, e.g., computer configuration, any necessary hardware or software. 5. Description of the necessary computer skills for success in the course. 6. Contact information for technical help: UWM Help Desk: 229-4040 help@uwm.edu GetTechHelp.uwm.edu.

GCC Feedback: Recommended: The Following Information is Recommended for All Classes:

(1) Are there any pre-requisites? Does not list prerequisites so even though I expect this is a grad level course (because it is being reviewed by GCC), that is not clearly stated on the syllabus. (2) Suggest grad status be a prerequisite. (3) Do not see any rubrics which would help students in creating assignments to meet course expectations. (4) Will there be

homework for every class meeting/week? (5) Late homework will only be accepted if prior arrangements are made, most faculty will give some credit if late?

GCC Feedback: Suggestions:

(1) The syllabus includes the following statement "I reserve the right to change the contents of this Syllabus during a semester should I decide a change will help students do better in the course." I am not sure about this. (2) Consider moving "course particulars" information to the top of syllabus.

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

BUS ADM 788

This new course proposal request is for MS Digital Supply Chain Management program.

GCC Feedback: Required: The Following information is Required for All Classes:

(1) Class meeting times and location(s); (2) Please add placeholder. (3) Class meeting pattern needs to be indicated. (4) Meeting times should be indicated. (5) What are class meeting times and location(s)? (6) How long is the class? (7) The description of the class was a bit hard to follow. Recommend using complete sentences. (8) Understand is a low-level objectives for graduate students. (9) No information about approximate due dates of assignments. A chronology of topics, including approximate due dates and exam dates, including the final examination date and time; Missing. (10) No information about final exam timing. (11) No dates for assignments & exams. (12) Approximate assignment due dates needed. (13) What will be in the TBA section 4.2 Lectures and Exam? (14) There is a link to UWM policies but the link is not the correct one. 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/> (15) Attendance policies missing. What are the attendance policies? (16) Are the text books listed "required? If yes, please indicate that on syllabus? (17) It's not clear whether this is an online or F2F course. That needs to be specified. (18) None of these requirements are addressed. Missing: Minimum technical requirements, e.g., computer configuration, any necessary hardware or software. 5. Description of the necessary computer skills for success in the course. 6. Contact information for technical help: UWM Help Desk: 229-4040 help@uwm.edu GetTechHelp.uwm.edu.

GCC Feedback: Recommended: The Following Information is Recommended for All Classes:

(1) Are there any pre-requisites? (2) There is little detail about grading for assignments. Please clarify. (3) Loose grading criteria. (4) No rubrics for specific grading criteria. (5) Will there be homework for every class meeting/week?

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

BUS ADM 789

This new course proposal request is requesting a new course for MS in Digital Supply Chain Management.

GCC Feedback: Required: The Following information is Required for All Classes:

(1) Instructor information missing detail and office hours? (2) Instructor name listed on CIM doesn't match name on syllabus. (3) Course meeting place and times? Meeting pattern needs to be indicated. Add a placeholder for meeting times and location. (4) There is a link to UWM policies but it is the wrong link. Missing University policies. 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) Prerequisites are not included (recommend: grad status or permission of instructor). (6) Is this an online or F2F course? Please clarify. (7) None of these requirements are addressed for an online/hybrid course. Missing: Minimum technical requirements, e.g., computer configuration, any necessary hardware or software. 5.

Description of the necessary computer skills for success in the course. 6. Contact information for technical help: UWM Help Desk: 229-4040 help@uwm.edu GetTechHelp.uwm.edu. (8) The assigned articles should be included in the syllabus. (9) Are all of the readings within the textbooks? (10) No information about approximate due dates of assignments or timing of final exam. The syllabus should include a description of the homework and final exam. (11) Grading policy? No grading policy/breakdown. (12) Attendance? Attendance policies needed. Attendance requirements should be included.

GCC Feedback: Recommended: The Following Information is Recommended for All Classes:

(1) No rubrics and minimal specifics for assignments. Assignment details? Assignment is information needed. (2) Approximate assignment due dates needed. (3) Homework information?

GCC Feedback: Suggestions:

(1) Is this statement appropriate/allowable: I reserve the right to change the contents of this Syllabus during a semester should I decide a change will help students do better in the course. (2) Covid statement is from 2022 and is outdated.

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

ING ENG 741

This request for a new course was not approved and was tabled due to no program representation to address questions of the committee. The new course proposal request will be placed on the March 2, 2023 agenda.

ING ENG 742

This request for a new course was not approved and was tabled due to no program representation to address questions of the committee. The new course proposal request will be placed on the March 2, 2023 agenda.

B. Program Changes

1. Educational Psychology, MS Admission and Additional Requirement

The program change is requesting to add submission of a resume or curriculum vitae to the admissions requirements for the Clinical Mental Health Counseling, School Counseling, and School Psychology concentrations. This will streamline review of applicants, particularly for field/clinical/professional experiences.

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

2. Educational Psychology, PhD

The program change is requesting to add submission of resume or curriculum vitae to the admissions requirements for the Counseling Psychology and School Psychology concentrations. This will streamline review of applicants, particularly for field/clinical/professional experiences.

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

3. Executive, MBA

The program change is requesting to specify years of experience needed to be admitted into the program. This specification was vague in the past.

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

4. Executive, MBA, Additional Requirements

The program change is requesting that this is Residency and should be removed from the “Admissions” section and moved to the “Additional Requirements” section. This is a holdover from years ago when there was “Conditional Admissions”.

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

5. Geosciences, MS

The program change is requesting to make changes to stated admissions requirements and comprehensive examination. Other minor changes are to bring program description into alignment with existing practices.

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

6. Geosciences, PhD

The program change is requesting to reduce number of required coursework credits from 21 to 18. Document changes to the format and timing of the Preliminary Examination. Other changes are to bring program description into alignment with current department practices.

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

7. History, MA

The program change is requesting to change the capstone project options for MA by eliminating exam option and adding a Master's Essay Option.

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

8. History, MA Admission and Additional Requirements

The program change is requesting to update the capstone information by adding a Master's Essay option and removing exams.

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

9. History, MA: Public History

The program change is requesting to change the capstone options by eliminating exam option and revising the "thesis research" to Capstone (HIST 985)

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

10. Information Science and Technology, MS / Library and Information Science, MLIS

The program change is requesting to changing the text for the requirements for the MSIST option. The text for the MSIST portion reflects old requirements for the program. The modifications are to put the requirements in alignment with the current MSIST program. Given the changes to the MSIST electives over time, it's best to direct students to the MSIST list of electives and not to duplicate listing them here.

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

11. Language, Literature, and Translation, MA: Classical Greek

The program change is requesting to administratively correct the overseeing department per an approved curricular area change.

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

12. Language, Literature, and Translation, MA: Classics

The program change is requesting to inactive the program due to there are not enough faculty to teach the courses. Currently, there are no students in the concentration at this time so no teach-out plan is needed. Also, the Standard Track is flexible enough to accommodate a range of interests if a student arranged with an appropriate faculty member to study independently.

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

13. Language, Literature, and Translation, MA: Latin

The program change is requesting to inactive the program due to there are not enough faculty to teach the courses. Currently, there are no students in the concentration at this time so no teach-out plan is needed. Also, the Standard Track is flexible enough to accommodate a range of interests if a student arranged with an appropriate faculty member to study independently.

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

14. Library and Information Science, MLIS: Public Library

The program change is for INFOST 862 to be added as one of the available required courses so that students can take one of 861, 862, or 864. This will provide students concentration with another option to fulfill the concentration requirements. The change in the electives reflect recent courses changes.

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

15. Library and Information Science, MLIS: School Librarianship

The program change is requesting to split a 3-credit course (647) to three 1-credit courses (657,638,639).

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

16. Management, MS: Accounting

The program change is requesting the following:

1. Add new course 401-G Intro to Data Analytics with lab component (4 credits).
2. Add Bus ADM 706 as an elective course. BUS ADM 706 can be taken in place of 725.
3. Remove 406G as a required course.
4. Updates reflect changes in CPA exam requirements
5. Add BUS ADM 727 as an elective. BUS ADM 727 can be taken in place of 725.
6. Move BUS ADM 725 to electives since it can be replaced by 727 or 706. Require three credits of electives.

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

17. Management, MS: Professional Accounting

The program change is requesting to update the curriculum to align with changes in the CPA exam.

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

18. Nursing Practice, DNP

The program change is requesting to update the admission requirements to streamline and clarify language.

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

19. Nursing Practice, DNP Core Requirements for Concentrations

The program change is requesting to add NURS 728 to the core courses of the Post-Generalist Master Curriculum in order to make the program equivalent to the BSN-DNP curriculum.

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

C. New Degree, Certificate, or Concentration

1. Biomedical Sciences, BS: Biomedical Science / Biomedical Sciences, MS

The proposal is requesting to create a new AMD articulation.

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

D. Curricular Code

1. (HIA) Health Informatics and Administration

Curricular Actions: TERMINATE

Reason for change:

Terminate the HIA academic organization. 2030 reorg outcome is a split of the HIA department to the HI program, housed in the ZCPH and the HCA department, housed in the school of BMS&HCA in the CHPS.

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

V. INFORMATION ONLY

1. Notice of Intent (NOI) M.S. in Rehabilitation Sciences & Technology

Per Academic Affairs, in April of last year, the College of Health Sciences presented a proposal for an MS in Rehabilitation Sciences and Technology. However, the program was never entered into CIM. We received the A2P from System in September, the program has completed their ATI, and is now entering everything in CIM. However, it appears that the NOI was never presented to GCC for information only.

There was no discussion or questions concerning the notice of intent.

VI. Other Business

There was no other business.

VII. Adjournment

The meeting adjourned at 12:42 p.m.