

**University of Wisconsin-Milwaukee**  
**Graduate Curriculum Committee (GCC)**

*Tracy Boyer, Chair*

**Thursday, March 2, 2023**

**MEETING MINUTES**

- Members Present:** Tracy Ann Boyer, Paul Florsheim, Jennifer Gutzman, Teresa Johnson, Mohammad (Habib) Rahman, Sara Vanderhaagen
- Absent:** Alessandra Gillen (Graduate School), Marcus Britton, Bonita Tasman-Klein (Graduate School)
- Guests:** Michael Mirer (College of Letters and Science); Mark Sullivan (College of Letters and Science); Nicholas Silvaggi (College of Letters and Science); Jake Luo (College of Health Sciences); Jay Kapellusch (College of Health Sciences); Anne Pycha (College of Letters and Science); Monica Rausch Camacho (Lubar College of Business); Wilkistar Otieno (College of Engineering & Applied Science); Alan Barnhart (Lubar College of Business); Kerry Korinek (School of Education); Glenn Starr (College of Letters and Science); Dietmar Wolfram (School of Information Studies); Ryan Sugden (College of Letters & Science); Veena Brown (Lubar College of Business); Huang Xin (College of Letters and Science); Emily Kuhnen (Registrar's Office); Kristin Sziarto (College of Letters & Science); Tiffany Nation (Graduate School); Joan Hayes (Grad Ed);; Victoria Moerchen (Graduate School)

**I. Call to Order**

Meeting called to order at 12:31 p.m.

**II. Announcements**

The GPRC Chair welcomed new committee member Mohammad Habib Rahman and thanked him for his willingness to serve.

**III. Automatic Consent**

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

**A. Approval of Meeting Minutes from February 2, 2022**

**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>

Course	Action	Type of Change
DANCE 723	Change	Course Credits, Re-Takeable for Credit, Prerequisite
ED PSY 827	Change	Title, Prerequisite
HI 990	New	Independent Study / Dissertation Course
HIST 450	Change	Title, Description, Prerequisite
LINGUIS 767	Change	Catalog Number, Title, Course Rules, Prerequisite
TRNSLTN 750	Change	Title

**C. Program Changes**

- Criminal Justice and Criminology, MS  
The program change is requesting the removal of the GRE requirement.
- Criminal Justice and Criminology, MS / Social Work, MSW  
The program change is requesting the removal of the GRE requirement from CJC side of the program.
- Teaching of English to Speakers of Other Languages & Applied Linguistics, MA  
The program change is requesting to add CURRINS 655G Applied Educational Linguistics as an elective.

4. Trauma Informed Care, Graduate Certificate  
The program change is requesting to add SOC WRK 791 Current Topics in Social Work - the specific sub-topic of "Technology and Social Work Practice" as an elective course option to the TIC graduate certificate.

#### IV. New Business

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

###### **BUS ADM 401**

This is a request for the approval of a new course is due to the CPA exam will now be divided into areas of emphasis, and data analytics will be one area. The accounting faculty want to be sure we update the curriculum to reflect changes in the CPA exam. The course will have a lab component, which will make it four credits.

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

(1) Full citations for readings not included. Include required and recommended readings, with full citations; (2) Course number on syllabus (701) doesn't match that on CIM form (401). Please correct. (3) Class meeting pattern, times, location still listed as "TBD." Not clear from syllabus how this class will be delivered. Please clarify. (4) Indicate credits for course up front. 4 credits for 192 hrs. (5) Workload for U/G course clearly outlined and meets requirements however, it's not clear which course this syllabus is for--grad or undergrad. This issue relates to the CIM form discrepancy also. (6) This is an U/G course and the graduate students are assigned some extra work on top of the Undergrad students. The extra work counts for 1/3 of the grad students overall grade but I question whether the extra work amounts to full 1/3 or whether the expectations of the grad and undergrads are sufficiently distinct, at least as it is described. (7) Make the wording on midterms consistent. The grading policy indicates two midterms but the rest of the syllabus says "midterm" (singular). (8) Grading policies, including the weight given to each graded component. The grading scales overlap, i.e. a 79.5 could be a C plus or a B minus. The grading scale 92.5 for A and for A-, and this happens for all of the grades for 2 grades. Please correct.

###### **GCC Feedback: Suggestions:**

(1) If the McGraw-Hill access is "inclusive access" to textbook and associated materials, you may need a boilerplate statement from the college about this in the syllabus. (2) On p. 5 there is a note about "Connect through Blackboard." Should Blackboard be changed to Canvas? (3) What are smart books? Please clarify and explain. (4) Move the course schedule before all of the policies. (5) The course is not online, but since there is a lot of computer work, it is suggested that you also add these details. 4. Minimum technical requirements, e.g., computer configuration, any necessary hardware or software. (this is hinted at, but could be more overt). 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](mailto:help@uwm.edu) ; [GetTechHelp.uwm.edu](http://GetTechHelp.uwm.edu) (6) Why is the UG grading procedure noted as "tentative"? The grad is not. (7) Reconsider the flexibility of the attendance policy.

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

###### **BUS ADM 706**

This is a request for the approval of a new course due to the changing of the course number; previously BUS ADM 406G.

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

(1) Number of credit hours is missing. (2) Clarify required readings. CENGAGE2Now is noted and an "e-book" is mentioned but not specifically identified. Is this different from the required book listed further down? (Also, if the Cengage Access is via an inclusive access agreement through UWM, you may need a boilerplate statement from the college about this in the syllabus. It sounds like that's not the case here but it's important to check.

In this case it could save students \$150.). (3) Required and recommended readings, are missing parts that need full citations. Please check through, for example, Koppet, sept 8. Grantland oct 4th... date? when accessed. (4) Workload is not outlined per university instructions. (5) Please give the exact points breakdown to add up to 500. Some are listed as a range. (6) Tentative meeting pattern/time/locations needed. (7) Is there an attendance policy? Attendance policy only pertains to Covid-related absences. I recommend a more comprehensive policy. (8) Make-up policy? (9) Explanation of Grading policies (what is an A, B, C etc.) is missing. (10) Grading policy is quite confusing, as points with ranges are included for some assignments, and percentages are included as well. A table or visual might be helpful for clarifying. (11) The objective of the course is to prepare students for a professional exam. This is direct and honest but lacks the typical specificity. What specific skills will student develop that will allow them to take the exam? (12) Add more detail for investment of time (hours/credit). (13) The number of hours expected to be spent on lectures, homework, etc. is not delineated. Points to be earned are explained but because the total number of hours is not provided, it is not possible to translate points into hours.

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

### **ING ENG 741**

This new course proposal request will support two programs, i.e. Newly proposed Masters in Connected Systems (Industrial Engineering Department) and the Masters in Digital Supply Chain (Lubar School of Business).

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

(1) Would suggest university "general link" before the university policies too, rather than individual links. (2) Low level objectives for a graduate course.

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

### **ING ENG 742**

This new course proposal request will support two programs: 1. Newly proposed MS in Connected Systems (Industrial and Manufacturing Engineering Dept.) and 2. MS in Digital Supply Chain (Lubar School of Business).

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

(1) Please include overall syllabus link: <http://uwm.edu/secu/syllabus-links/>. (2) Full citation needed for required text. (3) Low level objectives for a graduate course. (4) Clarify the parenthetical "lecture/lab section." This class doesn't indicate that there are separate lecture and lab meetings, so it's not clear why this note is needed.

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

(1) The syllabus says that lab assignments are due a week after they are assigned, but it's not clear what that means. I would clarify in the schedule the due dates rather than the assignment dates.

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

### **JAMS 616**

This new course proposal request is requesting that due to that this seminar course has been taught previously as an option topic in JAMS 660. The JAMS Council voted to break this off and make it a seminar by itself to add more consistent seminar options to the program's catalogue.

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

(1) Readings are listed in the schedule but citations are not all complete. Full citations are needed, for example Koppet; (2) and full electronic citations needed. (3) Update syllabus

links. 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) Does the class meet once or twice per week? Schedule is for just Wednesdays. What about Mondays? (5) The academic misconduct policy notes that Canvas automatically checks for plagiarism, but to my knowledge this is not the case. Please remove. (6) Can this course be taken for graduate credit and if so does that need to be outlined in this syllabus? (7) Catalog description will need to be updated to new version being proposed-- appears to be the catalog listing for JAMS 660. The introduction may also need to be changed to reflect this as a separate course. Learning objectives could be revised to make them more precise and in line with best practices.

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

(1) "research paper" description says "political media" when I think it should say "sports media." Also, it would be helpful to know how much each of the scaffolded research paper assignments is worth. Will these be graded individually or as a whole?

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

(1) Are there solid reasons for the old references in the syllabus??

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

### **LINGUIS 810**

This new course proposal request is requesting to create a standalone course 810 to replace 410G.

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

(1) Are there course objectives?? (2) The numerous course numbers on the syllabus are confusing. Is it necessary to include UG course numbers if the purpose of this new course is to create a "standalone" graduate course, as indicated in the CIM form? Please clarify. (3) Indicate grading scale is percent of points and will be rounded to the nearest percentage point. (4) Graduate students need to have work that defines an exclusive 1/3 of their grade. Please clarify. The syllabus was confusing in how it communicated the additional/different coursework of the graduate students. Could this be conveyed in a clearer, more efficient manner? Nice job of distinguishing between grad and undergrad assignments. However, adding the additional points and hours seemed confusing to me. If I understand things correctly, U/G assignments need to be differentiate (at least 33%) but do not necessarily require additional time or work, just different types of work. The additional hours add up to 23% more work. I recommended having the same number of hours but to clarify that the work is 33% differentiated, with the grad students having more challenging tasks (which won't require much revision). (5) For investment of time, 188 hours is "almost" a 4-credit course. Need to define the exclusive grad work/not just more time. Both undergraduate and graduate time investment should be the same; it's the assignments and readings that should be substantively different/more. The grad/undergrad difference is intended to be measured in time invested.

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

### **LINGUIS 867**

This new course proposal request is requesting to create a standalone course 867 to replace 567G.

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

(1) Course objectives are very broad and not specifically focused on the content area. These could be refined. (2) Multiple course numbers on syllabus are confusing. The numerous course numbers on the syllabus are confusing. Is it necessary to include UG course numbers if the purpose of this new course is to create a "standalone" graduate course, as

indicated in the CIM form? Please clarify. (3) Both undergraduate and graduate time investment should be the same; it's the assignments and readings that should be substantively different/more. (4) Indicate grading scale is percent of points and will be rounded to the nearest percentage point. (5) The syllabus was confusing in how it communicated the additional/different coursework of the graduate students. Could this be conveyed in a clearer, more efficient manner? (6) Grad courses are expected to require 33% more work than UG courses Same comments as 810--Can the grad/undergrad difference be articulated in terms of workload? Presumably graduate students will do more in less time. (7) It would be helpful to have a more comprehensive and easy-to-understand summary of the main differences in undergrad/grad assignments in the course. (8) Are those the newest texts that can found? (9) Why more time for grad student (almost 4 credits worth) for the same work? Please clarify the time investment information grad vs undergrad. This looks to be identical other than one more evaluation and that would not add up to 1/3 of the course.

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

## **B. Program Changes**

### **1. Assistive Technology and Accessible Design, Graduate Certificate**

The program change is requesting the following:

- 1) Add OccThpy 742: Small Case Experimental Design to course List of Assessments
- 2) Add the following admission requirement: Grade of C or better in UG or Graduate course in anatomy and physiology equivalent to BioSci 201 (May be taken during first fall or spring enrolled depending on when it is offered but will require special permission)
- 3) Change minimum grade requirement to B- or better in all certificate courses.

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

### **2. Chemistry, PhD**

The program change is requesting changes to language of admission requirements to create a new "Biochemistry Track" application. This will not be a new, transcript-designated program, but only an alternative entry into the program for biochemists, who need different coursework preparation than other types of chemists.

A motion was made and seconded to contingently approve the course with the request to removed incorrect Graduate School policy language. Motion passed unanimously.

### **3. Health Care Informatics, MS**

The program change is requesting that due to After adding the PH801 to maintain the total credit needs in the program, the program needs to change one core course to an elective. The HCA 541 is selected by the department to be changed to an elective course and adding PH 702 Introduction to Biostats as an additional elective option. Also requesting to update courses that have moved from subject code HCA to HI.

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

### **4. Information Studies, PhD**

The program change is requesting to require applicants to also submit a curriculum vitae.

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

### **5. Management, MS: Marketing**

The program change is requesting to add a permanent course number Bus Adm 767 in place of special topics course number Bus Adm 795 to list of required courses. The program would like to allow students to count either 795 with the Ideas and Applications Topic OR Bus Adm 767 since some students took the course before a permanent number was in place.

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

**6. Media Studies, MA**

The program change is requesting to suspend admission to the program.

A motion was made and seconded to approve this program change with one abstain by Sara VanHaagen. Motion passed unanimously.

**7. Racial and Social Justice in Education, Graduate Certificate**

The program change is requesting to add 6 classes to the list of electives for the certificate & the reordering of the list numerically. The program is also requesting to add a phrase allowing faculty advisor or graduate representative to approve substitute courses.

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

**8. Women's and Gender Studies, Graduate Certificate**

The program change is requesting to add a table for cross-listed courses

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

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

**1. Authorization to Implement (ATI) Rehabilitation Science and Technology, MS**

The proposal is an Authorization to Implement a Master of Science in Rehabilitation Science and Technology. The Degree will have four specialized tracks that include: (a) Assistive Technology and Accessible Design (ATAD). (b) Human Factors Innovations (HFI), (c) Intervention and Consultation in Performance Psychology (ICPP), and (d) Rehabilitation Sciences (RS).

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

**V. Other Business**

There was no other business.

**VI. Adjournment**

The meeting adjourned at 1:49 p.m.