

University of Wisconsin-Milwaukee
Graduate Curriculum Committee (GCC)
Teresa Johnson, Chair

Thursday, August 31, 2023
(COMMITTEE ORIENTATION ONLY)

MINUTES

Members Present: Jennifer Earl-Boehm, Jennifer Gutzman, Teresa Johnson, Timothy O'Brien, Lorena Terando, Sara VanderHaagen, Katie Vater

Absent: Bonita Klein-Tasman (Graduate School); Alessandra Gillen (Graduate School)

Guests: Kaushal Chari (Graduate School); Tiffany Nation (Graduate School); Victoria Moerchen (Graduate School)

I. Call to Order

Meeting called to order at 12:32 p.m.

II. Announcements

Newly elected 2023 – 2024 GCC Chair Teresa Johnson introduced herself. There were around the table committee member introductions. The Graduate School Acting Interim Dean Kaushal Chari welcomed and thanked the committee for serving. He will be serving as interim dean of the Graduate School and the Office of Research until the new Provost appoints a permanent dean.

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

Johnson reviewed the GCC charter with the committee. She explained that there is a fair amount more work than some of the committees on campus and emphasized the importance of the committee's work.

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

Johnson led the committee in the review of the Academic Approval Matrix. Tiffany Nation, Graduate Programs Coordinator informed the committee that the approval matrix is updated and maintained by the Academic Office of Affairs. She reviewed with the committee GCC column of the approval matrix which indicates what proposals that come to the GCC committee for approval and information only.

V. Welcome – Victoria Moerchen, Graduate School Associate Dean

Moerchen welcomed the new and continuing committee members and thanked them for their willingness to serve this academic year. She thanked the newly elected chair Teresa Johnson for accepting the role of chair. She welcomed Dean Chari and thanked him for joining the meeting. She thanked Tiffany Nation, Graduate Programs Coordinator for her efficient job in supporting the committee. She stated that the success of the committee is really a function of her commitment to the committee and governance.

VI. A Policies and Procedures for the Development, Structure, Administration, and Review of Graduate Certificate Programs ([Faculty Doc. No. 3206R3](#)) (Associate Dean Moerchen)

Moerchen informed the committee that she was tasked with updating the certificate policy due to a request to develop a sort of an inter institutional agreement process to support certificates and this request came from the Medical College and will serve a number of purposes. Due to the Microcredential policy the updating of the certificate policy was necessary. She informed the committee that policies 3206 and 3207 were combined into one policy. She summarized the updated revisions to the revised combined policy.

VII. Requirements for Graduate Credit in Graduate Level Courses and Combined Undergraduate / Graduate Level Courses Policy (Faculty Doc. No. 3196R1 - Currently Under Revision by Associate Dean Moerchen)

Moerchen informed the committee that the policy was updated to clarify the differential between undergraduate and graduate requirements for course work in syllabi. The revisions to the policy will clarify the requirement for 33% difference in work for graduate students for U/G courses.

VIII. Uniform Syllabus Policy (Requirements for All Syllabi) (Faculty Doc. No. 1895R6)

Johnson 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.

IX. Bloom's Taxonomy Action Verbs

Johnson informed the committee that during her service on the committee she has noted that the doctoral courses syllabi that come to the committee for review contain really low level objectives. Doctoral students are working towards a higher level and the syllabi objectives should reflect that with action verbs. She summary the document for the committee and would like this document to be available to programs when composing syllabi. The revised 916 policy will include a strong encouragement to use of Bloom's taxonomy in writing objectives.

X. GCC Syllabus Checklist for New and Revised Course Syllabi

Johnson 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. The syllabus checklist has been revised to include updated and revised 916 policy.

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

Johnson informed the committee of 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.

XII. Multidisciplinary Committee-Directed PhD Program

Johnson 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. This policy is currently under revision by Associate Dean Moerchen.

XIII. Other Business

There was no other business.

XIV. Adjournment

The meeting adjourned at 1:22 p.m.