

Minutes  
Graduate Academic Affairs Committee  
February 9, 2018

**Members in Attendance:** R. Wood, N. Hebel, A. Rellergert, A. Trees, C. Werner, H. Ardizzone, J. Barber, J. Garcia-Martinez, J. Fisher, J. Fu, J. Martin, M. Pousson (representing J. Nichols), M. McCormick, N. Reed, S. Jayaram, S. Winton

**Guests in Attendance:** J. Haugen

**Call to Order:** R. Wood called the meeting to order at 9:05 a.m.

**Approval of Minutes from the January 12, 2018 meeting:** Motion was made to approve the January 12, 2018 minutes as written. Minutes were unanimously approved.

**New Business:**

**A. Informational Item - Revised curriculum for 1-year MBA:**

Jim Fisher addressed the group regarding the revised curriculum. The Cook School of Business faculty have approved a revised curriculum for its One-Year MBA program after two years of work by an ad hoc task force with input from multiple stakeholder groups. The curriculum redesign proposal was reviewed by the school's graduate curriculum committee multiple times during the 16-17AY, ultimately with a recommendation to the school faculty assembly to support the proposal. The faculty first approved the curriculum redesign at the May 2017 faculty assembly. They did some repositioning of the program, and made the courses more modular and involving more collaboration among the faculty. It now has a clearer emphasis on analytics and data driven decisions.

**Old Business:**

**A. Course Section Number Policy (Courseleaf):**

Jay Haugen told that group that one of the CourseLeaf products, CLSS, is where departments schedule their courses that will go into Banner. They have been doing training for a month. Summer schedules were due January 15<sup>th</sup> and was extended to February 1<sup>st</sup>. Fall/Spring schedules per policy are due next week. The Deans approved the schedule two years ago but we did not have the tools to enforce said rules. Now we have a system that will help enforce rules and deadlines. Jay is hoping that the summer schedule will be published on Monday. Fall/Spring published date is currently February 15<sup>th</sup>.

**B. Grad Catalog Policy Changes:**

PHD Oral Examination/Proposal Defense (Page 4): There was some rewording for clarification. The option for 3<sup>rd</sup> exam was removed. The group was asked to take this back to constituents and ask about edits.

Reapplication after Dismissal (Page 5): This is a new policy. Added reapplication policy for students dismissed.

It was decided that “conduct” should be defined (2<sup>nd</sup> paragraph). It is currently defined by Dean of Student’s office. Jay will reference that office in this policy. He will update, send out, and everyone should share with their colleagues.

Research Phase Registration (Page 6):

Additions and minor rewording. Removed limitation of first semester and added limit of research credits. Change “must enroll” to “must complete”.

Add phrase “Once a student starts enrolling in research credits, the minimum research registration for an academic term is one credit until the total hours have been completed”.

Time to Degree (Page 7):

General rewording and removal of reference to the petition that is used to apply. The group was asked to share with constituents.

Incomplete Course:

This was passed by UAAC this week. It is a large rewrite for clarification. This policy contains more procedural information than normal because of the nature of incompletes.

Academic Records Revision Committee:

The last bullet point mentions the new committee, the Academic Records Revision Committee (ARRC). Any changes, especially to historical records, will be going to this body instead of going to a dean to make an individual decision. This committee meets monthly and will be anonymous. There will be three members and one alternate. The membership will rotate through each college. Will apply to both undergrad and grad.

**C. Graduate Education Strategic Planning (White Paper):**

The group discussed a paper on the importance of grad ed. This was the first draft of the strategic planning process. The aim was to highlight graduate education in the larger society. However, things have changed. It is felt that there is a need to reinstitute the survey that was given to grad students in the past.

Rob stated that he would like to have a finished product by May. He will bring data back next month. He will put a draft up on Google to share with everybody. He will ask OIR for data. Angie will work on sending out a survey to grad assistants (everyone but A&S). Everyone was asked to get some bullet points about some of the outstanding things that graduate students are doing in their different areas.

**Announcements:**

The fellowships were due this week and approximately twenty were received, about ten for diversity and ten for presidential. Two presidential and one or two diversity are being given. Recipients will be decided by March 1<sup>st</sup>.

Three-minute thesis competition was previously discussed. Angie asked members to email her any feedback regarding dates. An award of travel money will be presented to the winner. She has it tentatively scheduled for early May.

Adjourned at 10:35am