

**Graduate Council Curriculum Committee**  
**September 11, 2019**  
**2:30 p.m., HPA1 room 304**

**Agenda**

1. Welcome and call to order
2. General business
  - Introductions
  - Election of Vice Chair
3. Announcements/Discussions
  - Proxy voting
4. Graduate Council Curriculum Committee overview
  - Duties and responsibilities of Committee
  - Structure of meetings
  - Curriculog overview
    - i. New this year:
      1. Forms: Differentiated Enrollment Plan, Suspension, Termination
      2. Credit hour designation, Syllabus policy
  - Best practices
  - Sample questions
  - Review of sample proposal
5. Adjournment

**Members and Administrators of the Graduate Council Curriculum Committee**

Patricia Bockelman, Chair, College of Graduate Studies  
Elsie Olan, College of Community Innovation and Education  
Andre Gesquiere, College of Sciences  
Sonia Arellano, College of Arts and Humanities  
Art Weeks, College of Engineering and Computer Science  
Jihe (Jackie) Zhao, College of Medicine  
Diane Andrews, College of Nursing  
Axel Schülzgen, College of Optics and Photonics  
Olga Molina, College of Health Professions and Sciences  
Alex Rubenstein, College of Business Administration  
Terrie Sypolt, University Libraries  
Wei Wei, Rosen College of Hospitality Management  
TBD, Graduate Student Association  
Tosha Dupras, College of Sciences, Administrator  
Joellen Edwards, College of Nursing, Administrator  
Ali Gordon, College of Engineering and Computer Science, Administrator  
David Hagan, College of Optics and Photonics, Administrator  
Lynn Hepner, College of Arts and Humanities, Administrator  
Devon Jensen, College of Graduate Studies, Administrator  
Glenn Lambie, College of Community Innovation and Education, Administrator  
Saleh Naser, College of Medicine, Administrator  
Linda Rosa-Lugo, College of Health Professions and Sciences, Administrator  
Sevil Sonmez, College of Business Administration, Administrator  
Alan Fyall, Rosen College of Hospitality Management, Administrator

# Best Practices for Committee Members

## Prior to Meetings

- **Review previous meeting minutes.** The minutes from the previous meeting will be emailed to you. Review the minutes carefully and mention any edits during the vote to approve the minutes.
- **Review the agendas thoroughly.** You are responsible for reviewing each proposal with care. This includes all attachments and supplemental documents. Make note of any questions, corrections, or comments for the meeting.
- **Print your own materials.** If you prefer paper copies of the agenda, please print on your own and bring with you.

## Meetings

- **Attendance is important.** All meetings must have quorum. Please alert the chair and Emily Stettner if you will not be able to attend.
- **If attending by phone-** announce yourself when joining the call.
- **Represent the interest of your College.** You are responsible to present any issues impacting your College. Examples: Overlap of course content or titles
- **Ask questions.** The Committee is one of the last steps of critical review of the proposals. Make sure you get needed clarification during the discussion period.

# Sample Questions for Proposal Review

## General

1. Members are representing the interest of their College so consider how proposals from other colleges might impact your academic program inventory.
2. Can assign staff member at College to review agendas

## Programs

1. New program using existing courses-how is this new?
2. Do credit hours add up? Are the credit hours consistent with national norms?
3. Appropriate overlap/duplication discussion of degree content and name?
4. Is there a need?
5. Will graduates of the degree gain employment after graduation? What type of jobs? What salary?
6. Library assessment included? Are there adequate resources?
7. Faculty resources available for teaching, advising, and mentoring? Additional hiring?
8. Would students be leaving existing programs for this one? What might be the consequences of this?
9. Taught face-to-face? Online? If fully online are all courses online including electives?
10. What type of background do students need to be successful in this program?
11. OIE signature?
12. Appropriate internships opportunities available?
13. Time to completion appropriate?
14. If deleting a course from a program, is that just for the program or deleting the course permanently?

## Certificates

1. Can the certificate courses be transferred into a degree program?
2. Is the certificate being used for recruiting to a degree program?
3. Can the certificate help with professional development, promotion, etc.? Is it recognized in the business sector?

## Courses

1. Appropriate overlap/duplication discussion of course content and title?
2. Pre-reqs: "grades of \_\_\_ or better"? CI? Appropriate level pre-reqs?
3. Is the course offering cycle appropriate? Cause graduation issues? Offered enough? Required course only offered occasionally?
4. Does this new course replace an existing course? Has another course become obsolete as a result?
5. Detailed syllabus included?
6. Does the amount of credit hours for the amount of work make sense? Contact hours correct?
7. Can students from other programs take the course if interested?
8. Title of course on proposal match title on syllabus?
9. Split level course: Both levels of syllabi included? Graduate course is more rigorous?
10. If repeatable, has it been addressed in the course syllabus?

## Fees

1. Includes fee map for all courses within program?
2. Clear breakdown of needed fee?
3. Requested fee does not exceed maximum (Equipment Fee Max: \$90 full-time, \$45 part-time; Materials and Supplies Fee Max: \$70)?