

Minutes
Graduate Council Curriculum Committee
September 22, 2021
2:30 p.m., Zoom

Members Present: Sara Michael-Luna, Katherine Daly, Alex Rubenstein, Valeriya Shapoval, Axel Schülzgen, Gergana Vitanova, Bruce Caulkins, Patrick Pabian, Kelly Kibler, J. Marla Tonye

Administrators and Guests Present: Devon Jensen, Sevil Sonmez, Alan Fyall, Laurie von Kalm, Glenn Lambie, Ali Gordon, Lynn Hepner, Brandy Pieper, Danae Barulich

Recorder: Emily Stettner

Welcome and call to order. Dr. Valeriya Shapoval, chair, called the meeting to order at 2:30p.m. and welcomed the committee and administrators. A quorum was established.

Election of Vice Chair. The committee voted on the nominations for the Vice Chair role. Dr. Kelly Kibler was elected as the Vice Chair for the 2021-2022 academic year.

Proxy voting. Proxy voting was discussed. The members were generally opposed to having proxy votes and voted against this procedure.

Graduate Council Curriculum Committee Overview. A presentation was given by Emily Stettner and Dr. Jensen informing the Committee members and administrators of the charge of the Committee, their roles, the implementation of the Quali management system, and actions that will be taken over the next year. The Graduate Council website was displayed. The Committee reviewed best practices and a document of sample questions that the members can use while reviewing proposals. The Committee reviewed a sample proposal to practice the evaluation process and discussed sample questions that would best clarify information on the proposal.

Adjournment. The meeting adjourned at 3:34p.m. The next meeting is scheduled for October 6, 2021.

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.

Meetings

- **Attendance is important.** All meetings must have quorum. Please alert the chair and Emily Stettner if you will not be able to attend.
- **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? Undergrad course taught at least once already?
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)?