**University of Colorado
Colorado Springs**

**Graduate Executive Committee
09/13/2024
Minutes**

Attendees:

Voting Members: Adham Atyabi, Amanda Elder, Bob Camley, Johanna Baez, James Pearson, Kara Carnes-Holt, Lavonne Johnson, Leilani Feliciano, Michael Corl, Robin Kempf, T.S. Kalkur

Non–Voting Members: Janel Owens, Asjia Trotter, Bee Bish, Amy Rodas, Andrew Lac, David Dubois, Deanna Johnson, Jenn Newcomb, Jose Mora, Karlye Enkler, Kim Severn, Kim Paine, Megan Rogers, Rosey Reidl-Smith, Sam Adams, Sarah Long, Steve Miller, S. Semwal, Tylor Teel

<u>Agenda Items:</u>

- Welcome! **See attached list of voting members** – these are the only people allowed to vote. Others are welcome to attend.
- **Please see attached policies related to GEC**.
- Janel Owens is the Graduate School's new faculty fellow for graduate student success.
  - Janel will be making connections and sending out requests for info in the next few weeks to gather info from faculty members.
- iThenticate: UCCS has a one-year contract with iThenticate for plagiarism checks in theses and dissertations. Faculty can use it developmentally on pieces of a thesis and then again for a whole-document check. All theses and dissertations must be checked for plagiarism before they are turned into ProQuest.
  - You must request access to iThenticate from FRC through your department; depts will send authorized lists of faculty members supervising thesis/dissertation students to FRC to coordinate access each semester.
  - Ryan Martinez is the point of contact in FRC, or you can email frc@uccs.edu for assistance.
  - If GEC wants to make iThenticate use mandatory, we will need GEC to vote on that. Please reach out to Dean Fouts if you have thoughts on making this mandatory or if you would prefer for departments to choose which plagiarism-checking tool to use (i.e., iThenticate, Turnitin in Canvas, or a dept specific method).
  - As your programs begin to use iThenticate this semester, please let Dean Fouts know how your experience is with iThenticate—is it valuable? Are

you having issues? Would you like us to continue the contract into a second year?
- o Students do not have direct access to iThenticate; our contract does not allow enough users to grant student access.
- Admissions Updates (Steve Miller)
  - o Graduate Admissions examiner reassignments.
    - The examiner for domestic applicants, last names starting with A-L is Amy Rodas.
    - The examiner for domestic applicants, last name starting with M-Z is Jose Mora.
    - The examiner for international applicants and applicants with international transcripts is Bee Bish.
  - o Application deadlines pertaining to international students:
    - Legal counsel advises that departments cannot set separate application deadlines for applicants with international transcripts. Departments can provide *recommendations* that applicants with international transcripts submit as early as possible. Please reach out to Chris Beiswanger or Bee Bish with questions about wording your department would like to use.
  - o Changes to international transcript evaluation procedures:
    - UCCS Admissions is no longer providing free SpanTran transcript evaluations for applicants with international transcripts. Applicants are responsible for obtaining the evaluations at their own cost.
    - We have established a discounted evaluation rate with International Education Evaluations (IEE) for UCCS applicants. That discounted rate is $145.
    - Applicants may choose another approved company at the non-discounted cost. For all college-level coursework at an institution outside the U.S., an official International Transcript Evaluation (course-by-course evaluation) by any NACES or AICE member is required.

Announcements:
- New Director Training – coming soon in new format.
- Mountain Lion Research Day: December 6, 12-4pm in Gallogly Event Center
  - o MLRD | Office of Research (uccs.edu)
  - o Please remind your grad students they are encouraged to attend and/or present.
- Commencement: December 20
- Graduate School Spring Welcome Event: Tuesday, January 14th 5:30-7:30pm in **Kettle Creek.** We had a great turnout for the fall event, both in terms of students,

staff, and faculty. It means a lot to students when they receive such a warm welcome.

- Mountain Lion Grad Slam (3-Minute Thesis Competition)
  - Registration Deadline December 20: please start prepping your students to register. Great opportunity for community engagement and presentations.
  - Preliminary Rounds January 28 and 29 in UC 302
  - Final Round info coming soon.
- Deanna Johnson is filling in for Lauren with graduation checks. Please do NOT route AC forms through adobe sign, but **email** them to graddoccs@uccs.edu. If possible, please encourage early thesis and dissertation submissions to give her time to properly review.

GEC Meetings for AY24-25: all meetings are 2nd Friday of the month (when classes are in session) from 10:00-11:30 am

- Fall GEC Meetings: 9/13, 10/11, 11/8, 12/13
- Spring GEC Meetings: 2/14, 3/14, 4/11, 5/9

GEC Voting Members, AY24-25

College/School	Program	2024-2025 Rep
College of Business	Accounting	Assma Sawani
	Business Administration	James Van Scotter
Beth-El	Nursing	LaVonne Johnson
	Health Sciences	Mandi Elder
	HPNU	James Pearson
School of Public Affairs	Criminal Justice	Patrick Brady
	Public Administration	Robin Kempf
	Social Work	Johanna Cresswell Baez
Engineering	Engineering Online	Michael Corl until new Assoc. Dean is in place
	Computer Science	Adham Atyabi
	Electrical Engineering	TS Kalkur
	Mechanical Engineering	Steve Tragesser

Letters, Arts, and Sciences	Applied Geography	Cerian Gibbs
	Mathematics	Sarbarish Chakravarty
	Physics	Bob Camley
	Chemistry/Biochemistry	Carlos Diaz
	Biology	Jeremy Bono
	Communication	Katie Sullivan
	History	Yang Wei
	Psychology	Leilani Feliciano
	Sociology	Lei "Frank" Zhang
College of Education	Counseling	Kara Carnes-Holt
	Teaching and Learning	Pat McGuire
	Leadership	Patty Witkowsky

Excerpts From Graduate School Policies and Procedures

Article I, Section E: Graduate School Executive Committee

1. **Composition of the Graduate Executive Committee**: The Graduate Executive Committee (GEC) consists of the following members:

   a. Graduate School Dean (Chair)

   b. An identified faculty representative from each unit/department that has a graduate degree program. Each representative has one vote in the GEC (units/departments with one or more master's and doctoral degrees have one vote). Units/departments may request additional membership on GEC for robust and unique degrees/options/programs subject to GEC vote. A voting member must have *Regular* faculty appointment status. The Graduate School will keep a list of voting members of GEC each semester.

   c. A representative of the library faculty (non-voting member)

2. **Responsibilities:** The GEC focuses on the issues of graduate education including, but not limited to, student affairs, curriculum development, and academic transactions. In particular, the GEC will:

a. Approve policies and procedures of the Graduate School (Note that some policies may require further approval by the UCCS Faculty Assembly, the Provost and Executive Vice Chancellor for Academic Affairs, the Chancellor, the University of Colorado System office, or the Regents)

b. Review all proposals for new graduate programs, new program options/tracks/concentrations/areas of emphasis, and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs

c. Review proposals for significant modification (Article II: Section C) of existing curricula and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs

3. **Quorum**: The voting members, or proxy approved by the chair, present at any GEC meeting shall constitute a quorum. The meetings shall be chaired by the Graduate School Dean and conducted in accordance with Robert's Rules of Order, except that if a vote is called for, it shall be conducted in a manner that will allow all present *Regular* members of the GEC to participate.

Article I, Section F: Standing Committees of the Graduate Executive Committee

The following standing committee is appointed by and responsible to the GEC:

The Student Affairs Committee is a four-member subcommittee of members from the GEC and one student representative appointed by the Graduate School Dean (5 members total). This committee is responsible for hearing student issues and appeals. The Student Affairs Committee will not accept appeals concerning grades or program admission decisions. The committee meets as needed.

Article I, Section D: Program Directors:

Each department or program that offers a graduate degree through the Graduate School shall have a designated graduate program director. This individual shall be recommended by the department chair (where appropriate) and appointed by the Dean of the school/college. Graduate program directors in collaboration with the program faculty have the responsibility for the curriculum and the integrity of the program. The program director shall work with the graduate advisors and their students to facilitate the admission, progression, and ultimate success of all students. Duties and responsibilities of program directors shall include:

1. For Prospective Students and Unclassified Students

a. Provide accurate written information about the program.

b. Recruit new students

c. Meet with prospective students

d. Oversee evaluation and admission of applicants to the program.

e. Facilitate a smooth transition from unclassified to classified status for qualified students.

f. Coordinate recruitment activities with the Graduate School and the Enrollment Management Team as needed.

2. For New and Continuing Students

a. Monitor progress of provisionally admitted students and request the change of their admission status as appropriate with The Graduate School and Admissions and Records

b. Ensure students are properly advised, have access to an appropriate advisor, and are expected to complete the program in a timely manner.

c. Work with the department chair or other appropriate people to schedule and assign graduate courses.

d. Oversee the development and administration of required examinations.

3. For Graduating Students

a. Verify that all requirements (e.g., coursework, examination, thesis, dissertation, capstone project) have been satisfied.

b. Provide final approval on thesis/dissertation/capstone format, when required.

4. For Program Faculty

a. Recommend curricular revisions, as necessary.

b. The program director will also bear ultimate responsibility for the paperwork that arise in each category listed below:

i.   Admission forms
ii.   Revise admission status when student is admitted 'provisionally'
iii.   Use of unclassified credit
iv.   Transfer of credits
v.   Validation of expired coursework
vi.   Advancement to candidacy
vii.   Approval of thesis/capstone/dissertation committee
viii. Degree audits

Article I, Section B: The Graduate School Dean

1. The Graduate School Dean is a member of the campus administration and reports to the Provost and Executive Vice Chancellor for Academic Affairs. The Graduate School Dean is responsible for administering the programs in the Graduate School in accordance with the Graduate School Policies and Procedures.

2. The Graduate School Dean shall have the following responsibilities:

   a. Ensure that all graduate programs and courses are in compliance with the *Graduate School Policies and Procedures* and that these policies are uniformly applied.

   b. Ensure that all graduate students are in compliance with the *Graduate School Policies and Procedures* and that these policies are uniformly applied.

   c. Call and preside over meetings of the Graduate Executive Committee.

   d. Recommend and develop new policies, as necessary, for approval by the Graduate Executive Committee, Deans' Council, Provost and Executive Vice Chancellor of Academic Affairs, and the campus.

   e. Communicate recommendations from the Graduate Executive Committee regarding new degree programs and significant modifications of curricula to the Deans' Council, and Provost and Executive Vice Chancellor for Academic Affairs.

   f. Oversee maintenance and update of the *Thesis and Dissertation Manual*.

   g. Promote cooperative and beneficial relationships among the departments, schools, colleges, and extended studies.

   h. Oversee the general operation of the Graduate School Office.

   j. Appoint *'ad hoc'* graduate faculty committees as needed (e.g., Merit Fellowship Review).

   k. Oversight of all media communications for and from the Graduate School.

   l. Review and verify approved courses that have been forwarded from departments, schools, and colleges.

   m. The Graduate School Dean shall serve in an advisory capacity to the deans and faculties of the departments, schools, and colleges.

   o. The Graduate School Dean is appointed by the Board of Regents upon the recommendation of the Chancellor and the Provost and the Executive Chancellor for Academic Affairs.

Article II; Section C: Program Development and Modification

Proposals for new degree programs, options, or certificates and for significant modifications of existing programs will be initiated by the faculty of the sponsoring unit in accordance with its policies and procedures, including college/school review, and then brought to GEC for vote. The Graduate School will inform other offices as needed.

New degree and certificates programs must follow CU system administrative policy statements as well as any campus policy and procedures. A proposal for a new degree must include all required information before review and will require Regent's review and approval. A proposal for new tracks/options will include similar items as a proposal for a new degree but may be shorter in length and may not include Regent review. Proposals for certificates must follow campus policy (#200-023) and associated procedures. Certificates may require Regents' review. Presentations to the GEC for new degrees and tracks/options should include:

1. A discussion of the program and degree plan(s)

    2. Resources needed for the program/option/track

    3. The student demand for the new program/option/track

    4. Faculty expertise in the area, and

    5. Any other information that the department/school/college believes is relevant to the discussion

The GEC will be involved in proposed modifications to existing programs (as outlined below). The Graduate School will then inform appropriate offices about the changes. The GEC may have an approval role, an endorsement role, or just be informed about changes. Modifications that impact resources or standards to program, campus or student need to be approved by GEC. Modifications related to elimination of a program must be reviewed for impact on students and the proposal must be endorsed by GEC. Other changes to programs not related to resources must be communicated to GEC. Course level changes are made on the normal course inventory, which includes review and signature by the Graduate School Dean but not by the GEC. Approval of course level changes does not imply changes to programs. Programs are responsible for updating the academic catalog upon approval/endorsement. Changes may need to be published by the catalog deadline to be in place for the following academic year.

Modifications requiring a vote by the GEC:

- Addition or removal of non-curriculum requirements (e.g., thesis, dissertation, master's comprehensive examination, doctoral exam) and other degree completion requirements (e.g., paper publication, internship, practicum)

- Curriculum changes
  - Changes in credit hours
  - Changes that impact resources (e.g., number of courses needed (even if no overall credit number change), new faculty for new content areas)
  - New degrees, new program options, and new certificates

Modifications requiring review and endorsement by the GEC, but require no vote:

- Discontinuance of programs or certificates
- Changes in degree name or degree type if no changes in resources

Modifications requiring notification only:

- Changes in curriculum not covered in the "modifications requiring GEC vote" section.

The Graduate School Dean or program director may request a GEC review and recommendation for changes to programs. For other changes that are not covered in this section, please contact the Graduate School to determine the type of approval needed.