



Graduate Executive Committee
October 13, 2023
Minutes

Attendees:

Voting Members: Amanda Elder, Assma Sawani, Bob Camley, Carlos Diaz, Cerian Gibbes, David Moon, Henriikka Weir, Jeffery Ferguson, Jeremy Bono, Lavonne Johnson, Lei Zhang, Leilani Feliciano, Patrick McGuire, Rory Lewis, Sylvia Mendez

Non – Voting Members: Amy Reynolds, Andrew Lac, Bee Bish, Chris Beiswanger, Cortny Stark, Deanna Johnson, Hillary Fouts, Jennifer Newcomb, Jenny Russell, Jian Ma, Jose Mora, Karlye Enkler, Kelli Klebe, Kim Paine, Laurel Cartwright, Lauren Harriott, Mary Rupp, Morgan Easter, Nanna Meyer, Rosey Reidl Smith, Sam Adams, Shannon Johnson, Stephanie Trujillo, Wendi Clouse

Agenda Items:

- College of Education Substance Abuse and Recovery Counseling (SURC) emphasis (see proposal) GEC voted to recommend approval of the proposal for COE Substance Abuse and Recovery Counseling (SURC) emphasis.
(15 in favor, 0 against, 1 abstain)
- Reactivation of Students (registrar@uccs.edu)
 - Graduate school rules (<https://graduateschool.uccs.edu/current-students/policies-and-procedures#3.4>) allow a student who did not complete program and is no longer able to register to be readmitted. There are two ways to do this based on program procedures. A program may develop own standards for when they require a new application or when a student may be reactivated.
 - Currently the process to reactivate is to send an email to graduate school dean (graddocs@uccs.edu) and registrar office (registrar@uccs.edu), requesting a reactivation of a student. Include the student's name, student ID, and which catalog year the student is expected to meet requirements for program (catalog at original admission date, or current catalog). The default is to use the catalog year at original admission.
 - To reactivate a student, the student must have been enrolled in past. If the student never enrolled, a new application is needed.
 - Any changes expected for student should be communicated to student in writing.
 - We are working on a new OnBase form to make these requests. We will let you know when it is available.
 - Typically the graduate school will review student's progress to determine that they do not need to be placed on probation prior to reactivating.
- Use of videos or other nonwritten materials in application process
 - Several departments have requested to start to use videos or other nonwritten materials in the application process. Currently the Salesforce application does not allow these types of documents. If you want to include such materials in your application process, consider:
 - How are you going to receive, store, and protect this information?
 - Does this lower or increase barriers to the application process for students?

- Have you included processes and training so that you can reduce biases in the admission process that may arise when you have visual or auditory information about applicants?
 - Will this increase the time it takes for students to apply, admission examiners to process, and for faculty to review?
 - New Colorado law – all communications must meet WCAG 2.1 AA Guidelines (see below). Campus is working on guidance.
 - OIT has a program that they are working on rolling out to departments to scan for accessibility (<https://webstyle.uccs.edu/monsido-quality-assurance>)
- Different standards for different students (e.g., international students)
 - Please review your websites, applications, and recruitment materials to see if you require different materials or timelines for different groups of applicants. Please be cognizant that such differences may be considered discriminatory. In particular, some of you have different requirements for international students and this may be considered discriminatory based on country of origin. Please contact the graduate school or legal counsel with concerns. The graduate school staff will be reaching out to you if we see any potential concerns with your materials.
 - You may have standards for any person who has international transcripts (not just international students)
 - You may have different standards for people for whom English is second language (not just international students).
 - You may have suggested deadlines to ensure visa can be processed in time for a semester start but you cannot forbid international applicants from applying at same time as other's deadlines.
 - You may have priority financial aid deadlines and then later deadlines for admission with potential of not receiving financial aid.
- Graduate Research Fellowship: Program Nomination vs Scholarship Portal (student application)
 - There was a request to change the Graduate Research Fellowship from program nomination to having students apply directly. This is possible for us to do. Here are some considerations:
 - (9 in favor of Program Nomination, 8 in favor of Scholarship Portal, and 3 had no opinion)
 - If students apply, more difficult to limit number of applications from each program but we can still limit number of awards to each program.
 - Students must be fully admitted to use the scholarship portal. The scholarship portal opens December 1 and closes March 1. The close date is not negotiable. Fellowship applications must be completed by March 1. Thus students need to be fully admitted well before this time so that there is time for admission decision to be processed, student to gain access to student portal and scholarship applications, and time for them to submit a quality scholarship application. This will most impact students who are being reviewed for the following academic year (new students).
 - It will be difficult to use this as a recruitment tool as you cannot tell incoming students that they have been nominated or received the award. Currently, we set deadlines that allow us to be earlier in the recruitment process. We do not have flexibility with deadlines through the scholarship portal process.

- There is a national standard (we haven't signed on to) that students be given admission decisions and financial package early and students be allowed to have until April 15 to make a decision. Having the graduate research fellowship be a student application will force incoming students to accept a decision earlier than April 15. For competitive programs, a student application process may restrict incoming students from applying to the scholarship as incoming students may wait until the April 15 deadline to be able to see all admission/financial aid offers.
 - Takes burden off the program director and places responsibility onto the student.
 - We will modify application materials if done through the portal and we can also change what we want for nominations as well.
 - Questions raised:
 - Would students know of the time frame?
- Discussion of credits taken at UCCS before admittance to a graduate program
 - We have different [requirements for credits](#) taken before official admission to a graduate program:
 - 30% percent limit for transfer courses from another institution for master's degree
 - 9 credits from seniors at UCCS
 - 12 credits from nondegree students
 - Varying credits from accelerated master programs
 - Program defined limit from other CU campuses
 - Program defined limit for doctoral programs
 - GEC members brought up issues associated with bringing in courses from certificates. Which is allowed and can range from 12-27 credits.
 - The few responses provided by GEC members seem to suggest alignment might give advantage to our students and are favorable to making consistently 30%
 - ACTION: Graduate school will bring back some wording to align some standards
- Issue with provisional admission when applicants need undergraduate pre-requisites
 - Did you know?
 - Any student with an undergraduate degree is charged graduate student rates.
 - Students needing UG pre-requisites pay graduate tuition for those courses.
 - If students want to pay UG tuition for UG courses, they can cancel/defer their graduate admission and apply as an undecided student and get UG tuition. Students cannot be registered as undergraduate and graduate student at same time (although graduate students can be in multiple graduate degree programs at same time). They can also register for anything you will let them take in graduate program at the UG rate.
 - But see above discussion about how we should count their courses. They do not fit any of the conditions of when we accept graduate courses.
 - If you recommend to students to register as undergraduate, don't let them take graduate courses. Once they complete pre-reqs, then they should reapply for your graduate program.
- Student Survey Results: These results will be distributed soon for all and for colleges. Watch for these coming your way.

Informational Items:

- The MBA program is changing to a holistic admission process, eliminating the GMAT/GRE requirement. More information can be found here:
<https://business.uccs.edu/programs/graduate/app-process>
- The EDBA program has changed the requirements for executive level experience from 5 years to a minimum of 3-5 years.

Announcements:

- Mountain Lion Research Day December 8. Registration started October 9
(<https://research.uccs.edu/mlrd>)
- Save the date January 9 (5-7pm) for new student reception for Spring admits.
- If you need anything approved for new catalog, you will need approval by February meeting.

GEC Meetings for (Academic Year) all meetings are virtual from 10:00-11:30

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

Substance Use and Recovery Counseling Emphasis Proposal

COLLEGE: College of Education – Department of Counseling and Human Services

REQUEST: Request for recognition of the Substance Use and Recovery Counseling course sequence as an Emphasis. This emphasis is coupled with the Master of Arts in Counseling, Clinical Mental Health Counseling (CMHC) emphasis and/or emphasis in School Counseling.

TIMELINE: Changes would be implemented Spring 2024

CONTACT: Dr. Cortny Stark, Assistant Professor, Department of Counseling and Human Services;
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Substance Use and Recovery Counseling Emphasis Overview

The Substance Use and Recovery Counseling (SURC) graduate emphasis requires specific coursework (18 credit hours) that aligns with the Colorado Behavioral Health Administration (BHA) educational requirements for the Licensed Addictions Counselor (LAC) credential. Students who complete the SURC graduate emphasis complete all of the courses required for the LAC. Students who engage in substance use and recovery counseling during their practicum and internship and receive supervision from a LAC can count those hours toward their LAC credential upon graduation. The SURC program at UCCS is a NAADAC Approved Education Provider, and all addictions courses can be used when applying for the Master of Addiction Counseling (MAC) credential through the National Association for Alcohol and Drug Abuse Counselors (NAADAC). Once admitted to the Master of Arts in Counseling and Human Services program at UCCS, students must select the Clinical Mental Health Counseling (CMHC) and/or School Counseling (SC) emphasis. Following enrollment in the CMHC and/or SC emphasis, students may add the emphasis in SURC to their program of study.

Request and Rationale for Changes: Proposed Recognition of the Substance Use and Recovery Counseling Emphasis

At this time, when students complete the graduate SURC courses they receive no formal recognition on their transcript that they have completed the full SURC course sequence. We are requesting formal recognition of the SURC emphasis so that students may have the emphasis added to their degree plan stack. This will allow students who complete the course sequence to receive recognition that they completed the full SURC course sequence. Labeling this course sequence as an emphasis with an associated plan stack will also enable administration to track the number of students who are taking, and plan to take these courses. Having an accurate count of those students completing the SURC courses will further enable course planning, to include informing how many sections of courses are needed.

Resources to Support Change

There are no additional costs associated with recognizing the SURC course sequence as an emphasis. Courses are already developed and offered in a sequence that will allow students to complete the program.

Approval Process

The faculty in the Department of Counseling and Human Services unanimously approved (n=15) this request on 9/5/2023, during the department meeting.

Substance Use and Recovery Counseling Emphasis Course Sequence

COUN 5100 Theories and Techniques of Group Counseling (3 credit hours)
COUN 5330 Issues, Ethics, and Trends in Professional Counseling (3 credit hours)
COUN 5510 Principles of Addictions (3 credit hours)
COUN 5530. Motivational Interviewing I & II (3 credit hours)
COUN 5520 Infectious Diseases in Addictions (1 credit hour)
COUN 5960 Psychopharmacology (1 credit hour)
COUN 5970 Advanced Pharmacology (1 credit hour)
COUN 5590. Clinical Supervision I & II (3 credit hours)

Total Semester Hours: 18



Executive Summary

The Governor's Office of Information Technology (OIT) is committed to making meaningful changes that ensure state services are inclusive and accessible to all Coloradans. In alignment with Governor Polis' focus on equity, diversity and inclusion— a “Colorado for All” way of governing and decision making, House Bill 21-1110 strengthened state discrimination laws for individuals with disabilities and provided additional responsibility for OIT to improve access to state agency digital content – which is any content that exists in digital form.

While requirements surrounding information technology accessibility have existed in statute for decades, prior to the passage of House Bill 21-1110, there was no formal process for establishing or enforcing accessibility standards. Not only did the legislation broaden information technology access to be more inclusive of all individuals with a disability, it provided a means to enforce these standards by making it a state civil rights violation for a government agency to exclude people with disabilities from receiving services or benefits because of lack of accessibility.

OIT's role

OIT has statutory authority in C.R.S. § 24-85-101, *et seq.*, to establish statewide information technology accessibility standards, to receive and review accessibility plans from state agencies, and to work with state agencies to create an implementation methodology. OIT's work also includes aligning with executive branch state agencies to provide training, support and resources for accessibility.

OIT doesn't support local governments beyond establishing the accessibility standards, and cannot meet with local government teams one-on-one (local governments should contact [CCI](#), [CML](#) or [SDA](#) for questions and support).

Accessibility standards

As the minimum standard of accessibility, OIT has adopted Web Content Accessibility Guidelines 2.1 AA ([WCAG 2.1 AA Guidelines](#), W3C). This includes technology accessibility standards for people using adaptive technology who are low vision, blind, hearing impaired or deaf, and people with cognitive disabilities, seizures or other physical challenges that create limitations. Any Colorado government entity that does not meet OIT's web accessibility standards could be subject to injunctive relief, monetary damages, attorney's fees, or a fine of \$3,500 payable to the plaintiff, who must be someone from the disability community.

How to get started with accessibility compliance

House Bill 21-1110 places responsibility for compliance with OIT accessibility standards on both digital and online platform providers and content owners. All Colorado government entities must be compliant with OIT's accessibility standards by July 1, 2024. OIT will provide resources, training on the state standards, and tools to assist with accessibility, but state agencies and local governments will need to implement the changes and improvements to their digital content.

Platform providers, and state and local government content owners should refer to the following FAQs and [OIT's Accessibility Guide](#) to get started.



FAQs

Q. What is the meaning of House Bill 21-1110, Colorado Laws for Persons with Disabilities?

- A. Under the Colorado Anti-Discrimination Act (CADA), it is unlawful for any person to discriminate against an individual with a disability. House Bill 21-1110 expands this prohibition by defining discrimination to include two standards:
- (1) It is discrimination to exclude an individual with a disability from participation in or being denied the benefits of services, programs, or activities provided by any Colorado government entity.
 - (2) It is discrimination for any Colorado government entity to fail to develop an accessibility plan by July 1, 2022, and to fail to fully comply with accessibility standards developed by OIT by July 1, 2024.

The new language specifically applies to accessibility of government information technology and expands the state's accessibility standards to include all individuals with disabilities, as defined by the ADA, instead of just people with vision problems.

Q. What happens if a state or local government entity does not comply?

- A. Any individual with a disability that is subject to discrimination may bring a civil action against the Colorado government entity. Any Colorado government entity that engages in such discrimination could be subject to the following penalties:
- a court order requiring compliance;
 - monetary damages;
 - attorney's fees; or
 - a statutory fine of \$3,500 payable to each plaintiff for each violation, who must be someone from the disability community. For example, after the July 1, 2024, deadline, if an individual tries to use a website that is not accessible, the government entity may be subject to a \$3,500 statutory fine that is payable to the individual for each violation.

Liability for noncompliant content lies with the Colorado government entity that manages the content. Liability for noncompliance of the platform hosting the content lies with the Colorado government entity that manages the platform.

Q. What technology does House Bill 21-1110 and OIT's accessibility standards apply to?

- A. It relates to *all* technology, hardware, and software, that is both public-facing and internal-facing. This includes any technology provided by or procured by a government entity that is used by the public or used by a government entity employee. This technology includes but is not limited to websites, applications, kiosks, digital signage, documents, video, audio and third-party tools.

Q. What are my responsibilities as a state agency?

- A. State agencies are required to:
- Submit a written plan to OIT as part of the agency's annual IT Roadmap for implementing the accessibility standards. The first plan is due July 1, 2022.
 - By July 1, 2024, implement the sections of the plan related to accessibility standards for individuals with a disability and be in full compliance with WCAG 2.1 AA Guidelines in the creation and publication of any online content and materials; including, but not limited to text, links, images, forms, PDFs, documents and embedded third-party applications.
 - Develop any proposed budget requests, if needed, to ensure compliance by July 1, 2024.

Q. What are my responsibilities as a local government entity?

A. Local governments are required to:

- By July 1, 2024, develop an accessibility plan using the accessibility standards developed by OIT and be in full compliance with WCAG 2.1 AA Guidelines in the creation and publication of any online content and materials; including, but not limited to text, links, images, forms, PDFs, documents, and embedded third-party applications.
- Local government entities are not required to submit an accessibility plan to OIT.

Q. What are OIT's responsibilities under House Bill 21-1110?

A. Under House Bill 21-1110, OIT is responsible for:

- establishing the accessibility standards;
- receiving and reviewing state agency written accessibility plans;
- promoting and monitoring the accessibility standards in the state's information technology infrastructure, including architecture; and
- collaborating with state agencies on the implementation of accessibility plans.

OIT does not support local governments beyond establishing the accessibility standards, and cannot meet with local government teams one-on-one. Local governments should contact [CCI](#), [CML](#) or [SDA](#) for questions and support.

Q. Who is not required to submit a written accessibility plan to OIT?

A. Although all Colorado government entities are required to develop an accessibility plan, only state agencies, as defined in CRS § 24-37.5-102, are required to **submit** a written accessibility plan to OIT. The following entities are not required to submit a written accessibility plan to OIT: state-supported institutions of higher education, the Department of Education, the Department of Law, Judicial or Legislative departments, the Department of State, and the Department of Treasury. Local governments are also not required to submit a written accessibility plan to OIT.

Q. Who is exempt from complying with OIT's accessibility standards?

A. There are no exemptions. All Colorado government entities are required to comply with OIT's technology accessibility standards. Every person who contributes content to a website or application; develops or manages IT products and services; and every government entity employee who creates and shares emails, documents or presentations is responsible for making it accessible to everyone.

Q. My department does not manage websites or systems. Do our documents and processes need to be accessible even though that is not mentioned in the law?

A. The accessibility requirements of House Bill 21-1110 are specific to digital content, which is any content that exists in digital form. Accessibility is defined as "perceivable, operable, and understandable digital content that enables an individual with a disability to access the same information, engage in the same interactions, and enjoy the same services offered to other individuals, with the same privacy, independence, and ease of use as exists for individuals without a disability." Given this definition, the statute applies to more than web-based content.

Q. Does House Bill 21-1110 include hardware?

A. The WCAG Guidelines and the requirements of House Bill 21-1110 are specific to digital content; however, the bill states that applications, programs, and underlying operating systems must permit the installation, effective use of, and be compatible with software and peripheral devices that provide accessibility to an individual with a disability. While not specifically addressed in House Bill 21-1110, accessibility standards for hardware are established in OIT's Technical Standard ([TS-OEA-001](#)) and [Section 508 of the U.S. Rehabilitation Act of 1973](#).