



Graduate Executive Committee
September 8, 2023
Minutes

Attendees:

Voting Members: Amanda Elder, Assma Sawani, Carlos Diaz, Cerian Gibbes, David Moon, Henriikka Weir, James Pearson, Jeffery Ferguson, Jeremy Bono, Kara Holt, Katie Sullivan, Lavonne Johnson, Lei Zhang, Leilani Feliciano, Patrick McGuire, Robert Camley, Rory Lewis, Steven Tragesser, Sylvia Mendez, Thottam Kalkur

Non-Voting Members: Alisha Meyer, Amy Reynolds, Andrew Lac, Bee Bish, David DuBois, Deanna Johnson, Hillary Fouts, Jennifer Newcomb, Jenny Russell, Jian Ma, Jose Mora, Karlye Enkler, Katie Anderson-Pence, Kelli Klebe, Kim Paine, Laurel Cartwright, Lauren Harriott, Mary Rupp, Megan Rogers, Nanna Meyer, Rosey Reidl Smith, Sam Adams, Sarah Long, Shannon Johnson, Wendi Clouse

Agenda Items:

- New Graduate Dean—Dr. Hillary Fouts will start January 1, 2024. Kelli Klebe will continue at 50% time in the graduate dean role until December 31, 2023.
- Expectations of GEC members (see information below)
 - Voting members—Each department gets one voting member. Make sure we know who you are.
 - You need to bring changes to your programs as well as development of new programs to GEC. See Graduate School rules below for which modifications need approval and which just need to be shared. The Graduate School informs other offices as needed which is why we share (e.g., Degree audit, admissions team, application information).
- HLC Processes (David Moon) attached are screening forms so that you may view the information required by HLC – please note only David can submit these forms
 - [Changes to Existing Degrees](#)
 - There may be a need for HLC approval for any changes to a program, please contact David Moon (cmoon@uccs.edu) with any questions.
 - [Certificate Screening Form](#)
 - [New Degree Programs](#)
 - The HLC process takes 4-6 months after proposal submitted
 - Please reach out to David for help with proposal for approval process
 - Additional Locations
 - We need approval for additional locations.
 - A facility that is geographically apart from the main campus, where instruction takes place and it is possible for students to do one or more of the following:
 - Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
 - Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree).
 - An additional location may qualify as a branch campus under circumstances that meet the definition of the branch campus.
 - There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.
 - An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel. Such services may be provided from the main campus or another campus.

- A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is considered an additional location when 50% or more of a distance delivery program is available through one or more of these modalities at that facility. Note: This requirement does not apply for locations in which there is a general computer lab that students might use for distance delivery courses.
 - An additional location has active status when students are enrolled. Its status is inactive when students are not enrolled. The status can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment for a maximum of two consecutive years. At that point, HLC will require the institution to close the location.
 - Additional location confirmation visit
 - There is a required visit to an institution's new additional location to confirm it is operating as described in the institution's original substantive change request.
 - Test of Experience
 - HLC is changing requirements
 - More to come on this
- Should GEC create a Graduate Student Bill of Rights and Responsibilities
 - [Example from Boulder](#)
 - It was agreed that an overarching Student Bill of Rights at the graduate School level would not be helpful and should be done at the program level
 - Program handbooks for students should be made available to the Graduate School
 - The Graduate School will put out a call to programs to send in handbooks and will share established handbooks as a resource to programs who are still developing theirs.
- [Processes for AMP programs](#) (see included AMP information as well as links)
 - Programs are responsible for assisting students through this process and tracking the process. See the link for student information and included information for developing an AMP program.
- Admission Deadlines
 - Financial Aid (March 1 is deadline for applications for financial aid scholarships and fellowships)
 - Priority Review
 - International Students
 - Transcript evaluations can take weeks to be completed
 - You cannot have a separate deadline for international students as it can be deemed discrimination based on country of origin.
 - During summer months
 - Please keep faculty/staff schedules in mind when creating summer deadlines
- [Updated ESL requirements](#)

Informational Items:

- Changes to Graduation paperwork Deadlines:
 - Thesis/dissertation submissions will be due at 12pm instead of 5pm to allow for checking and students to make changes.
 - Beginning this semester, late AC Forms will not be accepted after thesis/dissertation week begins (12/11). NOTE: AC Forms are due to the Graduate School by 9/22
- New Director Training will take place virtually at the end of September or early October; please be on the lookout for an email about dates/availability.
- Reminder: We have changed the Research and Professional Development Award. It is now called the Research Travel Award. No longer for professional development and prioritizes students presenting research
- The College of Business will now start validating courses for Graduate students whose coursework is past the 6 year mark or will be over the 6 year mark if they return from a leave of absence. We are working on an internal process for the COB prior to completing the Graduate school paperwork.

- College of Business Operations and Supply Chain Management emphasis is paused until the department can re-evaluate.

Announcements:

- Save the Date for the Spring Welcome Event: Friday, January, 5th 5:30-8:30 in Berger Hall
- Mountain Lion Grad Slam (3 minute thesis competition) Registration Deadline December 15; Preliminary Rounds January 23 and 24; Final Round January 30 3:30 – 4:30 in Berger.
- Commencement December 15

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

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

From Graduate School Policies and Procedures

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.

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.

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 persons 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

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 type of approval needed.

UCCS Graduate School
Policy for
Accelerated Master's Programs

The accelerated master's degree program allows high achieving students to pursue existing Bachelor's and Master's degrees concurrently; that is it is expected that a student will move from the undergraduate to the graduate program with no break. The program is normally a 5 – 6 year program for currently enrolled full time UCCS students and allows students to take graduate level courses which will count towards graduation requirements for both their Bachelor's and Master's degrees.

Program Approval: To apply for approval for a program, the department must develop a proposal which describes the program requirements, the program curriculum, number of credit hours that can account for both degrees (including restrictions on courses which may be taken as an undergraduate), which bachelor degree programs are eligible, provides a justification for the program, describes any anticipated expected costs increases and describes the process for how students will be tracked to ensure they are meeting program criteria and how student success will be informed about changes in degree status. The department must receive approval from the college, the graduate school, and the provost. The program approval process must be completed prior to the catalog close for the catalog year the program is expected to start; programs may not admit students until all approvals are received.

Courses Counting for both Degrees: The number of credit hours to be counted for both degrees cannot exceed 30% of the total number of master degree credit hours (e.g., for a 30 credit hour degree program, no more than 9 credit hours can be counted towards both the undergraduate and graduate degrees). No more than 30% of graduate level credits can be taken while an undergraduate and count towards the Master's degree. If more graduate level credits are taken while an undergraduate student, those courses cannot be used towards the master's degree. Courses offered jointly as 4000/5000 level courses must be taken at the 5000 level. Programs may count undergraduate courses towards the graduate degree following the standard graduate school and program/college rules. All dual counting coursework must be a B or better grade.

Standards for Admission: Each program will develop admission standards; at a minimum, the following are required:

- A current UCCS student who has completed at least 30 credit hours at UCCS;
- Student must have junior class standing or higher for eligibility to be accepted into the program;
- A cumulative CU GPA of at least 3.00;
- Completion of at least 15 credits hours in the major;
- Student is a declared major in one of the specified bachelor's programs that correspond with their intended Accelerated Master's Program
- Any MAPS deficiencies must be completed prior to admission to the accelerated master's degree program;
- Meet all departmental standards and requirements (which may include higher standards than those listed above and/or additional criteria).

Program Retention Criteria: Each program must develop criteria for a student remaining in the program. The criteria at a minimum should include:

- Students must maintain at least a 3.0 GPA throughout the program.
- If admission to another UCCS Master's or Doctoral program is sought, admission must follow completion of accelerated master's degree.

Tuition and Financial Aid Determination: Students in an accelerated degree program will be considered an undergraduate student until all requirements for the undergraduate degree have been met. During status as an undergraduate student, students will be eligible for financial aid following normal requirements and will pay undergraduate tuition rates (for graduate or undergraduate courses). When a student is changed from undergraduate to graduate status, then the student will be considered independent for determining financial aid eligibility and will pay graduate tuition rates (for graduate and undergraduate courses). Students moved to graduate student status are no longer eligible for COF. Students in the accelerated master's program may apply for scholarships following the standard processes and will be eligible for undergraduate or graduate scholarships and other aid depending on their classification as an undergraduate or graduate student.

Departmental Authority: The department is required to track students and to inform appropriate offices (e.g., admissions, records, academic advising, graduate school, financial aid) when a student is being admitted to the accelerated master's graduate status as well as when a student is removed from the program due to failing to meet program requirements or if student selects to voluntarily end enrollment in accelerated program. Failure to track students and inform the appropriate offices will disqualify programs from participating in the accelerated degree program.

Student Appeals: Students who are removed from the accelerated program may appeal the decision following the normal student appeals process for graduate students.

Tips and Considerations for new AMP programs

1. The proposal will be voted on by the GEC, if the vote is approved then a memo will be written to the Provost for the final approval.
 - a. Signed memo from Provost will be sent to the department indicating that they may move forward with implementation.
2. Connect with the Registrar to have the AMP subplan created for both the undergraduate and graduate careers in the SIS student system.
3. Create a webpage for the program.
 - a. The webpage can link to the graduate school page which has detailed instructions for students.
 - b. <https://graduateschool.uccs.edu/graduate-programs/accelerated-and-dual-degrees>
4. Connect with the OnBase administrator to have the new program added to the list of choices for the AMP Intent Form.
 - a. Determine the OnBase Workflow of what email address these forms will be going to for departmental approval.
5. Connect with the Office of Admissions to have the new AMP program added as an option on the Graduate Application.
 - a. Also have a list of required application materials to accompany the Graduate Application for the Admissions checklist generation
6. Connect with the Graduate School Office so they can update their website with details
7. Consider training for those who will be involved with this program.
 - a. <https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/AMP%20Resource%20Guide.pdf>