UCCS Graduate School
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Graduate Executive Committee
December 9, 2016
Minutes

Attendees:
Voting Members: Jeff Spicher, Linda Button, Edward Chow, Jon Caudill, Kristen Walcott-Justice, Craig Elder, Karen Livesey, Patty Witkowsky, Brian McAllister, Sandy Berry-Lowe, Jeff Ferguson, Brandon Gavett, Al Schoffstall, Steve Tragesser, Rory Lewis, David Havlick, Eddie Portillos, Christina Jimenez
Non-voting Members: Whitney Porter, Terry Schwartz, Ron Koch, Cindy Zomchek, Todd Casey, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

- Dr. Terry Schwartz announcement on Dean review and reappointment. Contact Sheryl Botts if you would like a copy of the review letter at sbotts@uccs.edu.
- Engineering Certificate Proposals (see attached)
  o Network System Security (Dr. Edward Chow)
  o Engineering Secure Software (Dr. Kristen Walcott-Justice)

  These certificates have been offered on campus for some time; however, they had not gone through the new approval process thus they were brought to GEC for review per certificate policy. The programs will also be adding a MOOC (massive, online, open course) option through an external vendor and sought approval for that version. The MOOC option will have same content and requirements as the in-person program.

  The GEC voted on 2 separate motions:

  1. Motion to recommend approval on-campus certificates in both Network System Security and Engineering Secure Software. The committee unanimously voted to recommend approval of the on-campus course-of-study certificates.
  2. Motion to recommend approval of the online certificate (MOOC) options for both Network System Security and Engineering Secure Software. The committee voted 15 to 1 in favor of recommending approval of the MOOC offerings of both certificates.

     Some changes to proposal documents are needed prior to being sent to Provost. Dean Klebe will communicate needed changes to faculty and then submit to Provost when those are received.

- Administrative Leave option for Leave of Absence (See below for policy and processes) Updated to include language for students needing LOA who are also on probation.

  The GEC voted unanimously to approve the updated language to the Leave of Absence policy to include Administrative Leave of Absence option.

  The GEC confirmed that the proposed Graduate School processes for leave of absence were appropriate for their programs and fit the various needs that might arise in these situations.

- Role of GEC (See Program list below):

Sections of Policy Related to Graduate Executive Committee
Section E: Graduate School Executive Committee

1. **Composition of the Graduate Executive Committee**: The Graduate Executive Committee consists of the following members:
   - Graduate School Dean (Chair)
   - Faculty representative from each graduate program, normally the program director. Each program representative has one vote in the Graduate Executive Committee (programs with master's and doctoral degrees have one vote). A voting member must have *Regular* faculty appointment status.
   - A representative of the library faculty (non-voting member)
2. **Responsibilities:** The Graduate Executive Committee focuses on the issues of graduate education including, but not limited to, student affairs, curriculum development, and academic transactions. In particular, the Graduate Executive Committee will:
   - 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)
   - 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
   - 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 regular voting members 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 R*egular* members of the Graduate Executive Committee to participate.

   The GEC discussed the desired role of GEC and who should be a voting member at any given meeting. It was recommended that the vote is situated by department. A list would be cultivated at the start of each academic year or semester of those who would be representing and voting for each department. Departments with very different programs within the same department can petition to the GEC to be represented by more than one faculty member.

   The Graduate School office will take back the feedback from this discussion and bring back a draft of a rewritten policy of the Role of GEC.

Announcements:

- Graduate School Funding Opportunities with deadlines (see below)
- Events:
  - Friday, January 13th: International Check-in and Welcome, for all new international students 9am-4pm
  - Friday January 20th: New Graduate Student Welcome with the Graduate Student Association, Location UC 116, 5:00-7pm
  - Wednesday August 16th- International Check-in and Welcome; for all new international students

Spring 2017 GEC Meetings (10:00-11:30)

February 10 (Dwire 204);

March 10 (Dwire 204);

April 14 (Dwire 204);

May 5 (UC 124; A week early due to commencement conflict)

Leave of Absence Processes

(highlighted text was what was discussed and voted on)

Eligibility Criteria
- Have completed at least one semester in the graduate degree program where leave of absence is being requested.
- Student must be in good standing in the program.
- Any student or spouse of a student ordered to active duty or to state/national emergency relief is eligible.

I.   Student Requested Leave of Absence
1. Student initiates request by completing the electronic leave of absence request form and submits form electronically to program.
2. Program processes and approves request following college/school rules for such requests, and submits to graduate school.
3. If student is on academic probation, the program must provide, in writing, information about probation time limits and whether they will be extended or not. The program will need to state any conditions that need to be met prior to student returning.
4. Graduate school processes and approves request if all eligibility requirements are met.
    a. Submit form to Office of the Registrar.
    b. Records will inform IT to maintain student portal access.
5. Records will place a LOA indicator on the student's program/plan within CU-SIS to inactivate the program. The effective date of the Leave of Absence will be the first day of the first term the leave of absence begins. Records will also disable the student from registering for any future terms by deleting future term activations.
6. Records will inform Financial Aid of the leave of absence to ensure Financial Aid records are updated accordingly (if applicable).

II. Administrative Leave of Absence
1. The program may place a student on leave of absence if a student is not making adequate progress and needs time or remediation to meet program requirements. Programs must provide a letter in writing to the student about reasons for placing a student on administrative leave of absence and state the conditions and timeline for returning. The leave of absence is not an alternative to probation, but may be used simultaneously. If a student is on probation, then the departmental/program letter must state the timelines for meeting the requirements for probation as well as returning from leave of absence.
2. The program completes a leave of absence form and submits the form and a copy of the letter provided to the student to the graduate school.
3. Graduate school processes and approves request if all eligibility requirements are met.
    a. Submit form to Office of the Registrar
    b. Records will inform IT to maintain student portal access

4. Records will place a LOA indicator on the student's program/plan within CU-SIS to inactivate the program. The effective date of the Leave of Absence will be the first day of the first term the leave of absence begins. Records will also disable the student from registering for any future terms by deleting future term activations.
5. Records will inform Financial Aid of the leave of absence to ensure Financial Aid records are updated accordingly (if applicable).
6. Students may appeal an administrative leave of absence by first following the program and college or school procedures and then following the graduate school appeal procedures.

III. Returning from Leave of Absence (Student requested or administrative leave)
1. Student must contact their program and request that the leave of absence be rescinded and the student be allowed to continue the program.
   a. Student must meet departmental deadlines for requesting return to ensure adequate space is available in cohort courses. If administrative leave, student must document that conditions for returning have been meet, as applicable.
   b. If it has been more than one year since the last term the student was enrolled, a new tuition classification form must be completed and submitted to Office of the Registrar. The Tuition Classification Form can be found at www.uccs.edu/registrar under Student Forms (http://www.uccs.edu/Documents/admrec/TuitionClassificationForm.pdf). The student's residency status will be reevaluated upon reentry to the university.

2. Program will inform the graduate school of the student's return and term they will return. This can be done via email.
3. The graduate school will submit a request to Records to remove the LOA status. Tuition Classification Form should be included with this request if not previously received by the Office of the Registrar
   a. Once a Request is received from the graduate school, the Registrar's office will activate the students program/plan with an action reason of "Return from Leave of Absence." The Registrar's office will make the student eligible to enroll. If a Tuition Classification Form has not been received, then the student's residency status will be classified as "Under Review" which equates to non-resident/out of state tuition rates until received.
4. The student can continue with the program.

Leave of Absence Policy for Graduate School Policy and Procedures Handbook

If a student needs to take a leave of absence for longer than one semester, the student will need to request a leave of absence from the program. A leave of absence may occur for one

year (3 continuous semesters including summer). Programs may have shorter stop out periods. Students may request consecutive leaves but if the student has not contacted the program to return from their LOA at the end of the end of the designated timeframe and later request to return, the student may need to reapply to the program to determine if they are still eligible to return to the program.

A program may also place a student on an administrative leave of absence if student is not making satisfactory academic progress in the program. An administrative leave of absence cannot be used in place of academic probation, but may be used simultaneously. The program may request that students meet certain conditions prior to returning.

At readmission from a student-requested leave of absence or an administrative leave of absence, a program may ask students to complete any new program requirements since original application. During the leave period, the progression clock remains active. That is, students will need to complete a master's degree within six years or a doctoral degree within seven years from the original admission into the program. The student and program may still request an extension within the limits of the graduate school and program rules. Once a leave of absence has been approved by the program, the program director should notify the graduate school. The graduate school will work with the appropriate campus offices to put a stop on enrollment and financial aid for that student, until the time they decide to come back. To remove the holds, the program will need to inform the graduate school that the student has restarted the program.

Graduate Program Information

College	Department	Type	Program	Enrolled	% of Graduates
Beth-El	Health Sciences	MSc	Athletic Training (MSc)	35	16.31%
Beth-El	Health Sciences	MSc	Strength & Conditioning (MSc)		
Beth-El	Health Sciences	MSc	Sport Nutrition (MSc)	21	
Beth-El	Health Sciences	MSc	Health Promotion (MSc)	12	
Beth-El	Nursing	MSN	Nursing (MSN), Family NP	184	
Beth-El	Nursing	DNP	Doctorate of Nursing Practice (DNP)	26	
COB	Accounting	MSA	Accounting (MSA)	18	17.70%
COB	Business Administration	MBA	Business Administration (MBA)	305	
COB	Certificate		Certificate Candidate	18	
COE	Counseling Human Services	MA	Clinical Mental Health	117	20.72%
COE	Counseling Human Services	MA	School Counseling (MA)		
COE	Counseling Human Services	MA	Counseling and Leadership: Air Force Officer		
COE	Leadership/Research/Found.	MA	Leadership SAHE (MA)	89	
COE	Leadership/Research/Found.	MA	Leadership (Licensures)		
COE	Leadership/Research/Found.	PhD	Leadership (PhD)	52	
COE	Teaching & Learning	MA	Curriculum & Instruction: Literacy		
COE	Teaching & Learning	MA	Curriculum & Instruction: General, Licensures	76	
COE	Teaching & Learning	MA	TESOL		
COE	Teaching & Learning	MA	Science Education		
COE	Teaching & Learning	MSc	Science Teaching	3	
COE	Teaching & Learning	MA	Special Education (MA)	20	
EAS	Computer Science	MS	Computer Science (MS)	51	17.06%
EAS	Computer Science	MS	Computer Science: Games/Media Integration (MS)		
EAS	Computer Science	ME	Information Assurance (ME)	83	
EAS	Computer Science	ME	Software Engineering (ME)		
EAS	EAS Online	ME	Engineering Management (ME)		
EAS	EAS Online	ME	Energy Engineering (ME)		
EAS	EAS Online	ME	Space Operations (ME)		
EAS	EAS Online	ME	Systems Engineering (ME)		

EAS	Electrical/Computer Engineering	MS	Electrical Engineering (MS)	45	
EAS	Electrical/Computer Engineering	PhD	Electrical Engineering (PhD)		
EAS	Mechanical/Aerospace	PhD	Mechanical Engineering (PhD)	91	
EAS	Computer Science	PhD	Computer Science (PhD)		
EAS	Computer Science	PhD	Security (PhD)		
EAS	Mechanical/Aerospace	MS	Mechanical Engineering (MS)	21	
EAS	Certificate		Certificate Candidate	3	
LAS	Biology	MSc	Biology: All Options (MSc)	17	
LAS	Chemistry/Biochemistry	MSc	Biochemistry (MSc)	9	
LAS	Chemistry/Biochemistry	MSc	Chemistry (MSc)		
LAS	Communication	MA	Communication (MA)	25	
LAS	Geography	MA	Applied Geography (MA)	14	
LAS	History	MA	History (MA)	41	
LAS	Mathematics	MS	Applied Mathematics (MS)	12	
LAS	Mathematics	PhD	Applied Science: Mathematics (PhD	7	14.45%
LAS	Mathematics	MSc	Mathematics (MSc)	3	
LAS	Physics	PhD	Applied Science: Physics (PhD)	28	
LAS	Physics	MSc	Physics (MSc)	3	
LAS	Psychology	MA	Psychological Science (MA)	35	
LAS	Psychology	MA	Clinical (MA)		
LAS	Psychology	PhD	Geropsychology (PhD)	20	
LAS	Psychology	PhD	Clinical - Trauma (PhD)		
LAS	Sociology	MA	Sociology (MA)	35	
SPA	Criminal Justice	MJC	Criminal Justice (MCJ)	44	
SPA	Public Administration	MPA	Public Administration (MPA)	120	10.91%
SPA	MPA/MCJ		Certificate Candidate	24	

Graduate School Funding Opportunities

These are brief summaries of funding available from the graduate school. Please read specific details for each opportunity to understand application processes.

Graduate Research Fellowship ($5,000/year; 10-15 given per year)

A competitive award sponsored by the Graduate School and the Research Office given to outstanding students from any graduate program. Students must be engaged in research/scholarship with a faculty member. These can be for incoming graduate students or returning graduate students. International students are eligible. Students are nominated by the program. Nomination packets are **due February 26** to graduate school and awards made by March 20.

Graduate Opportunity Scholarship ($5,000-$25,000/year; 1-6 given per year)

A competitive need-based scholarship given to incoming graduate students who bring diverse perspectives to UCCS and who participated in a mentorship program as an undergraduate. Students must have a minimum 3.0 undergraduate GPA and demonstrate financial need by completing the FAFSA no later than March 1. Students apply directly through the UCCS scholarship webpage and must complete an essay as part of the application (see Financial Aid page for deadline). Students must have been admitted to the program to be able to access the UCCS Scholarship page (contact the Graduate School if there are issues). Awards will be announced in early April for the following academic year.

Graduate Out-of-State Scholarship (for recruitment of new students) ($4,000/year; 30 given)

This is a merit-based scholarship for first year out-of-state graduate students. Students must be paying full out of state tuition, have a minimum undergraduate GPA of 3.33, and be enrolled full time. International students are eligible. These are recruitment scholarships and are given to programs directly to award to students. Qualified students are considered by their program and there is no separate application process (except if department sets additional criteria or process). Awards must be given by May 15 or funds return to graduate school to be dispersed.

Graduate School Mentored Doctoral Fellowship ($5,000-$25,000/year awards; 3-6 given yearly)

A competitive award sponsored by the Graduate School that supports the professional development of doctoral students. Awards are for outstanding advanced doctoral students who are engaged in mentored professional development activities beyond coursework (e.g., research, teaching, clinic work; practicum, etc.). International students are eligible. Students apply directly through the UCCS scholarship webpage. **Applications are due by March 1** for awards in the following academic year.

Travel Awards for GSA Members ($400/student; 40-50 given yearly)

These are allocated to help offset travel expenses for graduate students that travel to conferences that will further their research efforts, and the research efforts of the University. It can also be used for students who wish to travel to trainings and workshops that will contribute to their professional development. Only currently enrolled graduate students in degree seeking programs who are members of the Graduate Student Association are eligible to apply. **Application opens 2/13/15** and closes 3/15/15.

Graduate School Tuition Grant ($4,000 or $8,000 per year; must have matching funds from program for teaching assistantship, research assistantship, or funding related to service/internship directly related to educational program). We expect to give out 50 awards for 2017-2018. These awards will be made directly to departments/programs to award to students as part of the recruitment/retention process. We must show growth in graduate programs if we are to keep these awards in subsequent years. The program must inform the graduate school of their awardees by the first Monday in May. Students must have GPA of 3.0 or higher, be enrolled in 6 or more credit hours.

Other awards offered through financial aid:

All awards for graduate students can be found on the graduate school webpage: http://www.uccs.edu/graduateschool/uccs-finances/finance-resources.html

Colorado Graduate Grant: need based, Colorado residents in STEM fields. Must complete FAFSA by March 1. Awards made by financial aid in Fall.

UCCS Tuition Grant: need based, Colorado residents in STEM fields. Must complete FAFSA by March 1. Awards made by financial aid in Fall.

Lind Scholarship: need based; all US domestic graduate students eligible. Must complete FAFSA and an essay through UCCS Scholarship application by March 1.

UCCS Family Development Center Scholarship: Child care scholarship.