

**Graduate Executive Committee
February 10, 2017
Minutes**

Attendees:

Voting Members: Craig Elder, Sylvia Mendez, Don Klingner, Job Caudill, Beth Daniels, Linda Button, Andrew Ketsdever, Brian McAllister, Steve Tragesser, Karen Livesey, Jeff Spicher, Edward Chow, Meghan Lybecker, Margaret Harris, David Havlick, Edwardo Portillos

Non-voting Members: Crista Hill, Ron Koch, Whitney Porter, Cindy Zomchek, Steve Miller, Susan Eldridge, Sarah Eley, Kelli Klebe, KrisAnn McBroom

Visitors: Skyler Rorabaugh, Nicole Caduff, Stephanie Hanenberg

- **Introductions:**
 - New Graduate School Recruiter: Susan Eldridge, will be engaged in new recruitment efforts; currently housed in the Graduate School but is in the Graduate Admissions and Recruitment unit
 - New directors: Beth Daniels (Psychology), Andrew Ketsdever (Engineering)
- **Wellness services available for faculty and staff** (Stephanie Hanenberg, Skyler Rorabaugh, and Nicole Caduff)
 - There was a brief presentation on the different wellness services available to the faculty and staff of UCCS. Please see the attachment for information and links to the different services.
- **GEC quorum and membership issues (see policy/procedure Section E: Graduate School Executive Committee below)**
 - Who is a voting member?
 - What do we want as quorum—this says a majority of people who show up at a meeting. Do we want a stronger standard? Often it is majority or some higher percentage of all committee members.
 - The below policy statements were voted on and approved.
- **Comprehensive Exams/Thesis (See Section E: Examinations below)**
 - The GEC members requested discussion about requirements for comprehensive exams and thesis for masters' programs.
 - Is it true that “most will have” (see GEC policies and procedures)? It depends how the GEC interprets capstones. See table below with data about requirements taken from graduate program webpages.
 - The committee determined that a broadened clarification of the culminating experience was needed.
 - The below policy statement was voted on and approved:
- **Voting Procedures for full faculty vote (see below for policy statement on voting procedures)**
 - The committee recommended a vote of the full document rather than an individual vote for each change proposed in the document.
 - The vote will be sent to all regular graduate faculty by email for a vote (2 week open voting period)
- **Announcements:**
 - **Graduate School Open House:**
 - February 13th 4:00-6:00 in UC 116
 - **Scholarships available.** Some are closing soon (March 1). For further information please visit the graduate school financial resources webpage at <http://www.uccs.edu/graduateschool/uccs-finances/finance-resources.html>
 - **Graduate Student Research Showcase.** This will be a research event for graduate students to present posters of their research. Mountain Lion Research Day (previously held in the spring) will now be held in the fall semester. The Graduate Student Research Showcase will now be the Spring research event
 - Wednesday May 3rd 9:00-1:00
 - Registration required for poster presenters. Registration will open February 27th
 - **Spring 2017 GEC Meetings (10:00-11:30)**
 - March 10 (Dwire 204);
 - April 14 (Dwire 204);
 - May 5 (UC 124; A week early due to commencement conflict)

Article I, Section E: Graduate School Executive Committee

- **Composition of the Graduate Executive Committee:** The Graduate Executive Committee consists of the following members:
 - Graduate School Dean (Chair)
 - ~~Faculty~~An identified faculty representative from each unit/department that has a graduate degree program, normally the program director. Each program. Each representative has one vote in the Graduate Executive Committee (~~programs~~units/departments with master's and doctoral degrees have one vote). Units/departments may request additional membership on Graduate Executive Committee 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.
 - A representative of the library faculty (non-voting member)
- **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.
- **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 Graduate Executive Committee to participate.

Table: Program Requirements on Comprehensive Exams, Thesis and other culminating experiences

Row Labels	Count of Required
Capstone Project	5
Capstone/Thesis	3
Course or Thesis with Exam	1
Course/Thesis	1
Exam	1
Exam & Thesis	9
Exam with Project/Thesis	1
Exam/Project/Thesis	5
Exam/Thesis	5
None	2
Portfolio	3
Portfolio & Oral Exam	1
Project/Portfolio	2
Project/Portfolio with thesis option	1
Project/Thesis	5
Thesis	4
(blank)	
Grand Total	49

Article V, Section E: Examinations

Master's Degree Examinations

Most master's degree programs require a [culminating experience, which may include a](#) comprehensive examination, [a portfolio, a capstone, a project](#), or a thesis defense after the other requirements for the degree have been substantially completed. A student must be registered at the time in which the comprehensive examination or thesis defense is held.

Comprehensive Examination

This examination is administered by a committee of at least three graduate faculty appointed by the program director. A majority of the examination committee must vote affirmatively for the student to pass. A student who fails the examination may not attempt it again until at least two months have elapsed. The student may retake the examination only once.

Thesis Defense

After the thesis has been accepted by the student's thesis advisor, a thesis defense will be administered by the thesis advisory committee. A majority of the committee must vote affirmatively for the student to pass. A student who fails the thesis defense may not attempt it again until at least two months have elapsed. A student may have only one additional defense.

Article VII, Section B: Amendments

1. Changes to the Graduate School Policies and Procedures for the purposes of correction, clarification, or compliance may be made by the Graduate School Dean with the unanimous concurrence of the Graduate Executive Committee.
2. Amendments* to these policies and procedures may be proposed by:
 - a) A majority of the Graduate Executive Committee
 - b) A signed petition of 10% of the regular members of the graduate faculty

*For approval, an amendment must be favored by a two-thirds majority of those who return ballots in a vote of all regular members of the graduate faculty.

3. Changes in these Graduate School Policies and Procedures will not become effective until they have been reviewed by the Graduate School Dean, the Deans' Council, and approved by the Provost and Executive Vice Chancellor for Academic Affairs.
4. Graduate School Policies and Procedures should be reviewed every five years by the Graduate Executive Committee.