

Graduate Executive Committee
April, 13th, 2018 meeting
Minutes

Voting Members: Brian McAllister, Jeff Spicher, Craig Elder, Mandi Elder, Jon Caudill, Catherine Simmons, David Havlick, Sarbarish Chakravarty, Karen Livesay, Al Schoffstall, Jeremy Bono, Rob Sackett, Leilani Feliciano, Eddie Portillos, Linda Button, Sylvia Mendez

Non-Voting Members: Inhan Kim, Wendi Clouse, Steve Miller, Jose Mora, Janice Dowsett, Rosey Reidl-Smith, Kelli Klebe, Kyle Gruenhagen

1. Qualtrics Announcement

- Qualtrics license is available across campus to students and faculty. Qualtrics is a survey tool and we now have campus license that can be used by programs, faculty, and students. Kelli will send additional link to use this program to program directors. IT is supporting (Kirk Moore is contact person). Email sent to directors included:

To access Qualtrics go to: surveyuccs.qualtrics.com

Information on support for Qualtrics which you may want to include in the message:

Qualtrics Support Documentation: Qualtrics keeps online documentation up to date with step-by-step instructions with everything from getting started to more complicated features

Qualtrics Community: Join discussion and network with other Qualtrics users on how to get things done in the platform, how to use custom code, and other creative solutions.

24/7 Live Support: Qualtrics offers support around the clock via phone, email, and chat.

Training Webinars: Qualtrics hosts a variety of training webinars for users to learn different areas of the Qualtrics platform.

2. Math MS Program Changes (see proposal below)

- Proposal to change Math (MS) graduate program requirements to include 3 credits of an approved 4000 level course and 27 credits of approved graduate level work. This would replace the current requirement to have a minimum of 30 credit hours at the graduate level.
- An exception will need to be made for AMP (Accelerated Master's Program) students who use 4310 (course under contention to be used for MS Grad Degree) who consider 4310 as an undergraduate course.
- Motion to recommend approval of program change: Passed by 15-0-1 (yes-no-abstain)

3. **Accelerated Master Program-Public Administration (MPA) program and Political Science** (see proposal)

- Keep core of each program, but allow for advanced level credit courses used as electives to overlap for the AMP program. These will be cross listed as 4000/5000.

- BA Political Science students, if accepted into AMP and Grad program, will take 9 credits at 5000 level within the Political Science department (through cross listed courses), then move onto the MPA program using those 9 Political Science credits as electives in the MPA program.
 - Motion to Recommend Approval: Passed by 14-2-1 (yes-no-abstain)
4. Graduate School Regular Admission Policies
- Discussion regarding the minimum amount of credits required to be admitted as a regular student considering previous academic work at the graduate level.
 - A motion was made to approve the change to admit students as regular if they “have completed 9 semester hours of relevant graduate coursework at an accredited university with a grade point average of 3.0 or better”.
 - Motion Passed: 17-0-0 (yes-no-abstain)
5. UCCS Graduate School Policies & Procedures (Article III; Section A1)
- Regarding regular admission requirements concerning English Proficiency. A GEC member brought up issue about confusing wording of last two sentences.
 - Motion to strike last sentence “The department chair/program director is responsible for deciding whether a student is proficient in the use of English”.
 - Approved 14-1-0
6. Discussion of Official Student Records in OnBase system
- OnBase can act as a record keeping system for academic forms
 - OnBase allows electronic completion of academic forms and its’ use should be expanded for all academic form submissions and Graduation Paperwork
 - What should be included within the official student record? Expressed interest in including Leave of Absence forms, change of degree form; and AMP letter of Intent. Will include records associated with status at university (admissions, graduation paperwork). GEC members expressed wish to be able to see signature flow so can find “missing” paperwork.
 - Would it be useful to include Graduate School Tuition Matching Grants and Out-of-state Recruitment awards in OnBase process?
 - Current system can be challenging to work with, as many departments chose to complete forms differently, either electronically or on paper. Having the same system can be helpful.
 - Next step is to explore whether OnBase can do this easily with less burden. Not expected to go into effect immediately.

Upcoming Events

- Graduate Student Research Showcase: May 4th 2:00-4:00 posters; 4:00-5:00 reception
 - Registration extended until Monday April 16th. Remind your students to sign up!
<https://goo.gl/forms/kWWCMkViWKfLd5b13>
- Mountain Lion Grad Slam 3-Minute Thesis (3MT) competition
 - Preliminary competition: April 30th and May 1st; Finals: May 4th
 - Website: <https://www.uccs.edu/graduateschool/events>

Spring 2018 GEC Meetings (10:00-11:30; locations Dwire 204)
May 4 (A week early due to commencement conflict)

Proposed change in the MS in Applied Mathematics degree requirements
(revised April 2018)

Proposal: Require Modern Analysis I (Math 4310) and at least 27 semester hours of approved graduate work, including Linear Algebra (Math 5130) and Modern Analysis II (Math 5320). Students must complete the Analysis sequence (Math 4310 and Math 5320) in their first year of admission, and attempt the Comprehensive exam in Analysis offered in the Summer. This represents a change to the current requirements, specifically Item 4 below. So the proposed new Item 4 would read:

4. Modern Analysis I (Math 4310) plus at least 27 semester hours of approved graduate work, including Linear Algebra (Math 5130) and Modern Analysis II (Math 5320). All students must pass the comprehensive examination in Modern Analysis. Students must complete the Analysis sequence (Math 4310 and Math 5320) in their first year of admission, and attempt the Comprehensive exam in Analysis offered in the Summer.

Note: The Math 4310 requirement may be waived on a case-by-case basis only for UCCS students who completed Math 4310 with a grade of B or higher within one year before admission to the program, and for students in the Accelerated Master's Program. If a waiver is approved by the Graduate Chair, then Math 4310 shall be replaced by 3 semester hours of approved graduate work.

Students completing one of the four tracks of study will automatically fulfill the requirements for the MS Applied Math degree.

Rationale for proposed change: The department believes that including Modern Analysis I (Math 4310) as part of the MS in Applied Mathematics curriculum will better prepare the students for Modern Analysis II (Math 5320) and increase student success rates in the Analysis Comprehensive exam.

Current MS in Applied Mathematics degree requirements

1. A 3.0 grade point average in course work applied towards the degree.
2. All degree courses must be part of an approved plan of study, developed by the student and approved by the advisor (Chair of the Graduate Committee) within the first semester after being admitted to the program. This plan may be revised at any time with the approval of the advisor. The plan will require students to demonstrate some cohesiveness in the courses chosen, or to demonstrate a clear subject area of concentration.
3. Courses will have graduate rank only if members of the graduate school faculty teach them and are at the 5000 level or above.
4. At least 30 semester hours of approved graduate work, including Linear Algebra (Math 5130) and Modern Analysis II (Math 5320). All students must pass the comprehensive examination in Modern Analysis. Students completing one of the four tracks of study will automatically fulfill the requirements for the MS Applied Math degree.
5. All students must successfully complete one of the following: Math 5480, Math 5650, Math 5670, or Math 3670/5900 to fulfill the computational competency requirement. Please note that knowledge of a computer language such as MATLAB is necessary to complete this requirement. This requirement may be waived at the discretion of the Graduate Committee Chair upon providing evidence of previous computing experience.

6. A student may complete up to 9 hours of appropriate graduate course work in departments other than the Department of Mathematics, as part of the “tracks” program. Such courses MUST be PRE-approved by the advisor.

7. Students may select a thesis or non thesis option. Students in the thesis option will replace 6 hours of graduate level courses with a Master’s thesis.

8. All students make an oral presentation regarding some aspect of advanced mathematics. For students pursuing the thesis option, the thesis defense will qualify as such a presentation.

**Proposal for a
Bachelor of Arts in Political Science to
Master of Public Administration
Accelerated Master Program**

Approved by the MPA Faculty Council January 12, 2018

I. Program Description:

The Bachelor of Arts in Political Science (BA Poli Sci) to Master of Public Administration (MPA) Accelerated Master Program (AMP) is designed to allow students to work concurrently on the BA Poli Sci and the MPA. Up to 9 graduate credit hours earned while enrolled in the BA Poli Sci to MPA AMP can be counted toward the fulfillment of requirement for both programs. For the courses to be credited for both degree requirements, they must be taken after admission to the AMP, prior to completion of the undergraduate degree, and be from among the list of identified courses approved for dual credit, which are included in the dual credits section below.

The purpose of the BA in Poli Sci to MPA AMP is to provide an opportunity for high achieving students to complete their undergraduate degree in political science and graduate degree in public administration in an accelerated time frame. The result should be to increase opportunities for access to graduate education and expand career prospects. The BA Poli Sci to MPA AMP caters to the highest level of students and assists the University-wide educational goals to evaluate and create, know and explore, and act and interact. Of greatest importance, the BA in Poli Sci to MPA AMP will help students cultivate self-awareness and understanding of their local, national, and global impact and be prepared to participate effectively in a society that encompasses diverse experiences, perspectives, and realities. It is also a forward-thinking cross-college partnership between the College of Letters, Arts, and Science (LAS) and the School of

Public Affairs (SPA). Development of the program directly exemplifies the UCCS core values of integration, innovation, collaboration, inclusive diversity, and dynamic responsible growth.

Students admitted to the dual program will be a Bachelor of Arts in Political Science upon completion of the BA requirements and will be eligible to participate in the undergraduate commencement ceremony. Students admitted to the BA in Poli Sci to MPA AMP must apply for full graduate admission and be accepted to the Master of Public Administration program. BA in Poli Sci to MPA AMP students are not guaranteed admission to the MPA program.

BA in Poli Sci to MPA AMP students desiring to continue to the MPA program after completing the BA in Political Science degree must meet with the MPA Program Director and submit an intent form ([link here](#)) prior to completing courses which will be applied to the BA in Poli Sci to MPA AM . Prior to graduation, students must also submit a formal application to the MPA program, which includes all official transcripts, a written statement of intent, and letters of recommendation. Instructions for the graduate application process are available on the School of Public Affairs webpage (<https://www.uccs.edu/spa>).

BA in Poli Sci to MPA AMP students are not required to continue with the MPA program after completion of the BA in Political Science. However, BA in Poli Sci to MPA AMP students are admitted on the premise that they intend to complete both degrees. If they choose to withdraw from this program prior to completing both degrees, they will not be allowed to return later and dual count credits.

BA in Political Science

The Political Science BA has a general degree track, and three tracks representing important sub-fields of political science: American Politics/Public Law, Global Politics, and Public Administration. All four tracks are designed to prepare students for professional careers in

the public or private sector, or graduate or professional study. Federal, state and local governments are important employers of political science graduates. In the private sector, including nonprofits, the increasing interaction with government creates a growing demand for graduates with an understanding of political systems, domestically and internationally. Political Science, Law, and Public Administration are common graduate fields of study for our graduates.

General Requirements for the BA in Political Science Include: 1) Credit hours in the discipline, 21 of which must be upper-division (3000+ level). 30 credit hours must be completed with a grade of C or better. 2) Students should plan to complete all required lower division courses in their chosen track prior to taking upper-division courses. 3) All students must take an exit exam and complete a portfolio before graduation.

Master of Public Administration.

The MPA program prepares students to take leadership roles in the public and nonprofit sectors. This multidisciplinary degree program is designed to provide graduate professional education for students interested in public service careers. The MPA program is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), whose standards are the benchmark used by public administration master's degree programs worldwide.

Degree requirements for the MPA include students complete a minimum of 36 hours of graduate work with a grade point average of B (3.0) or better. Students must earn grades of B- or better in all courses applied to the degree. The 36 hours includes 18 hours of core courses, 9-15 hours of electives (depending on need for internship and choice of capstone or thesis), and Capstone Seminar (3 hours) or Thesis (6 hours). For those students with limited experience in public, nonprofit, or relevant private-sector service, a field study in public administration will also be required, bringing the total semester hours needed to 39. Students enrolled in the BA in

Poli Sci to MPA AMP will be permitted to count the dual credits as electives. They must complete all of the MPA course courses and additional MPA degree requirements as outlined in the university catalogue.

Dual Credits

BA in Poli Sci to MPA AMP allows students to count 9 semester credit hours toward both the Bachelor of Arts in Political Science and the Master of Public Administration. In order for credits to be double-counted, the following conditions must be met.

- Dual credit courses must be from among those approved, included in the list of courses approved for dual credit below.
- Dual credit courses must be completed with a B or better
- Dual credit courses must be taken for graduate credit (5000 level or above)

The list of courses approved for dual credit are as follows:

1. PSC 5025/4025 Congressional Processes
2. PSC 5080/4080 US Electoral Process
3. PSC 5230/ 4230 United States in World Politics
4. PSC 5280/4280 International Political Economy
5. PSC 5460/4460 Administrative Law
6. PSC 5470/4470 - Constitutional Law
7. PSC 5480/4480 Civil Rights and Liberties
8. PSC 5890/4890 Environmental Law

II. Standards for Admission:

Completion of the AMP Intent form and admission into the BA in Poli Sci to MPA AMP is required prior to taking the dual-credit Poli Sci/PA courses at the 5000 level. Admission into the BA in Poli Sci to MPA AMP is competitive. Students must meet the following criteria:

- 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 3.20;

- Completion of at least 15 credits hours in the major;
- Student is a declared major in the corresponding bachelor's program;
- Any MAPS deficiencies must be completed prior to admission to the accelerated master's degree program;
- Meet the standards and admissions requirements for both programs as outlined in the UCCS catalogue (which may include higher standards than those listed above and/or additional criteria).
- Completion of a 1-page (double space, 1 inch margins) essay outlining the student's career goals.

III. Program Retention Criteria:

Students must maintain a 3.2 GPA throughout the undergraduate portion of the program and a 3.0 GPA throughout the graduate portion of the program. To remain in the program, students must meet the requirements of the respective programs as outlined in the UCCS catalogue and MPA student handbook. If students fail to maintain requirements for either program they will be dismissed from the AMP in accordance with the policies outlined in these documents. In cases where the student appeals a dismissal decision, the policy of the college whose requirements are not being met will be followed.

IV. Tuition and Financial Aid Determination:

Students in the BA in Poli Sci to MPA AMP 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 (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.

V. Departmental Authority:

Both the Department of Political Science and the Master of Public Administration program will track students enrolled in the BA in Poli Sci to MPA AMP. Both the Department of Political Science and the Master of Public Administration program will 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.

Advising responsibilities for the undergraduate portion of this degree will be the responsibility of Student Success. Advising for the MPA portion of the AMP will be the responsibility of the MPA faculty.

VI. Student Appeals:

Students who are removed from the accelerated program may appeal the decision following the normal student appeals process for graduate students. In cases where the student appeals a dismissal decision, the policy of the college whose requirements are not being met will be followed.

Attachment 1: Political Science Requirements
Attachment 2: MPA requirements
Attachment 3: Sample BA in Poli Sci to MPA Degree Plan
Attachments 4-11: Syllabi for Dual Credit Courses

CU System Graduate School Policies on Regular Admission

UCCS Graduate School Policies and Procedures (Article III; Section A1)

<https://www.uccs.edu/graduateschool/current-students/policies-and-procedures#4.1>

Section A: Regular Admission

1. Minimum requirements for admission as a regular degree student:
 - a. Hold a baccalaureate degree or a master's degree from an accredited college or university, or demonstrate completion of work equivalent to the baccalaureate or master's degree given at this University.
 - b. Have an undergraduate grade point average of 2.75 or better ('A' is equal to 4.0).
OR
Have a combined undergraduate grade point average and score on a national standardized admissions test that meet criteria determined by the department
OR
Have completed 15 semester hours of relevant graduate course work at an accredited university with a grade point average of 3.0 or better. Note that units completed before admission may not all be transferable to a graduate degree program.
 - c. Have adequate preparation to enter graduate study in the chosen program, and meet the requirements for admission, as determined by the program faculty.
 - d. English proficiency must be established for all students. A student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from University of Colorado Colorado Springs. Each program judges the qualifications of its students in the use of English. The department chair/program director is responsible for deciding whether a student is proficient in the use of English.

CU Denver Graduate School Policies and Procedures (Article II; Section 2i)

<http://www.ucdenver.edu/academics/colleges/Graduate-School/Documents/pdf/Graduate-School-Policies-and-Procedures.pdf>

i. Admission to Regular Degree Status

Students are admitted into the Graduate School as Regular degree students on recommendation of the program, provided they meet the following criteria:

hold a baccalaureate or Master's degree from an accredited College or University, or demonstrate completion of work equivalent to the baccalaureate or Master's degree awarded at CU Denver. Applicants whose credentials include credits from a College or University outside the USA (not earned as part of a semester abroad program) must include original transcripts and documentation in English (or certified English translation) of the transcript as evaluated by the CU Denver Office of International Affairs;

1. have an undergraduate grade point average of 3.00 or better ("A" is equal to 4.0) or a 3.00 or better GPA in twelve (12) credit hours or more of a partially completed Master's degree program. Applications from individuals who attended a College or University that does not issue grades or a GPA will be evaluated by the Graduate School on a case-by-case basis; lower GPA averages are possible with specific justification by the program;

2. have adequate preparation to enter graduate study in the chosen program as determined by the program specific criteria, such as performance in the Graduate Record Examination (GRE) or an appropriate substitute [e.g., MCAT], an earned MS/MA or PhD from a School in the USA, compensating scholarly experience as judged by the program, or completion of at least twelve (12) credit hours of transferable graduate-level coursework from an accredited College or University in the USA). Performance on standardized tests is not a requirement for graduate admission as a Regular degree student if the admitted student meets the first and second criteria listed above. However, some Graduate Programs may require that all applicants participate in the GRE or an equivalent; and
3. meet any additional requirements (such as particular undergraduate coursework) for admission as established by the Program.

CU Boulder Graduate School Rules (Article II; Section 2)

https://www.colorado.edu/graduateschool/sites/default/files/attached-files/graduate_school_rules_updated_2017.pdf

Section 2: Admissions

A student may be admitted to the Graduate School as either a regular degree student or a provisional degree student.

Regular Degree Students

Qualified students may be recommended for admission to regular degree status by approved programs of the Graduate School provided they meet the following criteria:

- hold a baccalaureate degree from an accredited college or university, or have done work equivalent to that required for such a degree
- show promise of ability to pursue advanced study and research, as judged by the student's scholastic record
- have had adequate preparation to enter graduate study in the chosen field
- have at least a 2.75 (on 4.0 scale, 2.00=C) undergraduate grade point average (for engineering 3.0). Applicants who cannot meet this undergraduate standard may still secure regular admission if they have completed 9 semester hours of relevant graduate course work with at least a 3.25 average
- meet additional requirements for admission established by the major unit