



**Graduate Executive Committee**  
**February 12, 2016**  
**Minutes**

**Attendees:** Jeff Spicher, Mandi Elder, Craig Elder, Anna Kosloski, Crista Hill, Jon Pigage, Karen Livesey, Whitney Porter, Cathy Claiborne, Wang Chao, Steve Miller, Jose Mora, Chris DuVal, Eduardo Portillos, Emily Skop, Edin Mujkic, Sylvia Mendez, Edie Greene, Chris Nelson, Joe Wehrman, Ron Koch, TS Kalkur, Rory Lewis, Terry Boulton, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

**Business**

- Upgrade to Degree Audit System- quick overview with Chris DuVal
  - Upgrade went in to effect February 15<sup>th</sup>, 2016
  - Programs who have not yet confirmed their program plan information with the Degree Audit office need to do so as soon as possible.
- Number of dissertation credit hours prior to comprehensive exams (see attached information for UCCS, Boulder and Denver rules)
  - Computer Science requested a change to the current UCCS rule which does not allow more than 15 dissertation credits prior to comprehensive examination completion.
  - There was a discussion of merit of current rule and need for flexibility with unique student situations.
  - Motion passed to rewrite the current rule. The new rule to state:
    - A doctoral student may take no more than 24 dissertation credits prior to the semester in which the comprehensive examination is passed. The student must take at least 15 dissertation credits after the comprehensive examination is passed.
  - Note this rule will not go in to effect until it has gone to a full faculty vote.
- Thesis and Dissertation document checks for library approval.
  - New process being developed so that programs/college take more responsibility ensuring that thesis/dissertation has appropriate formatting prior to being submitted to the library. Problem—it is taking too much time for staff in library to work with students to get the documents ready for library.
  - Directors had concerns about this responsibility being at the department level and felt it was too much for one person in a department to take on.
  - It was suggested that perhaps the campus should charge students to submit, which would pay for a person in the graduate school to take on this responsibility. (Higher fee than current \$30 which is for binding).
  - We will bring back templates and training suggestions for how this will move forward.
  - Graduate School will talk with Library and Deans to determine next steps.
- Graduate School Orientation/Reception/Workshops Fall 2016 (Sarah Elsey)
  - Plans for Fall 2016—Week before school starts we have workshops (e.g., writing, library, blackboard) and a reception.
  - The graduate school want to work with programs to better coordinate the graduate school activities with the department. Departments agreed that this was a good idea, but suggested that workshops occur once the semester has begun so all students are here; however, this also leads to scheduling conflicts.
  - A short survey was given to directors to complete so that the Graduate School can understand what programs are doing for their students (Please turn in by April 1).
- Marketing and Recruitment for Graduate Programs (see survey; need before March 1)
  - Chancellor's Strategic Communication Taskforce will have an in-depth discussion on marketing

- and recruitment for graduate programs (March 11)
- We will present what Graduate School does and data on applications across programs
- We want to know if you could use marketing and recruitment funds; how you would use them and for what purpose (growth of applicants for more students or for better quality of students).
- A survey is attached below. Please complete and return to Graduate School staff by March 1.
- Grades for Candidate for degree: use of this “course”
  - Candidate for degree is a “place holder” for students who have completed all course work but may still be using university resources as they finish thesis/dissertation/capstone. As such all students enrolled in this should get a “Pass” grade. Do not grade these as “Incomplete” or give an F. If students don’t finish their work, then they should resign up for same “course” in future semester.
- Capstone courses: how many people give IP versus I grades to students in capstone? (request from Dr. Berry-Lowe to know what programs are doing)
  - No programs give IP grades for Capstone, because the system does not allow them to do so. They do provide I grades when necessary.

### **Announcements**

- Spring 2016 GEC Meetings (10:00-11:30):  
 Mar 11 (Dwire 204); April 8 (Dwire 204);  
 May 6 (UC 124): NOTE CHANGE FROM NORMAL 2<sup>nd</sup> FRIDAY DUE TO  
 COMMENCEMENT CEREMONY CONFLICT
- Graduate School has moved to Main Hall 303
- Scholarship/Fellowship Deadlines:
  - Research Fellowships due February 26 (program directors submit)
  - Mentored Doctoral Fellowship due March 1 (student completes in portal)
  - Colorado Opportunity Scholarship March 1(student completes in portal but if you have a new student who doesn’t have access to portal yet, contact Graduate School)
  - Nonresident Recruitment Scholarships June (but use now to recruit; program directors submit)
  - Travel Award Applications are open.
  - Scholarship information can be found at <http://www.uccs.edu/graduateschool/uccs-finances/finance-resources.html>

### **Upcoming Events**

- Social with the Dean:
  - When: Monday February 15<sup>th</sup> 4:30-6:30
  - Where: Wildgoose Meeting House (401 N. Tejon)
  - Open to all current graduate students
- Exploring Graduate School, Info Session for Undergraduate Students
  - When: February 17th 11:00-11:30 AM
  - Where: University Center 122
  - Open to undergraduate students
- Graduate School Open House Spring 2016- SAVE THE DATE
  - When: March 10th; 2:00-4:00
  - Where: University Center 116
  - Open to students, UCCS employees and community members

## UCCS's Rule:

### Ph.D. Doctoral Dissertation Credit Hour Requirements

1. Dissertation credits are expected to be taken when a student is working on the dissertation project.
2. A doctoral student may take no more than one half of the total number of dissertation credit hours required for the degree prior to or during the semester in which the comprehensive examination is passed.
3. Following successful completion of the doctoral comprehensive examination, a student may register for 1 to 10 units of dissertation credit in a semester (no more than 7 credits hours in summer) until the requirements for the degree are completed.
4. A student must be registered for at least 1 dissertation credit or *candidate for degree* status during the semester (or summer session) in which the dissertation defense is held.
5. Students must follow departmental policies and procedures for maintaining satisfactory progress through the program. Departments should communicate these procedures and standards to students.
6. A doctoral student is typically expected to be enrolled continuously; however, students are considered inactive after 12 months of no enrollment has occurred. If a student is classified as inactive, they will need to reapply to the program using the online application (other materials not required) and receive the department's approval for continuing in the program to be reclassified as active.

## Boulder's Rule:

### Doctoral Dissertation Credit Hour Requirements

To complete the requirements for the Ph.D. a student must register for a minimum of 30 dissertation credit hours. Distribution of those hours is as follows:

- a student may not register for more than 10 dissertation credit hours in any one semester, including summer
- not more than 10 credit hours taken in semesters prior to the semester in which the comprehensive examination is passed may be counted in the 30 dissertation hours required for the degree
- not more than 10 dissertation hours of credit taken the semester in which the comprehensive examination is passed may be included in the 30 credit hours required for the degree

## Denver's Rule:

### PhD Dissertation Registration

PhD students must register for a minimum of thirty (30) dissertation credit hours to complete the requirements for the PhD degree. *(Students are required to check with their specific Programs to determine if their thesis credit hour requirements differ from the minimum requirement of the Graduate School.)*

Students may register for a maximum of ten (10) hours of dissertation credit in any one semester. Prior to their comprehensive exam, it is recommended that students do not take more than ten (10) hours of dissertation credit so that the majority of their required dissertation credit hours are completed following their comprehensive exam. Following the comprehensive exam, students must register for a minimum of five (5) hours of dissertation credit in each Fall and Spring semester. If necessary, registration for other coursework can substitute for part of the required registration during the Fall and Spring semesters as long as the minimum of 5 hours is maintained. However, coursework credits will not apply toward the minimum requirement of 30 dissertation credit hours. Once a student has completed 30 dissertation credits, s/he needs to enroll for only one (1) credit in each Fall and Spring semester until a successful defense of his or her thesis. Some students who receive financial aid and/or a stipend may have to continue to register for five (5) credit hours in Fall and Spring, and three (3) credit hours in Summer, to ensure their status as full-time.

## Graduate School Welcome Events Questionnaire

Program:

Your Name:

1. Do you offer new students an orientation of any kind?
  - a. If yes, please briefly describe what this looks like.
  
  
  
  
  
  
  
  
  
  
  - b. If yes, when do you offer this? Before classes start? As part of a class? Each semester?
  
  
  
  
  
  
  
  
  
  
  - c. If yes, is this mandatory for new students?
  
  
  
  
  
  
  
  
  
  
2. Would you be interested in having a session with your new students on the same day that the Graduate School offers new student welcome events? The could be several options for this, one being over a lunch paid for by the graduate school, or in a room reserved for you by the graduate school, or your own meeting space, etc.

Other comments:

## Marketing and Recruitment Survey

Program:

Your Name:

Our program(s) need marketing and recruitment money to:

- Grow our program
- Increase applicant quality
- We do not need support in this area at this time

What specific recruitment and marketing items/events/projects would you spend this money on?

Other comments: