



Graduate Executive Committee
February 10, 2023
Minutes

Attendees:

Voting Members: Bingham, Andrea; Bono, Jeremy; Calhoun, Magan; Christensen, Tom; Corl, Michael; Elder, Amanda; Feliciano, Leilani; Ferguson, Jeffery; Kalkur, Ts; Lewis, Rory; McGuire, Patrick; Moon, David; Owens, Janel; Simmons, Catherine; Stutey, Diane; Tragesser, Steven; Traylor, Carole; Weir, Henriikka

Non – Voting Members: Adams, Samantha; Anderson-Pence, Katie; Bradley-Geist, Jill; Clouse, Wendi; DuBois, David; Harriott, Lauren; Hosain, Stephanie; Johnson, Deanna; Kirby, Jessica; Klebe, Kelli; Long, Sarah; McCann, Rashell; Meyer, Alisha; Mora, Jose; Newcomb, Jennifer; Paine, Kim; Pichon, Henrietta; Reidl-Smith, Rosey; Reynolds, Amy; Rupp, Mary; Russell, Jenny; Sanchez, Mikey; Segal, Daniel; Seton, Rachel; Tejay, Gurvirender; Walcott, Kristen; Williams, Andrea

Agenda Items:

- Psychology PhD program (Dan Segal, Leilani Feliciano; see attachment)
 - Proposal submitted was to reduce the number of dissertation credit hours from 30 to 20 and to reduce other course credit hours by 9.
 - Here are some comments from GEC about the proposal:
 - There should be no need to re-apply for HLC since changes are under 25%.
 - There was discussion on how this change may impact faculty and student workload.
 - Clarification was provided that the proposed changes would not remove the courses from the catalog as they are still used for master's students.
 - Accreditation impacts were discussed; changes fall in line with recommendations from APA to make program less course heavy.

GEC voted to recommend approval of the proposal reducing specialization course requirements by 1 class (3 credits)
(19 in favor, 0 against, 1 abstain)

GEC voted to recommend approval of the proposal restructuring of Discipline Specific Knowledge competencies differently including eliminating 2 courses (6 credit hours)
(19 in favor, 0 against, 1 abstain)

GEC voted to recommend approval of the proposal reducing the required number of dissertation credits from 30 to 2
(18 in favor, 1 against, 0 abstain)

- UCCS Graduate School Days (Deanna Johnson; see flyer)

- Thanks to Deanna Johnson for her work to engage UCCS undergraduates about graduate school. Please send any feedback regarding Graduate School Days to djohns42@uccs.edu
- OnBase Updates (Wendi Clouse)
 - The new update has been pushed back to March 26th.
 - Desktop Unity Client users will not need to download a new version of the application.
 - Changes will be made to the Graduate Decision Sheet and Team Update Workflow to align with updates.
- New director and program staff training (see training topics below minutes)
 - Asked GEC for additional training suggestions. We received the following:
 - Update Forms
 - Training in CU-SIS (how to retrieve transcripts for graduate students, running queries, issuing permission numbers for grad-level courses)
 - DARS
 - Salesforce
 - Program staff meetings to discuss improving processes.
 - Clear definition on “hard” vs. “soft” application deadlines.

- Grades for Transfer Courses (Discussion Item)

From policy/procedures of graduate school:

Minimal Acceptable Grades

Any graduate level course applied to a master's degree must have a grade of C (2.0) or better; undergraduate level courses applied to a master's degree must have a grade of B (3.0) or better.

Any course applied to a doctoral degree must have a grade of B minus (2.7) or better.

For transfer from outside of UCCS or from UCCS as undergraduate, we require a B or better, and we allow other CU campus grades dependent on college/program policy. Should we allow as our minimums the grades we expect in graduate school (remember: programs can have higher standards)?

- Comments from GEC on this item:
 - Clarification was made that these are the Graduate School’s standards, and many programs have stricter policies that do not accept a C. We are not changing program standards.
 - Some GEC comments indicated agreement that there should be consistency in transfer credit policies.
- The Graduate School will consider comments and return to this item in a future GEC meeting.
- Graduate Faculty Appointments

Should the GEC have a policy regarding expectations for Graduate Faculty and when/how they may be removed from this appointment?

 - Comments GEC on the subject:
 - Will need to check if there is a policy in place at the CU system level.
 - Suggestion to first start with a Statement of Expectations before considering removal process.
 - Concerns were raised about how this may put additional pressure on faculty.

- The Graduate School will consider the comments and return to this item in a future GEC meeting.

Deans Report:

- Policy Reminders
 - Use “IP” for all thesis/dissertation credits until the work is completed, unless there are milestones that can issue a letter grade
 - If milestones are used, please send them to the Graduate School for graduation checks.
 - Admissions
 - Denials are sent by Admissions; please do not send a denial from the program.
 - Acceptance letters from the program must have specific language that your program is “recommending you for admission”. A formal acceptance letter will be sent by Admissions signed by the Graduate School dean.
- Application/transcript for non-degree (unofficial transcripts accepted; look for degree/overall GPA; programs can have additional requirements to let nondegree seeking students take courses)
- Graduate School Transitions (new staff, moving staff)
 - Welcome, Kim Paine, the Graduate School’s new Administrative Assistant.
 - Alisha Meyer is transitioning from the Graduate School’s front desk to be the new Student Engagement Coordinator.
 - Lauren Harriott is transitioning from student engagement and retention to Administrative Support Specialist.
 - Dean Kelli Klebe will be leaving the Graduate School and returning to her role as full-time faculty in August 2023.

Informational Items:

- **MS Accounting Core Curriculum Change:** The Master of Science in Accounting program is making a change to the core curriculum that will need to be updated for the 2023-2024 Catalog. We are removing the core course ACCT 6770 Federal Tax Research and Planning and replacing it with ACCT 6720 Corporate and Partnership Taxation. No changes were made to the number of hours or other curriculum. This change was made due to the information needed to sit for the Certified Public Accounting Exam and faculty expertise.
- **Power and Energy Systems Certificate** (approved last month) is transitioning from course of study to financial aid eligible certificate.
- **Graduate Student Travel Awards:** In December we discussed how to cover the increasing demand for these awards. Starting Fall 2023, we will prioritize students who are presenting at conferences rather than just attending. We will no longer support study abroad course travel. We will have two calls a year. Other requests may be considered if we have sufficient funds.

Announcements:

- Friday February 10 3:00 – 5:00 is UCCS Grad Slam (3 minute thesis competition) in Berger Hall. Please attend to support students. It is much better to present to an interested audience.

- Please share attached flyer about professional development opportunities offered by graduate schools across Colorado universities. Opportunities are free and virtual. Flyer attached. Nominations for Graduate Research Fellowships are due February 23 (call for nominations is in the meeting invite).
- Scholarship deadlines for students to apply is March 1 (some need FAFSA)
- GEC Meetings for 2022-2023 academic year: all meetings are from 10:00-11:30am
 - Spring GEC Meetings: March 10, April 14, May 5 (One week early due to Commencement)
- Commencement May 12 10:30 for LAS; 2:30 for all other colleges

Graduate Director and/or Program Staff Training Topics

1. Role of a director
2. Graduate Executive Committee obligations
3. Admissions (admit types, processing, decision sheet, background checks)
4. Transfer credits (outside transfer, CU transfer, UCCS UG transfer to grad)
5. Graduate Faculty Appointments (appointment types, tested experience, support letters)
6. Leave of Absence and Readmission policies, forms and processes.
7. Financial support (campus funds, Grad School funds)
8. Thesis/dissertation submissions (deadlines, manual, requirements)
9. Probation (grade requirements, satisfactory academic progress)
10. Program time limits and Course Validations
11. Graduation (deadlines, forms, preparing)
12. Student appeals processes

Other: Let us know what that is in the chat