



**Graduate Executive Committee  
September 9, 2022  
Minutes**

**Attendees:**

**Voting Members:** Edin Mujkic, Patrick McGuire, Katie Sullivan, Catherine Simmons, Jeff Ferguson, Jeremy Bono, Steve Tragesser, Carole Traylor, Kathy Liu, Brandon Vogt, Janel Owens, Tom Christensen, Andrea Bingham, Diane Stutey, Rory Lewis, Henriikka Weir, Leilani Feliciano, TS Kalkur

**Non-Voting Members:** Kelli Klebe, Kylie Rossman, Amy Reynolds, Alisha Meyer, Lauren Harriott, Sarah Long, Shannon Clark, David DuBois, Deanna Johnson, Samantha Adams, Mary Rupp, Jennifer Newcomb, Rashell McCann, Wendi Clouse, Elizabeth Daniels, Katie Anderson-Pence, Bee Bish, Thomas Aicher, Rosey Reidl Smith, Jose Mora, Semwal Sudhanshu, Andrea Williams

Agenda Items:

Thanks to everyone who serves to support graduate education and graduate students.

We will continue to meet virtually. If we ever get our conference rooms set up to do a quality hybrid meeting, we may move to that, but that is still in the works.

- **Welcome to the Graduate Executive Committee** (for details see <https://graduateschool.uccs.edu/current-students/policies-and-procedures#1.5> ).
  - Introductions
  - The composition of the committee:
    - Graduate School Dean (Chair, nonvoting member)
    - One identified faculty representative from each unit/department that has a graduate degree program. Each representative has one vote in the Graduate Executive Committee (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)
  - 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. Waiting on new proforma and processes for people to be able to propose new programs.
    - Review proposals for significant modification (See Article II: Section C of the Graduate School Policies and Procedures) 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.

- The Graduate School policies and procedures also outline the expected duties of program directors (although colleges may have additional expectations). Please review these.
- Bringing items to GEC—You may respond to the call for agenda items or just send us requests.
- For GEC items or any questions you have, please send all documents, requests, questions to our office email: [graddocs@uccs.edu](mailto:graddocs@uccs.edu)

- ***Enrollment Management Staff Members***

- Deanna Johnson: Graduate Recruitment Specialist (Think all recruitment within Colorado including on campus)
  - Susan Eldridge is still doing graduate recruitment (Think outside of Colorado including International)
- Bee Bish: International Admissions Examiner
  - Steven Miller, Jose Mora, and Amy Reynolds are still with us as Admission support.
- Amy Shank: International Specialist (All things I-20)

- ***Graduate School Staff***

- Kylie Rossman is leaving UCCS September 16<sup>th</sup>
- Lauren Harriott and Alisha Meyer remain

- ***Koru Mindfulness*** (Katie Sullivan) (see attachments)

- ***Dissertation Hours Minimum Requirements Discussion***

Current policy: Every candidate pursuing a doctoral degree is required to write a dissertation based upon original investigation and showing mature scholarship and critical judgment, as well as familiarity with tools and methods of research/scholarship within their field. The subject must be approved by the student's dissertation advisory committee. Each dissertation presented in partial fulfillment of the requirements for a doctoral degree must satisfy the specifications of the University of Colorado Colorado Springs Thesis and Dissertation Manual. The dissertation shall represent a minimum of 30 semester credit hours of work for Ph.D. candidates but may be less in other doctoral programs.

- Credit hours are to represent minimum amount of work for dissertation (programs can do more)
- Tuition for this work helps cover the costs of providing resources for dissertation work (e.g., faculty time, lab resources, library resources, research resources, etc.)
- Boulder requires minimum of 30 hours with no exceptions for programs. Dean's office report people are usually hire because of time to complete dissertation and a continuous enrollment requirement.  
([https://www.colorado.edu/graduateschool/sites/default/files/attached-files/graduate\\_school\\_rules\\_2021.pdf](https://www.colorado.edu/graduateschool/sites/default/files/attached-files/graduate_school_rules_2021.pdf))
- Denver/Anschutz have a 30-hour minimum but allow for exceptions through a proposal request. ([https://graduateschool.cuanschutz.edu/docs/librariesprovider138/denver-anschutz-graduate-school/resources/gs-policies-and-procedures-may-2022.pdf?sfvrsn=a598fba\\_2](https://graduateschool.cuanschutz.edu/docs/librariesprovider138/denver-anschutz-graduate-school/resources/gs-policies-and-procedures-may-2022.pdf?sfvrsn=a598fba_2))

After discussion, the GEC voted in the following way:

Do not change; have a 30-credit minimum for all – 3 Votes

Graduate School brings forth a proposal for a change based on the discussion – 14 Votes

- ***Dean's Report***

- Graduate Research Showcase

- Do programs still want this? Is it useful opportunity for Spring showcase?
- Unable to do the past few years with COVID and staffing shortages
- Taking stock to see if it still works and if we want to go back to offering it every May

After discussion the GEC members voted:

Yes – 4 Votes

No – 0 Votes

Maybe, Leaning Yes – 8 Votes

Maybe, Leaning No – 4 Votes

- Graduate Enrollments

- New applications were up (8%), new admits were up (10%) and new enrollments were up (21%) -- (duplicated head count)
- For unduplicated head count we are about in the same spot as last year for new enrollments (n=405)

- Indian Student Partnership Program

- Currently in place, for Fall 3 students applied and were admitted but none enrolled; have 2 more applications for Spring (all in Computer Science)

- Graduate Student Funding

- This year we distributed \$1M more than last year.
- We expect to get funding that we will distribute to programs to you in November/December (Tuition Matching, Doctoral Funding, Out-of-state recruitment)
- Waiting to hear if we will have Research Fellowship Funding available this year (New budget model allocates all F&A to colleges/unit where grant is awarded, and this was our source of research fellowships).

### Informational Items:

- Graduate Certificate in Electric Drivetrain Technology adjustments:
  - Old course designation: ECEN 5007: Power Electronics for Electric Drive Vehicles
  - New course designation: ECEN 5607: Power Electronics for Electrified Transportation
- Thesis and Dissertation submissions are now 100% electronic! Students no longer have to request and pay for printing of a hard copy for the library. The option to get hard bound copies is available to students during their submission process or after their document has been published by ProQuest through ProQuest directly.

## Announcements:

- The GRADCO Professional Development Series is ongoing through the months of September-November (see document)
  - Graduate students and postdoctoral scholars are invited to participate in online professional development opportunities offered by other Colorado graduate schools.
- GEC Meetings for 2022-2023 academic year: all meetings are virtual (Teams) from 10:00-11:30am
  - Fall GEC Meetings
    - October 14, November 11, December 9
  - Spring GEC Meetings
    - February 10, March 10, April 14, May 5 (One week early due to Commencement)

### **GEC Microsoft Teams meeting (calendar invite sent for the year)**

#### **Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 219 778 509 875

Passcode: YLNUsZ

#### **Or call in (audio only)**

+1 970-628-0327,,859516087# United States, Grand Junction

Phone Conference ID: 859 516 087#

The graduate school is partnering with Dr. Katie Sullivan the Department of Communication to offer two free [Koru Mindfulness](#) classes this Fall at UCCS, one in-person and one online. Please click on the links below to sign up, or feel free to share the links with other UCCS-affiliated students, faculty, or staff who you think might be interested in taking a 4-week Koru Mindfulness course. Prior mindfulness experience is not required. Spots are limited to 12 students per class. Reach out to Katie with any questions you might have prior to signing up: [ksulliv8@uccs.edu](mailto:ksulliv8@uccs.edu)

- The in-person class will be held on Thursdays from 10-11:15 a.m. (Sept. 22 & 29; Oct. 6, & 13) in room 315 of the UCCS library. Click here to register for the [in-person Koru Mindfulness Class](#).
- The online class will be held on Thursdays from 10-11:15 a.m. (Oct. 27; Nov. 3, 10 & 17) on MS Teams. Click here to register for the [ONLINE Koru Mindfulness Class](#).

If you are interested in taking a class, but these times don't work for you, please fill out this [Google Form](#) and we will keep you posted about future opportunities.

### **About Koru Mindfulness:**

Koru Mindfulness is the only evidence-based mindfulness curriculum designed for college-aged adults and specifically to fit their busy schedules. In four weeks, students learn practical skills that help them manage stress and open their minds. Students report feeling more mindful, less stressed, getting better sleep, and enjoy less self-judgement. This is a secular mindfulness course based on the popular 8-week Mind Body Stress Reduction (MBSR) program created by Jon Kabat-Zinn.

### **What to expect from a class:**

Koru classes meet once a week for 75-minutes over for four weeks, either in-person or online. During classes we discuss key mindfulness concepts, share our experiences, and learn nearly a dozen mindfulness techniques. Outside of class, students read the book, [The Mindful Twenty-Something](#) (pay no attention to the age-restrictive title, this book is for anyone), commit to meditating 10-minutes a day, and record their reflections on the Koru App. I respond to your reflections on the app throughout the course, offering coaching, motivation, and support.

### **What other UCCS Students have to say about Koru:**

- "I really feel that meditation could be a life changing practice"
- "This course should be offered in schools, universities, and businesses!"
- "I really felt like Katie was my coach and cared about my experiences."

### **Cost:**

This class is offered free to UCCS students, faculty, and staff. However, students purchase the Koru App (\$3.99) and the book (or [read for free through UCCS Library](#)). The total cost should be under \$20, maximum.

### **About Katie:**

I am an Associate Professor in the Department of Communication, as well as the Director of the Online Communication Studies Graduate Program. I have been practicing mindfulness in some form or another for over 20-years. In addition to being certified as a Koru Mindfulness Teacher, I completed a 200-hour Yoga Teacher training and I'm certified as a Social-Emotional Learning and Wellbeing coach. I started meditating when I was a graduate student to get relief from judging myself too harshly and feelings of stress and worry. I work to be present over perfect and to teach and lead with kindness and good humor. I am honored to share mindfulness techniques with others!

### **Are you looking for additional or complimentary mindfulness opportunities?:**

#### UCCS Is offering HeartMath

- HeartMath is a breath based mindfulness practice that combines science-based techniques, biofeedback technology, and learning programs to increase heart rate coherence, self-regulation, and emotional resilience. The skills gained by practicing HeartMath help us regulate how we respond emotionally, physically, and mentally to stress.
- This course will educate the UCCS community on how stress affects the mind and body, as well as how breathing and mindfulness techniques (with or without biofeedback tools) can assist them to manage their stress and boost their overall wellness. Anyone could benefit from these sessions, as the curriculum will include psychoeducation on stress, anxiety, burnout, resilience, and mindfulness.
- This group meditation class will be held every Wednesday in the Campus Recreation Center from 5-6pm.
  - To sign up, please visit <https://campusrec.uccs.edu/Program/GetProgramDetails?courseId=a0e31eef-931e-4b63-979b-7a42a5a10057&semesterId=c9fec3d1-8c17-4f44-a6a2-2b670b75413a> or email Lindsey Visscher at [lvissche@uccs.edu](mailto:lvissche@uccs.edu) with questions.

Please let us know if you have any questions,

UCCS Graduate School Staff- email us at [gradinfo@uccs.edu](mailto:gradinfo@uccs.edu)

Graduate Students and postdoctoral scholars from participating Colorado Institutions are invited to attend these online professional development opportunities

## ABOUT GradCO

GradCo is a collaboration of nearly ten universities across Colorado. It is designed to deliver a variety of high-quality professional development workshops, information sessions, and trainings to our graduate students and postdoctoral fellows. Together, we are better researchers, academics, and career professionals.

## WHY PARTICIPATE

This cross-Colorado-universities approach provides early career researchers and scholars a unique opportunity to learn from experts at multiple institutions and to connect with other early career scholars.

GradCO provides development sessions that align with multiple career-readiness competencies:

- Career- & Self-Development (CSD)
- Communication (Comm)
- Equity & Inclusion (EI)
- Leadership (Lead)
- Professionalism (Pro)
- Teamwork (Team)
- Technology (Tech)

## HOW TO ATTEND

It's easy!! You can sign up for one or all of offerings through the [Registration Link](#) provided next to each session title. All offerings are accessible online through the sponsoring institution. You will receive registration confirmation or additional participation information from the host institution.

Open to all  
COLORADO  
grad students  
& postdocs

## Fall Program

**AUG 31, 12-1pm**

**Citation Management with Zotero** (Tech)

Hosted by Mines | [Registration Link](#)

**SEPT 7, 12-1pm**

**Introduction to LaTeX with Overleaf** (Tech)

Hosted by Mines | [Registration Link](#)

**SEPT 14, 12-1:30**

**Data Life Cycle: Gather, Store, Secure, Share** (Tech)

Hosted by CSU-Ft. Collins | [Registration Link](#)

**SEPT 19, 3:30-5pm**

**Conflict Management** (CSD)

Hosted by UNC | [Registration Link](#)

**SEPT 28, 12-1pm**

**Effective Negotiation Strategies** (CSD, Team)

Hosted by Mines | [Registration Link](#)

**OCT 4, 12-1pm**

**Inclusive Excellence: Building Strong Relationships to Support Research & Academic Careers** (EI, CSD)

Hosted by CSU-Ft. Collins | [Registration Link](#)

**OCT 12, 12-1pm**

**Imposter Syndrome in Graduate School & Beyond** (CSD)

Hosted by CU-Boulder | [Registration Link](#)

**OCT 18, 11-12:30**

**Leveraging LinkedIn** (Comm)

Hosted by CU-Anschutz | [Registration Link](#)

**OCT 31, 1:45-2:45**

**What is your research groove? A Slow Scholarship Panel Discussion** (Pro)

Hosted by UCCS | [Registration Link](#)

**NOV 9, 12-1pm**

**Proposal Writing: Sustaining Your Argument** (Comm)

Hosted by CU-Boulder | [Registration Link](#)

**NOV 16, 12:30-2pm**

**Informational Interviewing** (CSD, Comm)

Hosted by CU-Anschutz | [Registration Link](#)

**NOV 29, 12-1:30**

**Leadership Models: Lead from Where You Are** (Lead)

Hosted by CSU-Ft. Collins | [Registration Link](#)