



Graduate Executive Committee

March 13, 2015

Minutes

Attendees: Don Klingner, Sherry Morreale, Margaret Harris, Karen Livesey, Wang Chao, Whitney Porter, Jenny Janssen, Julie Jardon, Barbara Prinari, Edie Greene, Rory Lewis, Kelli Klebe, Sarah Elsey, KrisAnn McBroom

Business

- Capacity Analysis: The Graduate School office has been asked to present to the campus on program growth in Graduate programs. We have passed around surveys to directors and are setting up meetings with Department chairs to obtain an overview of capacity of each graduate program.
- GRE scores- Some departments use a specific cut-off score, whereas others look at them in the context of the entire student application. Programs consider standardized tests within the context of the complete application and use it as one piece of information in determining a student's success in graduate school.
- Transcripts from International Institutions- The Graduate School proposed the following language be added to the policy and procedure manual. After discussion with the programs, it was determined that language to address schools with agreements with UCCS being exempt from this process.
 - "Students transferring in credits from international institutions must have courses evaluated by a professional service to determine that the work is graduate level and equivalency of grades and number of credits (See Office of Admissions and Records for suggested service providers)."
- Graduate faculty membership (see handout)
 - The GEC discussed the current inclusion and process of Clinical faculty and Research faculty being appointed to the Graduate Faculty. It was determined that the process should stay the same that those who are Clinical faculty and Research faculty can be appointed to Regular if the department brings it to GEC for a vote.
 - It was voted to change the "associate" member title to "special" member to reduce confusion.
- Committee Membership (see back)
 - Dissertation/thesis committees contradictory information in manual vs. policy
 - The Graduate School will change the language in the Thesis and Dissertation Manual to reflect that of the Policy and Procedure Manual.
 - Capstone committee members:
 - GEC discussed the lack of information on who should be appointed for capstone committees, particularly for Master's level students.
 - The Graduate School will bring forward language on who should be appointed to graduate faculty for Capstone committees of both Doctoral and Master's capstone committees.
 - Reminder: Chairs of Committees must be "Regular" graduate faculty members unless a "special" member is specifically appointed for a particular committee.
- Reminder: Scholarship applications are due soon.
- Bachelor to Master Program admissions:

- Do not send admissions documents to admissions until the student is ready to be a graduate student in the system (i.e., has reached enough credits to be switched from the undergraduate side to the graduate side).
- We are working with other members of campus to create processes and procedures around the Bachelor's to Master's program

Announcements

Spring GEC Meetings (10:00-11:30) **NOTE ROOM CHANGES**

April 10 (UC 124), May 8 (UC 124)

Friday, May 15, 2015 Broadmoor World Arena

- The College of Letters, Arts and Sciences **10:30 a.m.**
- Beth-El College of Nursing and Health Sciences, College of Business, School of Public Affairs, College of Education, College of Engineering and Applied Science **2:30 p.m.**

Section C: Thesis and Dissertation Committees

Thesis Advisory Committee A thesis advisory committee must be established for each student pursuing a master's degree under Plan I (thesis option). This committee will consist of the thesis advisor, and at least two other members of the graduate faculty, possibly including a member from an allied program. Upon the recommendation of the thesis advisor, the committee is appointed by the program director with the approval of the college/school dean and forwarded to the Graduate School.

Dissertation Advisory Committee A dissertation advisory committee shall consist of five members of the graduate faculty, including one member of an allied department. One of the five members may be from another institution, provided the faculty member has been granted associate membership on the Graduate Faculty. Upon the recommendation of the dissertation advisor, the committee is appointed by the program director with the approval of the college/school dean and forwarded to the Graduate School.

Section D: Clinical Doctorate Capstone Committee

Capstone Advisory Committee. A capstone advisory committee shall consist of a capstone chair and two other committee members of the graduate faculty. One member of the committee may be from another institution, provided the committee member has been granted Associate Membership on the Graduate Faculty. Upon the recommendation of the capstone chair, the committee is appointed by the program director with the approval of the College/School Dean and forwarded to the Graduate School.

Thesis/Dissertation Manual: All thesis/dissertation committee chairs must have Regular Graduate Faculty appointment. The thesis committee consists of three faculty, with at least two of the faculty holding Regular Graduate Faculty appointments. The dissertation committee consists of five faculty, with at least four of the five faculty holding Regular Graduate Faculty appointment.

ARTICLE III: THE GRADUATE FACULTY

Appointment to the graduate faculty of the Graduate School recognizes the ability of the faculty member to contribute to the education of our graduate students. All members of the graduate faculty shall have earned a doctoral degree, the terminal degree appropriate to the discipline, or shall have demonstrated, through experience or other achievements, qualities that qualify them for membership in the graduate faculty. A graduate program includes all graduate faculty members appointed specifically to the faculty of that program. A list of all members of the graduate faculty shall be maintained in the Office of the Graduate School Dean and on the Graduate School website. The appointment list will be updated each semester by the Graduate School administrative staff.

Section A: Types of Membership

1. *Regular* membership on the Graduate Faculty shall generally be limited to full-time tenure-track, or tenured faculty of the University of Colorado at Colorado Springs who participate in graduate programs. The term of appointment for regular members of the graduate faculty shall be the duration of their University appointment.

Tenured graduate faculty who leave the University, retire, or maintain limited activities on the campus, will have their graduate faculty appointments changed to *associate* members of the graduate faculty, as defined below. Appointment to *regular* membership may be made in special cases not meeting the above criteria upon recommendation of the program director, and approval of the Graduate Executive Committee. Approval shall be based upon the quality of graduate teaching, thesis/dissertation/capstone supervision, scholarly achievement, and relevant experience.

2. Associate Members of the Graduate Faculty shall be individual faculty participating in graduate programs who do not qualify for *regular* membership may be appointed as *associate* members of the graduate faculty by the Graduate School Dean, upon the recommendation of the program director. The term of the initial and ongoing appointments may be for up to three years. The appointment may be renewed upon recommendation of the program director and approval of the Graduate School Dean. Those without terminal degrees in their discipline (as noted on the *Associate* Graduate Faculty appointment form) will be limited to teaching within their area of expertise (i.e., teaching the course specifically hired to teach, thesis/dissertation/capstone committee membership).

Section B: Privileges and Responsibilities

1. A faculty member holding a *regular* appointment to the graduate faculty may:
 - a. teach graduate courses
 - b. vote on issues that are before the graduate faculty
 - c. serve on thesis, dissertation, and capstone committees of the Graduate School
 - d. participate in program activities for the specific program(s) for which the faculty member was appointed
 - e. participate in meetings and committees of the campus Graduate School in accordance with the campus Graduate School Policies and Procedures
2. Associate Members of the Graduate Faculty hold the same privileges as regular members, with two exceptions:
 - a. they may not vote in Graduate School elections
 - b. they may serve as chairs of a graduate examining committee only with the approval of the Graduate School Dean

Section C: Revocation of Membership

The status of a *regular*, member or *associate* member of the Graduate Faculty may be revoked for cause by a two-thirds vote of the graduate faculty of the member's graduate program. This recommendation must then be approved by the Graduate Executive Committee and the Graduate School Dean.

Section D: Conduct of Business

The full membership of the graduate faculty meets when called, with reasonable notice, by the Chancellor, the Provost and Executive Vice Chancellor for Academic Affairs, the Graduate School Dean, the Graduate Executive Committee, the President of Faculty Assembly, or upon filing a petition with the Graduate School Dean, signed by 10% of the graduate faculty. The petition must set forth, in full, the reason for calling the meeting.

The members present at any meeting of the full membership of the graduate faculty shall constitute a quorum. The meetings shall be chaired by the Graduate School Dean and conducted in accord 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 *regular members* of the graduate faculty present to participate.