UCCS University of Colorado
Colorado Springs

Graduate Executive Committee
October 10, 2014
Minutes

Attendees: Mathew Cox, Julie Jardon, Sherry Morreale, Ian Smith, Karen Livesey, Katie Kaukinen, Emily Skop, TS Kalkur, Ron Koch, Wangyun Chao, Margaret Harris, Jose Mora, Sylvia Martinez, Cathy Claiborne, Sandy Berry-Lowe, Leslie Grant, Al Schoffstall, Bret Windom, Steve Miller, Barbara Prinari. James Saunders, Dan Segal, Don Klingner, Rory Lewis, Edwardo Portillos, Sudhanshu Semwall, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

Dean Report

- IRB event recap: 27 students at overview session and 7 at workshop; will get video posted on website
- Travel Awards: Posted
- Graduate Fellowships: McNair Fellowship (must submit a FAFSA and apply on Financial Aid website); Advanced Doctoral Student Fellowship (Oct 15 deadlines); research fellowships are expected again this year (nominations must come from you and deadline is in Feb; call will be sent to you soon)
- New Degree Proposals: We will have two new degree proposals; GEC is expected to seriously review proposals; suggest changes as needed and make a recommendation to Provost. This is not a rubber stamp. A "lite review" does not help the program as it makes its way to the Regents who will be more questioning. We want to bring up concerns at this level for campus and program to be considered. System policy can be found at www.cu.edu/regents/policy-4j-interim-policy-and-procedures-approving-new-degree-program-proposals

Business

- Changes to Electrical Engineering PhD Program: Dr. Kalkur presented the program changes. ECE currently requires 75 credit hours. They would like to lower the total credit requirement (number credits varies depending on if have Bachelor's or Master's degree.

  Action: The GEC unanimously voted to recommend the program changes to ECE.

- Sociology proposal of a new certificate: Dr. Portillos presented the sociology certificate. The certificate is in Diversity. All courses are currently offered through the program, but students show a need and desire to obtain a certification in coursework around diversity (certificate has been offered for several years but somehow never made it through full approval).

  Action: The GEC unanimously voted to recommend the certificate.

- Update on A&R processing support: Mathew Cox, from Admissions and Records reported that the graduate admissions move to A&R has continued to go smoothly. Admissions and the Graduate School offered a training to staff members on how to track applicants.

- International Institution credit transfer (See below): Dean Klebe presented. As more students study internationally we need to establish processes around transfer of credits earned at international institutions. It was proposed by the Graduate School that graduate programs follow the requirement of undergraduate students to have courses evaluated by an approved professional service to determine that the coursework is graduate level coursework and number of credits to transfer (see number 8 highlighted below proposed to add to policy). The GEC members showed some concern about requiring this for all students as it will be a cost to the student. More conversation is required to determine process. Topic tabled.

Policy and Procedure Manual
Section E: Transfer Credits

Transfer credits may be applied to a graduate degree only with the approval of the program director. Each master's program will establish, with the concurrence of the Graduate Executive Committee, the maximum number of semester hours (not to exceed 30% of the required credits, or 9 semester credit hours) that may be transferred from another accredited institution and applied toward its graduate degree. Additional transfer credits for doctoral programs may be allowed at the discretion of the program director, with the approval of the Graduate School Dean. The following provisions will apply:

1. All transfer courses must have a minimum grade of B or above.
2. Some programs may require that credit will not be accepted for transfer until the student has established a satisfactory academic record at this university.
3. For master's degree students, all work accepted for transfer must have been completed within the six-year time limit, or be validated and approved by program faculty.
4. Courses applied towards one master's degree may not be used towards another master's degree.
5. Requests for transfer of credit must be made on the form specified for transfer of credit and an official transcript of course credit must accompany the requests or be on record in Admissions and Records.
6. Master's degree students must submit transfer requests to the program director by the deadline determined by the program.
7. Doctoral degree students must submit transfer requests to the Graduate School before making application for admission to candidacy.
8. 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 International Affairs Office for suggested service providers).

- Guaranteed and Fast Track Admissions (see attached): It was briefly discussed that all paper forms of applications will be going away. With that, we have the opportunity to decide on how we want to continue with fast track/guaranteed admissions types. The GEC members were given options of continuing with two separate applications for current and for past UCCS students (keep as is), have one expedited application option for current and previous UCCS students, or having all students fill out the regular application. More discussion is needed as we ran out of time prior to discussion and voting on this.

Announcements

Graduate School Fair, October 16, 3:30 – 6:30, Berger Hall

Fall GEC Meetings (10:00 – 11:30; Dwire 204) November 14, December 12

Fall Graduation Ceremony December 19, 2:00, Broadmoor World Arena

Proposal to the UCCS Graduate School for Change of Courses for Ph.D. for ECE Department.

Recently, the UCCS graduate committee approved 60 credits (30 credit course work, 30 credits dissertation) for Ph.D. Program in line with CU Boulder requirements. Presently, ECE students need 24 credit hours of course work and 30 hours of dissertation after their MSEE degree; 48 hours of course work and 30 hours of dissertation after BSEE degree. The requirements for courses were discussed in the ECE graduate committee. The committee discussed course requirements for the Ph.D. in ECE in institutions like CU Boulder and Georgia Tech. and made the following recommendations:

1) Students with MSEE through graduate coursework only: 12 credits of graduate course work and 18 credits transferred from MSEE to meet 30 credit hours required by graduate school.

2) Students with MSEE through 24 hours of graduate course and 6 hours of thesis: 12 credits of graduate course work and 18 credits transferred from MSEE.

3) Students with MSEE/BSEE concurrent program: 12 credits of graduate course work and 18 hours transferred from MSEE.

4) Students with BSEE degree: 36 hours of graduate course work.

The above course requirements are more than those that have been required by the UCCS Graduate school, however, the committee felt that students will get at least a year (12 credits) to complete the course work once they join the Dept. with an MSEE degree. This gives them enough time to get familiar with our faculty and research areas and prepare for the Ph.D. qualifying exam.

The above proposal was discussed in the faculty meeting on Sept. 25th and unanimously approved by the faculty of the Electrical and Computer Engineering department. We understand it now needs to be approved by the Provost.

Approved by Ts Kalkur, Chair and Professor ECE   Date: October 1st 2014

Approved by Robert Block, Assistant Dean of EAS

On behalf of Dean R. Dandapani   Date: October 1st, 2014

Certificate Approval Form

In order for a certificate program to be reviewed, please fill out the form below and submit to the appropriate college and campus committees. Please plan on at least six months after submission before offering a certificate. Complete information in Part I for all requests. Part II needs to be completed by those seeking approval for Gainful Employment (GE) certificates with financial aid eligibility for non-degree seeking students. All appropriate signatures should be obtained.

PART I

1. Name of Certificate: ___Sociology of Diversity_____

2. Department(s):___Sociology_____

3. College(s): _____LAS_____

4. Faculty Director/Advisor: ____Edwardo L. Portillos_____

5. Type of Certificate:

    ☐ Gainful Employment

    ☑ Course of Study

    ☐ Professional Development

    ☐ Non-notated

6. Expected start date (semester and year): _ASAP_____

7. Number of required credit hours: ___12 credit hours_____

8. Anticipated length of the program in semesters including summer (e.g., 2 years = 6 semesters): ___2 years_____

9. Describe the certificate program. Include in your description the following information:

    a. How the certificate program fits the unit's role and mission.
    b. Courses and requirements (e.g., minimum grades) to complete the certificate.
    c. Admission criteria (at a minimum must follow criteria delineated in policy but program may have higher standards)
    d. The exit process (include requirements for finishing, any forms that must be completed stating who completes these forms—student, faculty director, etc.; who will provide a list of completers to A&R so that a person's transcript may be changed).
    e. Costs of offering the certificate program.
    f. Expected benefits, income, return on investment.
    g. If applicable, describe any fees (e.g., program, course, application) that you will charge. (Note: You will need to follow campus procedures for fees.)

The Graduate Faculty of the Sociology Department has a strong emphasis in diversity and inequality issues, highlighting race and ethnicity, gender, sexuality, disability, and class. For sociology graduate students wishing to concentrate in these areas, we offer a graduate certificate of specialization. Benefits for the completion of the certificate is that it provides evidence of specialized study, which can be beneficial for enhancing future career options and interests. The certificate is marketable to a wide variety of employers and educational institutions, including social work, graduate and professional schools, community action organizations, and social services.

Minimum requirement for completion: four courses, for a total of twelve credits. A minimum grade of 3.3 is required for each course applied toward the certificate. All courses must be at 5000 level or above in Sociology; independent studies may not be used to earn this certificate. All courses must be offered through the Sociology department and additional special topic courses may be offered that can be counted toward the graduate certificate. These courses must be approved in advance by the certificate coordinator. Up to three (Graduate Sociology) transfer credit hours may be applied to the certificate from courses approved by the certificate coordinator. To complete the certificate program, students are required to submit a transcript and a five page, typewritten self-statement, evaluating changes in their perceptions of diversity issues as a result of program participation and implications for future scholarly and professional work. There is no cost to the department for offering the certificate and there is no fee for student who chose the diversity certificate.

Students must complete four of any of the following SOC courses:
5230 Food, Health, & Inequality
5010 Intersections of Privilege/Sex Trafficking/Social Movements
5600 Critical Perspectives on Capitalism
5110 Sociology of Homelessness
5040 Sociology of Gender & Sexuality
5240 Sociology if Dis/Ability
5270 Native Communities
5300 Sociology of Sport
5310 Class, Stratification & Power
5380 Globalization & Development
5640 Power & Privilege
5700 Global Feminisms
5830 Race & Ethnic Relations
5580 Inclusive Teaching

PART II (for GE Certificates)

1. Program website URL for certificate program:

   _____ _____

2. Provide a narrative description of how the institution determined the need for the program. Describe what need this program will address and how the institution became aware of that need. If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative.

3. Provide a narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers.

4. Provide a narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.

5. Was the program reviewed and approved by any external groups such as:

   ☐ Business advisory committee

   ☐ Program integrity board

   ☐ Oversight/regulatory agencies (other than CDHE or accrediting agencies)

   ☐ Business that would likely employ graduates of the program

6. Provide a narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #5. For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the appropriate federal agencies upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.

7. Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on the departmental website.

8. When do you intend to begin disbursing Title IV funds to students: _____

9. Estimate the cost of the program:

	Per Term	Annual
Tuition and fees		
Room and board		
Books and supplies		

Additional explanation of costs, if necessary (e.g., cost per credit hour):

10. Using the Standard Occupational Classifications <provide link>,

    a. Select the primary occupational group for which the Gainful Employment Program will train the student: _____

    b. List all six-digit codes that reflect occupations in which the graduates of the proposed program will be trained for employment: _____

11. Have you read the Gainful Employment regulations posted at http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html and are you aware that failure to comply and failure to meet "gainfulness" could make your program ineligible for the Title IV financial aid on an annual basis? _____ Yes   _____ No

    Have you reviewed the regulations for any further requirements in the application?

    _____ Yes _____ No

Required Signatures
Additional names and signature lines may be added as necessary (e.g., center directors)

Requested by:

_____   _____   _____
Faculty: Name   Signature   Date

Approvals:

_____   _____   _____
Department Chair: Name   Signature   Date

_____   _____   _____
College Dean: Name   Signature   Date

_____   _____   _____
Campus Committee Chair: Name   Signature   Date
Graduate School Dean or Vice Provost of Academic Affairs

_____   _____   _____
Campus Certificate Implementation   Signature   Date
Committee Chair : Name

_____   _____   _____
Provost: Name   Signature   Date

To be completed by the Campus Certificate Implementation Committee:

CIP Code: _____   Plan Code: _____

Career Code: _____   Subplan Code: _____

Program Code: _____   Effective Date: _____

Date Assigned: _____

Meets all federal Gainful Employment Certificate Requirements?:   Yes   No
If no, what requirements are missing?