



**Graduate Executive Committee**  
**December 13, 2013**  
**Minutes**

**In Attendance:** Cathy Claiborne, Karen Sangermano, Dan Segal, Amy Silva-Smith, Robert Camley, Sherry Morreale, Eddie Portillos, Sandy Berry-Lowe, Craig Elder, Rory Lewis, Ron Koch, Al Schoffstall, Terry Schwartz, Robert Block, Sylvia Martinez, Wangyun Chao, KrisAnn McBroom, Kelli Klebe

**Announcements**

**Commencement:** December 20, 2013; one ceremony for Fall graduation; 2:00 pm World Arena

**Graduate School Fellowships (see handout):** Due February 28, 2014 by 5:00 pm. Program directors nominate students. We need people to be reviewers.

**Business**

- **McNair Scholarship:**
  - New scholarship for students who have participated in the McNair program (a program for undergraduates to prepare them for graduate school:  
<http://www2.ed.gov/programs/triomcnair/index.html>)
  - Three \$10,000 scholarships awarded for one year to first year graduate students who participated in McNair within the last 5 years; demonstrate unmet financial need; and have a GPA of 3.0 or higher.
  - Students apply directly through financial aid office (application form and essay) and must have submitted the FAFSA by March 1.
  
- **Survey on Professional development (see handout):** We provided a survey to get your feedback on different professional development activities for students, staff, and faculty around graduate education.
  
- **New Provisional Form:** Implementation starts January 1 (see handout)
  - 2 steps: admitting someone provisionally and taking off
  - Staff reviewed this form and gave input at a staff training
  - Graduate directors did not raise any concerns about implementing the form.
  
- **Transcripts:**
  - Students only need to send one official copy unless you want a copy for your records.
  - Students do not need to send an official UCCS transcript because we already have those in student records (or any other CU transcript) unless you want it.
  - All electronic transcripts are sent to admissions office. This must be done because of the need for security when sending transcripts.
  - Paper transcripts can be sent to department or to admissions office. Once admissions office receives transcript (first or from program) they will put into Singularity. If you have the transcripts, you need to send to admissions office with admission decision sheet. Some programs want the transcripts sent to them and some programs want the transcripts sent to the admissions office so there is no general rule about where transcripts are sent. This is program specific.
  - The graduate school website provides instructions on sending electronic transcripts and tells students to contact the program about paper transcripts.

- **Programs need to have clear instructions on their websites about where to send transcripts.**
- **Stressed Graduate students**
  - Students requested support for balancing the demands of graduate school, work, and home
  - Graduate Dean wants to know what we can do to help students.
  - Did you know: Most of the mass campus shootings have been committed by graduate students; and many graduate students are at risk of self-harm. Although these are extreme, there is the full range of possible distress that graduate students might experience.
  - Faculty are the ones most likely to provide support or notice a student in distress. What, if anything, can we do to help them recognize the signs and respond appropriately to students?
  - Discussion topics and suggestions included: helping students develop a sense of community with other students; develop a list of best practices for types of policies and procedures that should be in place within departments; what are best practices for working with students; have interested staff and faculty attend workshops; attend graduate student proseminars to talk with them about issues.
  - If you ever have a concern about a student you may contact the Campus Student Response Team: <http://www.uccs.edu/dos/student-response-team.html>
  - Faculty were interested in creating social outlets as well as informational sessions for students around this topic. Concern was brought up about time constraints and students not participating.
- **Thesis Credits: (see additional page)**
  - Total number of thesis credits:
    - The GEC members requested a discussion of the number of required thesis credits. Boulder and Denver have variable credit hours but we have a fixed number. Discussion was provided and a vote was taken.
    - It was voted to recommend approving a change in the number of thesis credits required from a fixed number of 6 to variable credits which can range from 3-6 credits. This needs to be approved by other units (deans, EPUS, Provost, and then go to a full faculty vote). Each program should have a written policy about how number of credits a student should take are determined/decided.
  - IP grades for thesis
    - UCCS does not have a rule for IP credits although there have been general practices by departments. The GEC members requested a discussion of IP credits.
    - The following wording was unanimously voted to be included in the Graduate School Policies and Procedures. As this is a clarification of practices and not changing of existing rules, the change can be made based on the vote of the GEC.

*Typically, the final thesis grade is withheld until the thesis defense is completed; if the thesis defense is not finished at the end of the term in which the student is registered, an in-progress (IP) grade is reported. If a program has a written policy, thesis grades may be assigned in multiple semesters when specific stages of a thesis project have been completed (e.g., semester that student presents thesis proposal; semester that student defends).*

- Each program will need to develop written policies if they want to do anything different than give IP grades until thesis defense is completed.

- **Updates:**
  - **Total number of doctoral level credits required (recall that we voted to change the minimum number of credits from 75 to 60; programs can have higher)**
    - Approved by deans, EPUS, Faculty Assembly Executive Committee;
    - Change to graduate school rules requires a full vote of regular graduate faculty: “For approval, an amendment must be favored by a two-thirds majority of those who return ballots in a vote of all regular members of the graduate faculty.”
    - Need to take to a full vote of the Graduate Faculty; this will be done early Spring 2014 semester (along with other changes in progress).
  - **Dissertation credit wording:** Have received input from doctoral program directors. The graduate school will draft a revision to the wording and will bring to GEC for input and vote during the Spring semester.
  - **GEC Minutes are now on the Graduate School website;** we will continue to send an electronic copy. <http://www.uccs.edu/~graduateschool/faculty-and-staff.html>
  - **Graduate School Rules: minimum standards** “A program whose existing requirements exceed one or more of the basic requirements of these policies and procedures shall submit in writing all such differences to the Graduate Executive Committee.”
    - **Action Item:** *Recommended to have graduate school create a form with minimum requirements and allow programs to check off if that is the requirement they use or to write in what they require instead. This will be done in the Spring Semester.*
  - **Degree Audit Reporting System (DARS) for graduate programs:** DARS for graduate students has been used by Business and SPA for some time. The campus has just gotten Beth-El and Education working (doing testing and hope to use soon). DARS for LAS and Engineering departments will be started after the undergraduate DARS plans are revised to include the new General Education program. We hope that all graduate programs will be operational in DARS for the Fall 2014. This will allow students to check if they have met all program requirements and the graduate school to more easily check if students have completed requirements for graduation.
  - **Other issues brought up by GEC members:** the Graduate school needs to advocate for faculty being compensated for time to mentor students.

**Spring GEC Meetings (10:00 – 11:30, Dwire 204) NOTE THE CHANGE IN ROOM FOR SPRING**

February 14    March 14    April 11    May 9  
 (no January meeting)

## Thesis Credits

### **Boulder Master's Thesis:**

A thesis, which may be research or expository, critical, or creative work, is required of every master's degree candidate under Plan I. Every thesis presented in partial fulfillment of the requirements for an advanced degree must: represent the equivalent of 4 to 6 semester hours of work, comply in mechanical features with the specifications for theses and dissertations available in the Graduate School

The final grade is withheld until the thesis is completed; if the thesis is not finished at the end of the term in which the student is registered, an in-progress (IP) grade is reported.

### **Denver Master's Thesis:**

Students who are enrolled in a Program that requires a thesis must undertake their thesis work under the supervision of a thesis advisor, and in some instances, an advisory committee. Master's students who are enrolled in a Program or track that requires a thesis, must register for a minimum of three (3) and a maximum of six (6) hours of thesis work, unless specified otherwise by their specific Graduate Program. All research conducted for a Master's degree must meet all appropriate regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects, HIPAA and environmental safety. The thesis is presented in partial fulfillment of the requirements for the Master's degree and must meet the formatting criteria outlined in the CU Denver "Style and Policy Manual for Thesis and Dissertations" available on the Graduate School website. The Graduate School conducts the final review of Master's thesis for proper formatting. The final, formally approved Master's thesis must be submitted to the Graduate School, with the appropriate supporting documentation, within sixty (60) days of the thesis defense.

A grade of "In Progress" (IP) will be assigned for thesis hours in all semesters until the final approved thesis is submitted to the Graduate School office. The Graduate School will then obtain the final thesis grade, and all IP grades will be changed to this new grade.

### **UCCS Master's Thesis:**

Every candidate pursuing a master's degree under Plan I (thesis option) is required to write a thesis, which may be of a research, expository, critical or creative type. Each thesis presented in partial fulfillment of the requirements for a master's degree must satisfy the specifications of the University of Colorado Colorado Springs Thesis and Dissertation Manual, and shall represent **6 semester credit hours of work**.

Note: UCCS does not have a requirement of **IP grades** like Boulder and Denver.

**Possibilities:** Boulder language; Denver language;

Flexible language: Typically, the final grade is withheld until the thesis is completed; if the thesis is not finished at the end of the term in which the student is registered, an in-progress (IP) grade is reported. If a program has a written policy, thesis grades may be assigned in multiple semesters when specific stages of a thesis project have been completed (e.g., semester that student presents thesis proposal; semester that student defends).