



Graduate Executive Committee
May 4, 2018
Minutes

Attendees:

Voting Members: Jeff Ferguson, Jeff Spicher, Craig Elder, Mandi Elder, Jon Caudill, Catherine Simmons, Rory Lewis, David Havlick, Karen Livesey, Janel Owens, Jeremy Bono, Rob Sackett, Leilani Feliciano, Eddie Portillos, Linda Button, Sylvia Mendez

Non Voting members: Crista Hill, Steve Miller, Janice Dowsett, Jose Mora, Edie Greene, Kelli Klebe, Sarah Elsey, KrisAnn McBroom

- Time limit for PhD programs policy discussion- Karen Livesey (see proposal below)
 - Proposal: Change the words “seven years” to “nine years” in ‘Section K: Time Limits for Completion of Degrees’ of the UCCS Graduate School rules.
 - There was discussion around what satisfactory academic progress means and how this policy change would affect tracking satisfactory progress.
 - It was brought up that we would need to determine how we would grandfather in already admitted students.
 - The GEC voted to recommend approval (14 yes, 0 no, 1 abstain). They determined this did not need to go to a full faculty vote.
 - Dean Klebe will bring this item to the Dean’s Council for their input prior to implementation. This will be live in the catalog for the 2019-2020 year.
- Faculty appointments
 - Process and instructions for letters (see below)
 - Form (see below)
 - The GEC had some clarifications and questions about the form but overall felt the proposed process and form would provide an easier avenue to appoint qualified candidates to the graduate faculty.
- The Chancellor and Provost have invited us to a breakfast meeting on October 12 (8:00-9:30). This is prior to the GEC meeting. Please save it on your calendars.
 - Here are the 4 questions they ask:
 - How are things going in the graduate school?
 - What concerns do you have?
 - How does the graduate school support moving the campus forward?
 - How can the campus better support the graduate school?
 - The GEC members suggested the following topics for discussion.
 - Student funding and money from scholarships
 - Current funding and allocation models for graduate programs. Is this similar to other campuses of our caliber? The current method makes it hard to plan over time because it is unstable year to year.
 - What are the student to faculty ratios for graduate programs
 - Concern with over usage of cross listed courses (4xxx/5xxx) such that there is not a unique graduate student experience in courses different from undergraduate.
 - Continuous request for growth but without an increase in staffing and resources provided
 - What is the campus recruiting goals? Are the adopted strategies the best use of resources?
 - Research is part of the campus mission but how is that being fulfilled? How can we integrate graduate education into that mission more effectively?
- A faculty member requested that we look at English language requirements and best practices and have a discussion at GEC in Fall 2019.

Announcements

Don't forget to let the graduate school know if you will no longer be in your role next year and who will be taking over the position.

Informational Items:

- MBA changes to project management emphasis- switch out one required course for an option of electives (see proposal below)
- Sociology AMP program eligibility changes: The Sociology Accelerated Master's Program (AMP) will accept aligned majors from Anthropology, Geography, and WEST. These students do not need to complete any additional sociology courses beyond the four we already require to submit the Intent application.

Upcoming Events

- Graduate Student Research Showcase: May 4th 2:00-4:00 posters, 4:00-5:00 reception
- Mountain Lion Grad Slam 3-Minute Thesis (3MT) competition May 4th 12:00-1:00
 - Website: <https://www.uccs.edu/graduateschool/events>
- Graduation Ceremonies May 11, 2018 World Arena
 - LAS programs 10:30 start
 - All other programs 2:30 start

Fall 2018 GEC Meetings (10:00-11:30; locations Dwire 204)

September 14, October 12, November 9, December 7 (one week early due to commencement)

Spring 2019 GEC Meetings (10:00-11:30; locations Dwire 204)

February 8, March 8, April 12, May 10

Proposal: extend doctoral time limit from 7 years to 9 years

UCCS Graduate Executive Committee

Friday May 4, 2018

Presented by Karen Livesey

- Currently our graduate school rules – see Appendix A below – state doctoral students have **7 years** to complete their degrees. (Masters students have 6 years.)
- Currently, students exceeding this time limit can still graduate, with additional exams required on old coursework and a petition made to the Dean of the Graduate School.
- In Physics at UCCS, roughly half of our PhD students take longer than this as they are working in industry and have family/military commitments. In other words, our students are **non-traditional and/or part-time graduate students**.
Note that these PhD students do NOT study for a Masters degree before the PhD, which means the PhD can be longer than for disciplines where a Masters is required first.
- Other universities have a **huge range of time limits!** (see Appendix B below)
 - CU system: **6 – 8** years.
 - Local R1 universities: **5 – 10** years; relative to start date or relative to Comp Exam date.
 - Peer institutions: **8 – 10** years.(Note that some of UCCS’s peer institutions do not have doctoral programs.)
- So there is **precedent** to increase to 9 years... but what is the **rationale** to do so?
 1. Some of our students are non-traditional, many study part time, so they will take longer on average than students at an R1 university.
 2. Extending the time limit would remove the need to do some paperwork (petition to extend past 7 years, and exams on older coursework).
 3. The national average time to complete a PhD was 8.2 years in 2007, so we should at least accommodate this average time frame.¹
 4. In a research doctoral program, the key is not how long you have spent on a degree, but that there is “high attainment in some special field of scholarship and a demonstrated power of independent research in a subdivision of this field.”
 5. Coursework from 9 years ago is not significantly less current than coursework from 7 years ago. Plus, the coursework is required to prepare for the dissertation work, which is the key to the research doctoral degree (see item 4).
 6. Individual doctoral programs can choose to have shorter time limits than this.

Proposal: Change the words “seven years” to “nine years” in ‘Section K: Time Limits for Completion of Degrees’ of the UCCS Graduate School rules.

¹ Exploring ways to shorten the ascent to a PhD. New York Times. October 3, 2007.
<https://www.nytimes.com/2007/10/03/education/03education.html?mtrref=undefined&gwh=E51E90BDD433D799EBCBE2E1AFDD3935&gwt=pay>

Appendix A. Our current policy

Section K: Time Limits for Completion of Degrees

Master's Degree

Although students are normally expected to complete a master's degree in one to three years, master's degree students have **six years**, from the date of the start of course work, to complete all degree requirements (which includes filing the thesis if Plan I is followed). A student who fails to complete the degree in the six-year period must file a petition for extension with the program director and have it approved by the Graduate School Dean. The petition, giving reasons why the student should be allowed to continue in the program, must be endorsed by the program director. The program director must approve applying any course to the degree that was taken more than six years prior to the semester of graduation, and all such courses must be validated by special examination.

Doctoral Degree

Doctoral students are normally expected to complete all degree requirements within **seven years** from the date of the start of coursework in the doctoral program. A student who fails to complete the degree in the seven years must file a petition for extension with the program director and have it approved by the Graduate School Dean. The **petition**, giving reasons why the student should be allowed to continue in the program, must be endorsed by the program director or by three members of the student's dissertation advisory committee. If the Graduate School Dean approves, the student may continue studies for **an additional year**. If the Graduate School Dean does not approve the request, the college/school dean, with the concurrence of the program director, may dismiss the student from the program. If the Graduate School Dean and the program director do not agree on whether a student should be continued in the program, the Graduate Executive Committee shall make the final decision.
Leave of Absence: Please refer to Article IV Section C for information about taking a Leave of Absence.

Appendix B. What are others doing?

*** In our system:

University of Colorado Boulder **6 years**
(4 years for Masters)

University of Colorado Denver **8 years**
(7 years for Masters)

*** Nearby:

University of New Mexico (R1) **~8-10 years...** "5 years after Comprehensive Exam"
Note: Comprehensive Exam is roughly half way through, after
coursework is complete
(7 years for Masters)

Colorado State University (R1) **5 years...** 10 semesters of continuous enrollment, apart
from when a petition has been made to Grad School
(5 years for Masters)

University of Denver (private)
5600 undergrads + 6000 grads **7 years** if already hold a Masters
8 years if direct entry without a Masters***
(5 years for Masters)

***Peer institutions (<https://www.uccs.edu/ir/data/peer-institutions>):

Wichita State University	9 years ...“six to nine years for doctoral degrees” (6 years for Masters)
University of Nebraska – Omaha	10 years “Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field.”
University of Tennessee - Chattanooga	8 – 10 years (depending on the doctoral program) “doctor of philosophy within an eight-year period, for the doctorate in education and the doctor in nursing practice within a ten-year period” (6 years for Masters)
University of Texas at El Paso	8 years (6 years for Masters)
Cleveland State University	10 years (6 years for Masters)
Portland State University	~ 8 years (5 years after the Dissertation Committee is formed, after the Comp Exams are taken)
University of North Carolina at Charlotte	8 – 10 years? (classes within 10 years can be counted... classes between 8-10 years old must be revalidated... doctorate in nursing practise is less)
Rutgers University - Newark	7 years 8 years for part time student (3-5 years for Masters)
Bridgewater State University	No doctoral programs (6 years for Masters)
CUNY Brooklyn College	No doctoral programs (7 years for Masters)
University of Central Oklahoma	No doctoral programs (6-10 years for Masters)

Appointment to Graduate Faculty Process Proposed Changes

Current Process:

Regular Appointment:

- Tenured or tenure-track faculty are automatically appointed and remain continuously appointed until they separate from campus or there is a request to remove them from a graduate appointment.
- Clinical Faculty, Senior Instructors, or Research Faculty who have a doctorate in the appropriate discipline can be requested to be appointed as Regular Faculty. This can go directly to the Graduate School Dean for approval (rather than to GEC for a vote).
- Any other requests for a Regular appointment must go through GEC.

Special Appointment:

- Anyone who does not fit in the above categories and is involved in graduate education (i.e., grading or providing input that leads to a grade). They can have up to a three-year term and must be appointed for each type of activity they are participating in (e.g., each course, committee as member, and committee as supervisor).

Proposed Process:

All faculty appointments, except for tenured or tenured-track faculty who are automatically appointed, must be signed off by the College (dean or associate dean) which the appointment is being made.

Regular Appointment:

- Tenured or tenure-track faculty are automatically appointed and remain continuously appointed until they separate from campus or there is a request to remove them from a graduate appointment.
- Clinical Faculty, Senior Instructors, or Research Faculty who have a doctorate in the appropriate discipline can be requested to be appointed as Regular Faculty. This can go directly to the Graduate School Dean for approval (rather than to GEC for a vote).
- Any other requests for a Regular appointment must go through GEC.

Special:

- All individuals who are responsible for determining if program standards are met (i.e., teaching, research supervision, exam or thesis committees) should be appointed to the Graduate School. If they are not a Regular appointment, they need to be appointed as Special.
- Programs are permitted to appoint individuals either for specific activities (e.g., specific courses, or student projects) OR for approved content expertise areas (e.g., approved for grad courses in the area of forensic nursing). If the latter is being used, this expertise must be clearly articulated in the letter (if letter is required).
- Special appointments can be for up to a three year appointment, but can be for less time. People need to be reappointed at expiration of term.

- Faculty with a special appointment must have the qualifications needed to complete the assigned responsibilities. This is typically determined by credentials (i.e., terminal degree in the same field) or by *Tested Experience*, as defined in the [HLC requirements](#).
 - If the faculty has the terminal degree (typically doctorate in the discipline), submit the faculty appointment form and curriculum vita with education listed (CV) to the Graduate School.
 - If the faculty does not have the terminal degree, then a justification needs to be made based on *tested experience*.
 - If the department has criteria for *Tested Experience* that have been approved by the Provost and are on file with the Graduate School, and the dean or associate dean certifies that the faculty member meets those criteria, then a justification letter is not needed. Submit the faculty appointment form and CV to the Graduate School.
 - If the department does not have approved criteria for *Tested Experience*, the department will be required to submit a letter of support with the faculty appointment form and candidate CV. See information about letter content below.
- Those who have been appointed before and are not changing approved task areas can be reappointed by submitting a form which simply checks the “renewal” box on the form and submit a current CV.

Instructions for Letters to Support Faculty Appointments

- If a person has a doctorate degree in the specific area of focus, then a letter is not needed.
- If there are approved criteria for *Tested Experience* (per [HLC requirements](#)) on file in Graduate School and the dean or associate dean certifies that the faculty member meets those criteria, then a letter is not needed.
- If there are no approved criteria, then a letter documenting the person’s qualifications for teaching or serving on thesis committee must be provided with the request.
- Letters should include the following information
 - State the roles that you are allowing the faculty to do: teaching (specific courses or a specified content area of courses) or student thesis committee activity (specific student or for students in a specified area of content)
 - Summarize the specific education and work experience the person has that makes them qualified for the roles that you specified above. Work experience should be linked to the task and go beyond restating what is in the vita.
 - This is not a letter of recommendation. It is outlining the qualifications to meet HLC requirements for the tasks that go beyond credentialing based on degree.

APPOINTMENT TO THE GRADUATE FACULTY
UNIVERSITY OF COLORADO COLORADO SPRINGS

The UCCS Graduate Faculty of the _____
Department; School or College

recommends the appointment of _____
First and Last Name

to the graduate faculty as a _____ member for the period:
*Regular or Special**

_____ through _____
Start Term (semester and year) End Term (semester and year)

*Tenured, tenure-track faculty, and clinical faculty may serve in regular appointments. Others may be appointed in a regular appointment upon approval of the Graduate Executive Committee. Special appointments are not allowed to serve as chair of committees unless specifically approved by the Graduate School Dean. Special appointments may be made for periods up to 3 years and only for specific assignments related to specific expertise.

1. Does the faculty member have the terminal degree in the discipline?

Yes No

If yes, skip to #3

2. Does the department have approved criteria for *Tested Experience* on file with the Graduate School?

Yes No

Did the department deviate from the approved criteria and appointment processes for *Tested Experience*?

Yes No

3. This is a renewal. We are requesting the exact same approval as the previous appointment

Yes No

Please list specific duties required of faculty with Special appointments:

Teaching; *list specific graduate courses with title and course number or content area* (please indicate if master's or doctoral level courses):

Serving on student thesis/dissertation/capstone/examination committees; *list specific students or projects or content area:*

Supervising student thesis, dissertation, capstone, or clinical doctoral project; *list specific students:*

Current vitae must accompany all appointments. Attach supporting materials. If faculty do not have terminal degree in the field, and the department does not have an approved criteria for Tested Experience on file with the graduate school, a letter outlining the expertise and reasons for consideration should be included.

RECOMMENDATION (your signature indicates all information is correct and all approved processes for *tested experience* have been followed):

Date _____
_____ *Graduate Program Advisor (required)*

Date _____
_____ *Department Chairperson (as needed)*

Date _____
_____ *College/ School Dean or Associate Dean (required)*

APPROVAL:

Date: _____ Approved _____
Disapproved _____ *Dean of the Graduate School (Required)*

Please return this form and supporting documents to the UCCS Graduate School Office (Cragmor Hall 110 or by email to gradinfo@uccs.edu)

Informational Item

College of Business, Graduate School of Business Administration

Change: Area of Emphasis in Project Management in the MBA program

Current Information	Proposed Changes
Requires 4 specific courses (12 credits):	Requires 4 courses (12 credits)
1) OPTM 6300 Managing Projects for competitive Advantage 2) OPTM 6490 Virtual Team Skills for Project Management 3) OPTM 6590 Project Estimation & Risk Management 4) OPTM 6690 Bridging Strategy & Tactics in Project Management	1) OPTM 6300 Managing Projects for competitive Advantage 2) OPTM 6590 Project Estimation & Risk Management 3) OPTM 6690 Bridging Strategy & Tactics in Project Management 4) MBA 6000 level elective

Change: Certificate in Project Management

Current Information	Proposed Changes
Requires 4 specific courses (12 credits):	Requires 4 courses (12 credits)
1) OPTM 6300 <i>Managing Projects for competitive Advantage</i> 2) OPTM 6490 Virtual Team Skills for Project Management 3) OPTM 6590 Project Estimation & Risk Management 4) OPTM 6690 Bridging Strategy & Tactics in Project Management	1) OPTM 6000 Operations: Competing through Capabilities 2) OPTM 6300 <i>Managing Projects for competitive Advantage</i> 3) OPTM 6590 Project Estimation & Risk Management 4) OPTM 6690 Bridging Strategy & Tactics in Project Management

- The credit requirements of the Project Management emphasis and Certificate in Project management will remain the same.
- The College of Business is aligning this emphasis area in the same format as most other areas in the MBA program. It allows students to customize their education by selecting an additional MBA elective that would be suitable to their needs while at the same time completing an area of emphasis.
- Areas of emphasis that requires 3 specific courses plus one additional electives include: Finance; Innovation Management; International Business, Management, Marketing, Operations Management, and Service Management.
- The Certificate in Project Management is four specific courses (12 credits). This follows the same format as some of the other certificates such as Finance, Marketing, and Management.