



Graduate Executive Committee
October 13, 2017
Minutes

Attendees:

Voting Members: Brian McAllister, Melissa Benton, Craig Elder, Jon Caudill, Steve Tragesser, Karen Livesey, Al Schoffstall, Sandy Berry-Lowe, Leilani Feliciano, Eddie Portillos, Linda Button, Sylvia Mendez

Non-voting Members: Patty Witkowsky, Wendi Clouse, Crista Hill, Edie Greene, Windy Adoretti, Steve Miller, Edward Chow, Jose Mora, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

- Change to MA in Leadership- Student Affairs in Higher Education program- presented by Patty Witkowsky (see proposal below)
 - The requested changes include increasing the number of credits from a total of 30 credits to a total of 33 credits, updating the content of one of the current courses, and starting the cohort during summer semester.
 - GEC unanimously voted to recommend approval of the proposed program changes.
- Discussion on Graduate Student Research showcase- Thursday May 3rd 8:00-1:00 or Friday May 4th in the afternoon, with evening reception
 - The directors feel that an afternoon (2:00-5:00 on Friday May 4th) would work best for students and faculty.
- 3MT discussion:
 - Do you want? Will students participate? Directors will promote to their students and would like the graduate school to move forward with planning the event. Directors suggest that we video tape the presentations so programs can use these on websites.
 - When to have? It is preferable to pair with the Graduate Research Showcase, rather than a separate event.
 - Graduate school would like to hire a faculty fellow to organize this event: If you know of anyone interested, please send their name to Kelli (kklebe@uccs.edu). We will offer a small stipend and some administrative support. They would be involved in:
 - Organize event
 - Provide/organize trainings for students
 - Coordinate recruiting and training judges
- Guaranteed admit proposed updates (see handout below)
 - Directors preferred the name: Streamlined Graduate Application
 - Eligibility criteria: No issues with the proposed eligibility criteria
 - Each program will need to opt in to this application option. A survey will be sent to directors/staff about requirements. There will be a deadline.
- Presidential Management Fellowships: (KrisAnn)
 - Geared towards students interested in going to in federal government work. Eligible to apply the final year of their program and up to 2 years after. Looking for broad list of fields.
 - Website: www.pmf.gov
 - Application opens October 23rd to November 1st
- Graduate School Fair brief survey (see below)
 - Thanks for attending or sending someone to attend fair
 - Planning for Spring event (UCCS only; campus and community event)
 - Based on concerns in past, thinking about revising
 - Please complete and return to Sarah Elsey by October 30th



- Dean's Report
 - Funding: Graduate Tuition Grants
 - Matching tuition money which we have piloted for 2 years has been given “permanently to graduate school”
 - We will let you know the amount of money you have by Dec 1 to use
 - Working with deans to use model for distributing funds. Issue: over a million \$ in requests when we have \$400,000 to give out; need limiting factors
 - You will be asked to identify how many awards at what amount you will have matching funds for; **WATCH FOR THIS SURVEY IN UPCOMING WEEK**
 - Certificate Policy:
 - Revision of policy this year; if you have any concerns please let me know; a committee will be developed so if you want to serve let me know
 - CU-SIS records: certificates and licensures moved under college/school versus nondegree
 - Allows you to know who your students are
 - Allows reports to be generated based on college/school needs
 - Allows “counting” of credits generated to college
 - May impact tuition and fees for students in EAS, Business, and Beth El.
 - Legal discussion next month, any topics you want covered? Please let us know by Nov 1.
 - Recruitment:
 - Royall application campaign
 - Application “called” expedited—means that the application is populated with known information about student; all other information for application you ask for is required; students complete application and must submit your required materials;
 - if you get phone calls from students, we would like to know their concerns/questions so we can adjust materials sent if needed.
 - There is a new marketing organization (Karsh Hagan) who is doing a ‘refresh’ of marketing materials.

Upcoming Events

Student Travel Awards: Application opened October 10th. Information and the application can be found on the Graduate School Website under Finance Resources (<http://www.uccs.edu/graduateschool/uccs-finances/finance-resources.html>). Contact Sarah Elsey (selsey@uccs.edu) if you have any questions.

Mountain Lion Research Day: December 1st in Gallogly.

Registration due by November 10th: <https://www.uccs.edu/research/mountain-lion-research-day.html>

Morning: Poster sessions

Lunch: Keynote address with Allison Friederichs

Afternoon: TA session for students with Allison Friederichs

Allison Friederichs serves as the Associate Dean for Academic Affairs and an assistant teaching professor at the University of Denver's college of professional and continuing studies, University College. Allison has taught communication courses for seventeen years, has earned University College's Master Teacher designation for continued professional development, and works as a curriculum design consultant. Allison engages in research and public speaking in the area of what we know about how the adult brain learns, and the implications of that knowledge on teaching and curriculum development.



University of Colorado
Colorado Springs

In addition to her role in academia, Allison is a communication consultant, providing training across sectors from government to small businesses in areas such as how the adult brain learns for trainers, communication skills, and business writing. Allison is a member of the Women's Leadership Council of the University of Denver, and she serves her community by serving on the board of directors for Freedom Services Dogs of America.

Fall 2017 GEC Meetings (10:00-11:30; Dwire 204)
November 10; December 8

Spring 2018 GEC Meetings (10:00-11:30; locations Dwire 204)
February 9; March 9; April 13; May 4 (A week early due to commencement conflict)

Graduate Executive Committee Proposal

October 2, 2017

COLLEGE: College of Education – Department of Leadership, Research, and Foundations

REQUEST: Request for a change to the degree program: Master of Arts in Leadership with a concentration in Student Affairs in Higher Education (SAHE)

TIMELINE: Changes would be implemented for the incoming Summer 2018 SAHE Cohort

CONTACT: Dr. Patty Witkowsky, Assistant Professor and Student Affairs in Higher Education Program Coordinator, pwitkows@uccs.edu

Master of Arts in Leadership with a Concentration in SAHE Program Overview

The curriculum for the MA in Leadership with a concentration in Student Affairs in Higher Education (SAHE) has been carefully designed to ensure the development of educational leaders for college and university student affairs services. An emphasis of the program is to strengthen these leaders to transform institutions into learning communities in which all members of a diverse society are accorded opportunity and respect. The program adheres to the Master’s Level Student Affairs Professional Preparation Program Standards developed by the Council for the Advancement of Standards (CAS Professional Standards for Higher Education, 9th ed.). SAHE program coursework encompasses foundational studies, professional studies, and supervised practice.

Proposed Changes to the Master of Arts in Leadership with a concentration in SAHE graduate degree program:

1. Addition of a course (LEAD 5010: Personal and Professional Development in SAHE), which changes the start time of the program from the Fall semester to the Summer semester and increases the program’s credit hours from 30 to 33.
2. Update current first course (LEAD 5030: Vision, Values, and Administration of Student Affairs) content to become the second course of the program.

Master of Arts in Leadership with a concentration in SAHE Current Curriculum and Proposed Course Change (Yellow/Red)

Course #	Course Title	Semester Offered
LEAD 5010	Personal and Professional Development in SAHE (3) - add	Summer
LEAD 5030	Vision, Values, and Administration of Student Affairs (3) -update	Fall
LEAD 5610	Social and Cultural Foundations of Higher Education (3)	Fall
LEAD 5260	College Student Development Theory (3)	Spring
LEAD 5210	Counseling and Helping Skills in Higher Education (3)	Spring
LEAD 5290	Budgeting & Finance of Student Affairs in Higher Education (3)	Summer
LEAD 5700	Introduction to Research & Statistics (3)	Summer
		21 credits

LEAD 5280	Legal & Ethical Issues in Higher Education (3)	Fall
LEAD 5310	Student Services Program Development & Evaluation (3)	Fall
LEAD 5110	Culturally Responsive Practices in Student Affairs (3)-elective	Spring
LEAD 6000	International Study of Higher Education (3)-elective	Variable
LEAD 6830	Practicum in Student Affairs in Higher Education (3)	Spring
		12 credits
	Total Credit Hours for Program	33 credits

Rationale for Proposed Course Addition – LEAD 5010: Personal and Professional Development in SAHE

The field of student affairs is steadily becoming more professionalized, resulting in additional content and resources to teach in the introductory courses of the program. The heightened competition for professional positions in student affairs in higher education has elevated the need for program graduates to be prepared for these job searches. Finally, concerns regarding effective socialization into the field of student affairs in order to prevent burnout and turnover of new professionals have caused an increase in resources to address this issue. Thus, the content to be taught in the current introductory course, LEAD 5030: Vision, Values, and Administration of Student Affairs, requires that it be divided into two separate courses: (1) a course focused on personal and professional development needs as students enter the field (the proposed LEAD 5010: Personal and Professional Development in Student Affairs course); and (2) a course focused on aspects of the structure of student affairs, perspectives of holistic student learning, and professional competencies (the current LEAD 5030: Vision, Values, and Administration of Student Affairs course).

The addition of LEAD 5010 will increase the overall credit hours of the program from 30 to 33. However, it will remain below the requirements of other student affairs graduate preparation programs in the state and across the nation. Thus, it is not anticipated to impact interest from prospective students or enrollment. Indeed, application numbers have increased 65% over the past three years and enrollment has remained steady at 22 students per cohort (two students above the 20 student target number for each cohort).

As graduate assistantship opportunities expand at UCCS, many new students in the SAHE program are seeking work on campus prior to the start of the Fall semester, given the nature of the work they are engaged in preparing for the transition and engagement of undergraduate students (e.g., Residence Life and Housing, Academic Advising, Student Life & Leadership, Pre-Collegiate Programs). Therefore, students working in Student Success areas on campus will be able to begin employment during the Summer when those areas are preparing for the beginning of the new academic year.

Resources to Support Change

The costs associated with the additional course include course development and the summer teaching expense. The Department of Leadership, Research, and Foundations in the College of Education will support the course development cost and the Dean of the College of Education has approved the summer teaching expense. A faculty member in the Department of Leadership, Research, and Foundations has agreed to design and teach the course.

Approval Process

The faculty in the Department of Leadership, Research, and Foundations, and the members of the College of Education Curriculum Committee, have approved the addition of the new LEAD 5010: Personal and Professional Development in SAHE course and the increase in program credit hours from 30 to 33.

Guaranteed Admit Proposed Program Updates

This program is to encourage applications from our best UCCS undergraduate students applying to a UCCS graduate program by offering a known abbreviated application process.

Name ideas: Streamlined Graduate Application, Mountain Lion Graduate Applicant

Programs are allowed to waive the following items (Not all items need to be waived. It should be clearly articulated on your websites what is waived and what the minimum requirements are):

- Standardized test scores (e.g., GRE, GMAT, MAT)
- Recommendation letters
- Goal statement
- Resume/CV

Cannot waive application or transcripts. Transcripts must be submitted or pulled from CU-SIS.

Eligibility criteria:

- Programs must enforce a minimum cumulative **GPA of 3.00** (or higher if program has higher minimum for this program).
- Student can apply using this application for up to 4 years after graduating. Programs can have shorter time limits, but cannot allow longer.
- Must have a minimum of 45 credits at UCCS (programs can have more)
- No doctoral programs can participate
- Programs must follow their normal deadlines for their program with these students.

Next Steps:

All programs must request to participate in this program. We will be sending out a form with needed information that must be submitted to be considered to participate in this program. If you were already participating, you will need to resign up, using the provided form to continue. This information is necessary to build the applications and develop checklists for the admission process.

Information we will need:

- What are you waiving?
- Min. GPA requirements (program and cumulative if applicable)
- Max number of years since graduating
- # of UCCS credits required as undergraduate
- Other requirements (e.g., field of undergraduate program)
- Contact person
- Website link

Proposed method of collecting this information in the application:

Students will complete the regular application. In the application, after they have selected the program they are applying to, they provide information about if prior/current UCCS attendance. If your program participates in this application program, and if the student responds affirmatively to attending UCCS, the student will be given information on eligibility for streamlined application. If applicant says they meet the eligibility criteria, the application will automatically provide information about what is required for a complete application under this expedited process.



PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT

Seeking Recent and Current Graduate Students for the Presidential Management Fellows (PMF) Program

This highly selective, rigorous leadership program recruits recent graduates (who completed an advanced degree two years prior to the application opening date) and current graduate students (who will complete an advanced degree by August 31st the following year) annually in the fall.

Here is a sampling of degrees and disciplines for which the Federal Government has projected a need:

- Accounting/Finance
- Aeronautics and Space Science
- Computer Science
- Economics
- Engineering (**all disciplines**)
- Environmental Sciences
- Health/Medical Science
- Human Resources
- Information Technology
- International Affairs
- Public Administration and Public Policy
- Public Health
- Statistics

In addition, the Federal Government has a specific need for degrees and discipline related to Cybersecurity and Privacy

Fellows receive: Two-year paid fellowships, Competitive Pay and Benefits, and Training and Development

Program and application information can be found at <https://www.pmf.gov/>.



UCCS Graduate School Fair Questionnaire, Fall 2017

Program Name: _____

Are you satisfied with the number of students you spoke to about your program at the graduate school fair?

Are you satisfied with the quality of students you spoke to at the graduate school fair?

Is there a time of day that would work better for you or your current graduate students to host a table at this event?

Traditionally, the Graduate School office offers a spring Graduate Program Open House event in February or April. Instead of the Open House event, would your program be willing to commit to offer a program specific information session in the spring? This could be a college wide graduate program event. The Graduate School and Office of Admissions could provide financial and logistical support to host your event. Ideally, this event would be open to the campus and Colorado Springs community.

If you are interested in this idea, please list a contact name and email to work with on the spring event planning:

Would you prefer to continue as is with the traditional Graduate School spring open house event?

If you are not interested in either option, please explain why.

Any other comments or feedback about the Graduate School Fair?

Thank you! If you are not able to complete this questionnaire today, please email responses to Sarah Elsey, selsey@uccs.edu by Monday, October 30th.