Graduate Executive Committee
October 14, 2016
Minutes

Attendees: Al Schoffstall, Melissa Benton, Craig Elder, Patty Witkowsky, Whitney Porter, Brian McAllister, Don Klingner, Sandy Berry-Lowe, Linda Button, Wang Chao, Crista Hill, Ruby Cheng, Jose Mora, Ron Koch, Jon Caudill, Karen Livesey, Steve Tragesser, Edie Greene, Eddie Portillos, Kelli Klebe, Kyle Gruenhagen, KrisAnn McBroom

- English Proficiency Requirements (check requirements)- Ruby Cheng
  - The international recruitment staff would like to ensure that all websites and documents have the correct score requirements for TOEFL, IELTS, or KITE (previously ACTcompass test). Please review the attached document to ensure that your program's scores are accurate (if not completed at meeting). Follow-up by emailing Ruby Cheng at ycheng@uccs.edu.
  - Ruby is also able to send out sample tests to programs so they can see the type of material that prospective students are being tested on in each of the ESL examinations.

- Graduate Executive Committee: Purpose/Role, Membership (see graduate school rules)
  - May GEC: when reviewing revisions to GS policies and procedures, we were asked to bring back the issue about GEC—role and purpose, membership
  - Please see below for current policy wording. The current wording is unclear on who can vote and how many votes can be given by each department/college. This is due to different uses of the word program, department, track, etc.
  - The question posed is should we change the wording OR have a different system in how we run the meetings. Currently, faculty who attend meeting are able to vote. This can mean an uneven representation of colleges or departments at different meetings (see table below for last year's total voting members invited and total attended)

2015-2016 Month	Total Faculty Invited	Total Faculty Attended	% Attended
Sept	37	14	37.84%
Oct	37	13	35.14%
Nov	37	12	32.43%
Dec	37	13	35.14%
Feb	37	16	43.24%
March	37	10	27.03%
April	37	9	24.32%
May	37	12	32.43%
Average	37	12.38	33.45%

- o The Committee determined that some clarity was needed. Specifically, it was discussed to have a set list of number of votes per department, but that departments would like to have freedom to send unnamed faculty representative. The committee requested the graduate school bring forward some updated wording to a future GEC meeting and a list of programs/departments. The Committee wanted the graduate school dean to stay the chair.

- Student appeal process (see proposed changes)
  - o There was a discussion specific to authority for the final decision in an appeals case. It was recommended that the Student Affairs Committee would be the final deciding entity for the appeal process. The process would no longer go to the Dean of the Graduate School for final decision.
  - o It was also noted that if the appeal was about a decision from the Graduate School (e.g., Provisional admit and removal, fellowships/scholarships, Graduation) that a chair from GEC membership would be appointed by the Provost and committee selection for that appeal would occur by the Chair.

- Graduate School Scholarships: A draft of the list of scholarships for 2017-2018 awards was passed out. Please see the graduate school website for available scholarships at (http://www.uccs.edu/graduateschool/uccs-finances/finance-resources.html). Specifically note:
  - o Tuition Assistance Grants— we have sent request to deans to submit number of grants for each college.
  - o Nonresident recruitment: You will know how many you have to give out for next year by end of November.

Announcements:

Graduate School Fair: Thank you to those who were able to come to the Graduate School Fair on October 12th. We had a record turn-out of 150 prospective students.

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.

Fall 2016 GEC Meetings (10:00-11:30; Dwire 204)
    November 11; December 9

Spring 2017 GEC Meetings (10:00-11:30; locations Dwire 204)
    February 10; March 10; April 14; May 5 (A week early due to commencement conflict)

Draft Revision to current Student Appeal Policy and Student Affairs Committee policy

English Proficiency Requirements							
Graduate Program	**Degree**	**TOEFL**	**IELTS**	**Successful completion of UCCS Approved English Training Programs (Currently UCCS IEP and ELS)**	**Conditional Admission?**	**Others/ Exemptions**	**Contact**
Accounting	MS	iBT: **85 (new change)** Paper based: 550	6.5	Yes	Yes		Phone (719) 255-3408 msa@uccs.edu
Applied Geography	MA	iBT: 89	6.5	Yes	No	1. post-secondary degree at U.S. institution 2. combined score of 297 in GRE with proficiency on the writing requirements	Phone (719) 255-3789 eskop@uccs.edu
Applied Mathematics -MS in Applied Math -MSc w/ Math Emphasis	MS	iBT: 92 Paper based: 580	6.5	Yes	No	1. A bachelor's degree from a US accredited institution where teaching is done in English. 2. If the student is a citizen of a country whose first/official language of instruction is English and the student has completed undergraduate work in that country.	Phone (719) 255-3554 Email: ksturm@uccs.edu
Applied Science-Math	PhD	iBT: 92 Paper based: 580	6.5	Yes		1. A bachelor's degree from a US accredited institution where teaching is done in English. 2. If the student is a citizen of a country whose first/official language of instruction is English and	Phone (719) 255-3554 Email: ksturm@uccs.edu

						the student has completed undergraduate work in that country.	
Applied Science-Physics	PhD	iBT: 83 Paper based: 560	6.5	Yes	Yes	If the student has successfully completed one year of full-time academic study at a U.S. institution, this requirement can be waived. An oral interview with Physics faculty may also be required as proof of English proficiency, as the department sees fit.	Phone (719) 255-3512 Email: rcamley@uccs.edu
Biochemistry	MSc	iBT: 100	7	No	No		Phone: (719) 255-3479 Email: tfleener@uccs.edu
Biology: Ecology & Evolution, Exercise Science or Molecular & Cellular	MSc	iBT: 80	6.5	No	No		Phone (719) 255-7552 Email: sberrylo@uccs.edu
Business Administration, Campus or Online	MBA	iBT: 85 (New Change) Paper based: 550	6.5	Yes	Yes		Phone: (719) 255-3408 Email: mba@uccs.edu
Chemistry	MSc	iBT: 100	7	No	No		Phone: (719) 255-3479 Email: tfleener@uccs.edu

Communication	MA	iBT: 80	6.5	Yes	No	Review students' Statement of purpose and other writing material to assess their English proficiency	Phone: (719) 255-8193 Email: cbell3@uccs.edu
Computer Science	MS	iBT: 80	6.5	Yes	Yes	1. If a student is graduated from a US institution2. If a student has completed a UCCS approved English as a Second Language Program (depending on the program)	Phone (719) 255-3544Email: alangfel@uccs.edu
Computer Science: Games and Media Integration	MS	iBT: 80	6.5	Yes	Yes	1. If a student is graduated from a US institution 2. If a student has completed a UCCS approved English as a Second Language Program (depending on the program)	Phone (719) 255-3544 Email: alangfel@uccs.edu
Counseling and Human Services: Clinical Mental Health Counseling	MA	iBT: 80 Paper based: 550	6.5	Yes	No		Phone: (719) 255-4996 Email: education@uccs.edu
Counseling and Human Services: Counseling & Leadership (Air Force Officer Command) *For Air Force Academy Offier only	MA	iBT: 80	6.5	No	No		Phone: (719) 255-4096 Email: jsaunde3@uccs.edu

Counseling and Human Services: School Counseling	MA	iBT: 80 Paper based: 550	6.5	Yes	No		Phone: (719) 255-4996 Email: education@uccs.edu
Criminal Justice	MCJ	iBT: 85	6.5	No	No	If the applicant's scores do not meet these minimums, s/he will be asked to provide writing samples and to interview	Phone (719) 255-4993 Email: chill12@uccs.edu
Criminal Justice and Public Administration Dual Degree	MCJ/MPA	iBT: 85	6.5	No	No	If the applicant's scores do not meet these minimums, s/he will be asked to provide writing samples and to interview	Phone (719) 255-4993 Email: chill12@uccs.edu
Curriculum and Instruction Programs	MA	iBT: 80 Paper-based: 550	6.5	Yes	No		Phone: (719) 255-4996 Email: education@uccs.edu
Curriculum and Instruction: Science Education or Space Studies/Science Education	MA	iBT: 80 Paper-based: 550	6.5	Yes	No		Phone: (719) 255-4996 Email: education@uccs.edu
Curriculum and Instruction: Science Teaching or Space Studies/Science Teaching	MSc	iBT: 80Paper-based: 550	6.5	Yes	No		Phone: (719) 255-4996 Email: education@uccs.edu

Doctorate of Nursing Practice - Online Only	DNP	*Do not accpet international students					Phone: (719) 255-4424 Email: dbusch@uccs.edu
Electrical Engineering	MSEE	iBT: 80	6.5	Yes	Yes	1. If a student is graduated from a US institution 2. If a student has completed a UCCS approved English as a Second Language Program (depending on the program)	Phone: (719) 255-3351 or 255-3548 Email: ewynhors@uccs.edu
Electrical Engineering	PhD	iBT: 80	6.5	Yes	Yes	1. If a student is graduated from a US institution 2. If a student has completed a UCCS approved English as a Second Language Program (depending on the program)	Phone: (719) 255-3351 or 255-3548 Email: ewynhors@uccs.edu
Energy Engineering - Online Only	ME	iBT: 80	6.5	Yes	No		Phone: (719) 255-3246 Email: dhouse@uccs.edu
Engineering Management - Online Only	ME	iBT: 80	6.5	Yes	No		Phone: (719) 255-3246 Email: dhouse@uccs.edu
Engineering: Software Engineering	ME	iBT: 80	6.5	Yes	Yes		Phone (719) 255-3544 Email: alangfel@uccs.edu
Engineering: Computer Science	PhD	iBT: 80	6.5	Yes	Yes	1. Students who have completed a degree at an accredited U.S. university 2. Students who complete an English as a Second Language program through either level 5 or	Phone (719) 255-3544 Email: alangfel@uccs.edu

						level 112 (depending on the program).	
Engineering: Information Assurance	ME	iBT: 80	6.5	Yes	Yes	1. If a student is graduated from a US institution 2. If a student has completed a UCCS approved English as a Second Language Program (depending on the program)	Phone (719) 255-3544 Email: alangfel@uccs.edu
Engineering: Security	PhD	iBT: 80	6.5	Yes	Yes	1. If a student is graduated from a US institution2. If a student has completed a UCCS approved English as a Second Language Program (depending on the program)	Phone (719) 255-3544Email: alangfel@uccs.edu
Engineering Systems-Online Only	ME	iBT: 80	6.5	Yes	No		Phone: (719) 255-3246 Email: dhouse@uccs.edu
Engineering: Space Operations - Online Only	ME	iBT: 80	6.5	Yes	No		Phone: (719) 255-3246 Email: dhouse@uccs.edu
Health Promotion	MSc	iBT: 89	No	No	No	• Students may be required to participate in a Skype interview as part of the interview process to assist with English proficiency evaluation	Phone: (719) 255-4421 Email: hhoch@uccs.edu
History	MA	iBT: 80	6.5	No	No		Phone: (719) 255-4069 Email: ismith2@uccs.edu

Leadership: Education & Principal Licensure - On Campus and Online	MA	iBT: 90 Paper-based: 575	6.5	Yes, over 280	No		Phone: (719) 255-4996 Email: education@uccs.edu
Leadership: Educational Leadership, Research & Policy	PhD	iBT: 90 Paper-based: 575	6.5	Yes, over 280	No		Phone: (719) 255-4996 Email: education@uccs.edu
Leadership: Student Affairs in Higher Education (SAHE)	MA	iBT: 90 Paper-based: 575	6.5	Yes, over 280	No		Phone: (719) 255-4996 Email: education@uccs.edu
Mathematics	MSc	iBT: 92 Paper based: 580	6.5	Yes		1. A bachelor's degree from a US accredited institution where teaching is done in English. 2. If the student is a citizen of a country whose first/official language of instruction is English and the student has completed undergraduate work in that country.	Phone: (719) 255-3554 Email: ksturm@uccs.edu
Mechanical & Aerospace Engineering	PhD	iBT: 80	6.5	Yes		If students have graduated from a US institution; or have completed a UCCS approved English as a Second Language Program, they are exempt from this requirement.	Phone: (719) 255-3243Email: mae@uccs.edu
Mechanical Engineering	MS	iBT: 80	6.5	Yes		If students have graduated from a US institution; or have completed a UCCS approved English as a Second Language	Phone: (719) 255-3243 Email: mae@uccs.edu Stephanie Vigil

						Program, they are exempt from this requirement.	svigil5@uccs.edu
Nursing: Nurse Practitioner or Nursing Education - Online only	MSN	*Do not accept international students					Phone: (719) 255-4424 Email: dbusch@uccs.edu
Physics	MSc	iBT: 83 Paper based: 560	6.5	Yes	Yes	If the student has successfully completed one year of full-time academic study at a U.S. institution, this requirement can be waived. An oral interview with Physics faculty may also be required as proof of English proficiency, as the department sees fit.	Phone (719) 255-5116 Email: rcamley@uccs.edu
Psychology: Clinical (PhD): Geropsychology or Trauma Emphasis	PhD	iBT: 80	6.5	No	No		Phone: (719) 255-4500 Email: ddubois@uccs.edu
Psychology: Clinical or Psychological Science	MA	iBT: 80	6.5	No	No		Phone: (719) 255-4500 Email: ddubois@uccs.edu
Public Administration - Online and On Campus	MPA	iBT: 85	6.5	No	No		Phone (719) 255-4047 Email: chill12@uccs.edu
Sociology	MA	iBT: 100	7	Yes, over 280	Yes		#4143 Edwardo Portillos eportill@uccs.edu

Special Education	MA	iBT: 80 Paper-based: 550	6.5	Yes	No		Phone: (719) 255-4996 Email: education@uccs.edu
Sports Medicine: Athletic Training	MSc	iBT: 89	No	No	No	• Students may be required to participate in a Skype interview as part of the interview process to assist with English proficiency evaluation	Phone (719) 255-4421 Email: hhoch@uccs.edu
Sports Medicine: Strength & Conditioning	MSc	iBT: 89	No	No	No	• Students may be required to participate in a Skype interview as part of the interview process to assist with English proficiency evaluation	Phone: (719) 255-4421 Email: hhoch@uccs.edu
Sports Nutrition	MSc	iBT: 89	No	No	No	• Students may be required to participate in a Skype interview as part of the interview process to assist with English proficiency evaluation	Phone: (719) 255-4421 Email: hhoch@uccs.edu

Sections of Policy related to make-up and purpose of GEC

Article I

Section C: Graduate Faculty

The graduate faculty is responsible for academic and curricular decisions regarding graduate education at the University of Colorado Colorado Springs. Graduate faculty empowers the Graduate Executive Committee to oversee the operations of the Graduate School.

Section E: Graduate School Executive Committee

1. **Composition** of the Graduate Executive Committee: The Graduate Executive Committee consists of the following members:
   a. Graduate School Dean (Chair)

   b. Faculty representative from each graduate program, normally the program director. Each program representative has one vote in the Graduate Executive Committee (programs with master's and doctoral degrees have one vote)

   c. A representative of the library faculty (non-voting member)

2. **Responsibilities:** The Graduate Executive Committee focuses on the issues of graduate education including, but not limited to, student affairs, curriculum development, and academic transactions. In particular, the Graduate Executive Committee will:

   a. Approve policies and procedures of the Graduate School (Note that some policies may require further approval by the UCCS Faculty Assembly, the Provost and Executive Vice Chancellor for Academic Affairs, the Chancellor, the University of Colorado System office, or the Regents)

   b. Review all proposals for new graduate programs, new program options/tracks/concentrations/areas of emphasis, and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs

   c. Review proposals for significant modification of existing curricula and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs (a significant modification will be at the discretion of the Graduate School dean and could include items such as credit hour changes, course overlaps, core course requirements, etc.)

Article I. Section F: Standing Committees of the Graduate Executive Committee

The following standing committee is appointed by and responsible to the Graduate Executive Committee:

The Student Affairs Committee is a four-member subcommittee of the Graduate Executive Committee~~,~~ and one student representative appointed by the Graduate School Dean ~~with the approval of the Graduate Executive Committee.~~ This committee is responsible for hearing student problems and appeals. The Student Affairs Committee will not accept appeals concerning grades or program admission decisions. The committee meets as required.

ARTICLE VI: GRADUATE STUDENT APPEALS
Section A: Final Responsibility

1. All appeals regarding course grades or admission decisions shall follow the procedures established by the school/college in which the course was taken or the admission decision was rendered.
2. Final authority on appeals submitted by graduate students concerning actions (other than grading or admissions decisions) taken by faculty members, program directors, ~~the Graduate School Dean~~academic college/school dean, or other administrative officials, rests with the Graduate ~~Executive Committee~~School dean. If ~~such~~ an appeal involves a matter affecting two or more University of Colorado campuses, the final action rests with the Provost and Executive Vice Chancellor of Academic Affairs.

Section B: Student Appeal Procedures
The procedures for a student appeal to the Graduate School Dean and the Graduate Executive Committee are:

1. An appeal will be officially accepted from a student only after it has been determined that the student has exhausted the appeals process in effect in the program, department, school, and college.
2. If a resolution to the problem identified in the student's appeal cannot be reached on the department or unit level, the student may submit a written appeal to the Graduate School Dean. The written appeal must descript in detail the basis in fact for the opinion that the student has been treated unfairly academically and must describe actions taken to resolve the problem at the departmental level.
3. Upon receipt of a written appeal from a student, the Graduate School Dean will contact the appropriate departmental officer to get a response to the questions or objections raised by the student. In some cases, a written response from the department may be requested. The response and appeal is then sent to the Student Affairs Committee of the Graduate Executive Committee. This committee acts in an advisory capacity to the Graduate School Dean and will forward their findings and recommendations to the Graduate School Dean.

   The Graduate School Dean will make a decision in the case. The decision from the

Graduate School Dean is final. ~~This decision may be appealed by either party to the full Graduate Executive Committee, but only if the decision of the Graduate School Dean is in disagreement with the recommendation of the Student Affairs Committee. In this case, the decision of the Graduate Executive Committee is final.~~