University of Colorado
Colorado Springs

Graduate Executive Committee
September 8, 2017
Minutes

Attendees:
Voting Members: Sylvia Mendez, Cathy Simmons, Jon Caudill, Leilani Feliciano, Craig Elder, Steve Tragesser, Sandy Berry-Lowe, Brian McAllister, Jeff Ferguson, David Havlick, Karen Livesey, Jeff Spicher, Al Schoffstall, Mandi Elder, Eddie Portillos, Rob Sackett, Joe Wehrman
Non-voting Members: Edward Chow, Rosey Reidl-Smith, Crista Hill, Mathew Cox, Wang Chao, Steve Miller, Ruby Cheng, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

- Welcome/Introductions
  - Thanks for taking on this position
  - Introductions
  - Program Director and GEC Roles- Policy and Procedure Manual, Article I; Section D and E (provided below).
- College Week Live: Ruby Cheng (International Recruitment)
  - The Graduate School is participating in College Week Live, which is a way for us to connect with international students to help them connect with UCCS programs (both undergraduate and graduate). See handout below for more information.
  - From this, the university is getting leads for our graduate programs. Graduate recruitment will be communicating with these individuals and providing them with information about their programs of interest, but if you would like a list of your program leads, please contact Ruby Cheng at ycheng@uccs.edu.
- Accelerated Master's Program (AMP) policy
  - The Graduate Executive Committee unanimously voted for approval of the proposed AMP policy. Please see policy below.
- Guaranteed Application discussion:
  - Currently is a paper application, we would like to move to have students apply online, even if continue with this type of admission.
  - But bigger issue is do we need this at all; programs can modify requirements needed for application (waive, set up procedures for high achieving current students, etc.). Programs want to continue to have an option, but agree that the name should change and could be done online through current application, with a waiver of certain materials.
  - ACTION ITEM: The Graduate School will work with admissions on what type of process would work within the current application and bring a proposal forward to GEC.
- Cumulative undergrad GPA for admission
  - What are people using to compute undergraduate GPA? The Graduate School application asks for all undergraduate transcripts to be included.
    - Many programs use all UG institution transcripts.
    - Others use UG transcript where get degree
    - Others use whatever student sends
  - Some issues associated with this:
    - Number of credit hours that are considered (e.g., some people get their degree at an institution but only take 30 credit hours there; if do not send all transcripts do not have all credit hours)
    - What is being considered might depend on student and what they send

- There are implications for provisional admission and meeting minimum standards of graduate school depending on the standard set.
- The departments seem to be calculating GPA in multiple ways including, using all transcripts, using only the degree earning institution transcript, and using whatever is submitted by the student at time of complete application packet.
    - ACTION ITEM: The graduate school will gather information about what other campuses use and bring forward some options that the graduate school could use as a minimum standard.
- New Admit Tab update: KrisAnn
    - There will be a new "admit" tab going live sometime in September or October. Currently students are immediately matriculated to UCCS when they are admitted and given access to all student areas for one calendar year, even if they never come here.
    - The admit tab will allow programs and the campus to better track students. Now students will go in to an "Admit" portal where they will need to accept/decline their admissions before they will be matriculated and given access to register for classes. The directions to this will be on the admissions letter sent out by the office of admissions at time of admit.
    - We are working with Records to have a report that programs can run to get up to date data on who has accepted, declined, or not responded yet.
- Procedures to make a change to degree type are complete: Campus will be considering costs as well as impact on other programs remaining in degree type and whether the program can meet CDHE standards. See policy below.

Upcoming Events
Graduation Paperwork Help Walk-In sessions (Cragmor 105):

- September 12th: 2:00-5:00
- September 13th: 11:00-2:00
- September 14th: 8:00-11:00

Graduate School Fair: October 11, 2017, 11:00 – 1:30 (Berger Hall)

Mountain Lion Research Day: December 1st in Gallogly.
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.

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.

Student Travel Awards: Application opens 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 2017 GEC Meetings (10:00-11:30; Dwire 204)
  September 8; October 13; 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)

Policy and Procedures: Article I;
Section D: Program Directors:

Each department or program that offers a graduate degree through the Graduate School shall have a designated graduate program director. This individual shall be recommended by the department chair (where appropriate) and appointed by the Dean of the school/college. Graduate program directors in collaboration with the program faculty have the responsibility for the curriculum and the integrity of the program. The program director shall work with the graduate advisors and their students to facilitate the admission, progression, and ultimate success of all students. Duties and responsibilities of program directors shall include:

1. For Prospective Students and Unclassified Students
   a. Provide accurate written information about the program
   b. Recruit new students
   c. Meet with prospective students
   d. Oversee evaluation and admission of applicants to the program
   e. Facilitate a smooth transition from unclassified to classified status for qualified students
   f. Coordinate recruitment activities with the Graduate School Recruiting and Retention Coordinator as needed.
2. For New and Continuing Students
   a. Monitor progress of provisionally admitted students and request the change of their admission status as appropriate with The Graduate School and Admissions and Records
   b. Ensure students are properly advised, have access to an appropriate advisor, and are expected to complete the program in a timely manner
   c. Work with the department chair or other appropriate persons to schedule and assign graduate courses
   d. Oversee the development and administration of required examinations
3. For Graduating Students
   a. Verify that all requirements (e.g., coursework, examination, thesis, dissertation, capstone project) have been satisfied
   b. Provide final approval on thesis/dissertation/capstone format, when required
4. For Program Faculty
   a. Recommend curricular revisions, as necessary

    b. The program director will also bear ultimate responsibility for the paperwork that arise in each category listed below:
  i. Admission forms
  ii. Revise admission status when student is admitted "provisionally"
  iii. Use of unclassified credit
  iv. Transfer of credits
  v. Validation of expired coursework
  vi. Advancement to candidacy
  vii. Approval of thesis/capstone/dissertation committee
  viii. Degree audits

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. An identified faculty representative from each unit/department that has a graduate degree program. Each representative has one vote in the Graduate Executive Committee (units/departments with master's and doctoral degrees have one vote). Units/departments may request additional membership on Graduate Executive Committee for robust and unique degrees/options/programs subject to GEC vote. A voting member must have *Regular* faculty appointment status. The Graduate School will keep a list of voting members of GEC each semester.
   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 (Article II: Section C) of existing curricula and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs.
3. **Quorum**: The voting members, or proxy approved by the chair, present at any GEC meeting shall constitute a quorum. The meetings shall be chaired by the Graduate School Dean and conducted in accordance with Robert's Rules of Order, except that if a vote is called for, it shall be conducted in a manner that will allow all present R*egular* members of the Graduate Executive Committee to participate.

GEC Meeting Sept 08, 2017 – CWL Update

College Week Live – International Online Recruitment Tool

- Top International Recruitment Online Tool
- Generate leads without travelling outside of U.S.
- Both CU Denver and Boulder are members
- Features:
    - Profile Pages (2 UG and 2 Grad) – links, document and fast facts
    - Online Chat – real time questions
    - Webcasts – present live and on demand topics/programs
    - Campus Connect – live chat from UCCS homepage
    - International Day
        - August 30, 2017
        - November 15, 2017
        - February 14 ,2018
        - May 09, 2018
    - Leads reports – monthly

UCCS Profiles:

International Day on August 31, 2017 – Free Events for International Applicants

Our homepage generated in total of 107 leads

UCCS Pages went live on August 25 and 5 days in August:

- UCCS Grad Page generated in total of 111 leads
    - Major of Interests
        - Business
        - Biological sciences
        - Communication
        - Computer Sciences
        - Engineering
        - Health professions
        - Education
        - Political Science
        - International Relations
        - Mathematics and Statistics
        - Public Administration
        - Foreign languages and literatures
        - Psychology
        - English as Second Languages
        - Physical sciences
        - Undecided
- UCCS UG page generated in total of 175 leads

Grad page- https://www.collegeweeklive.com/accounts/#/IntlGradUniversityofColoradoSprings

Documents/Videos/Webinars/leads info to follow up – Ruby Cheng: ycheng@uccs.edu

UCCS Graduate School
Policy for
Accelerated Master's Programs

The accelerated master's degree program allows high achieving students to pursue existing Bachelor's and Master's degrees concurrently. The program is normally a 5 – 6 year program for currently enrolled full time UCCS students and allows students to take graduate level courses which will count towards graduation requirements for both their Bachelor's and Master's degrees.

Program Approval: To apply for approval for a program, the department must develop a proposal which describes the program requirements, the program curriculum, number of credit hours that can account for both degrees (including restrictions on courses which may be taken as an undergraduate), provides a justification for the program, describes any anticipated expected costs increases and describes the process for how students will be tracked to ensure they are meeting program criteria and how student success will be informed about changes in degree status. The department must receive approval from the college, the graduate school, the provost and the chancellor. The program approval process must be completed prior to the catalog close for the catalog year the program is expected to start; programs may not admit students until all approvals are received.

Total Number of Courses Counting for both Degrees: The number of credit hours to be counted for both degrees cannot exceed 30% of the total number of master degree credit hours (e.g., for a 30 credit hour degree program, no more than 9 credit hours can be counted towards both the undergraduate and graduate degrees). No more than 30% of graduate level credits can be taken while an undergraduate and count towards the Master's degree. If more graduate level credits are taken while an undergraduate student, those courses cannot be used towards the master's degree. Courses offered jointly as 4000/5000 level courses must be taken at the 5000 level. Programs may count undergraduate courses towards the graduate degree following the standard graduate school and program/college rules.

Standards for Admission: Each program will develop admission standards; at a minimum, the following are required:
- A current UCCS student who has completed at least 30 credit hours at UCCS;
- Student must have junior class standing or higher for eligibility to be accepted into the program;
- A cumulative CU GPA of at least 3.00;
- Completion of at least 15 credits hours in the major;
- Student is a declared major in the corresponding bachelor's program;
- Any MAPS deficiencies must be completed prior to admission to the accelerated master's degree program;
- Meet all departmental standards and requirements (which may include higher standards than those listed above and/or additional criteria).

Program Retention Criteria: Each program must develop criteria for a student remaining in the program. The criteria at a minimum should include:

- Students must maintain at least a 3.0 GPA throughout the program.
- If admission to another UCCS Master's or Doctoral program is sought, admission must follow completion of accelerated master's degree.

Tuition and Financial Aid Determination: Students in an accelerated degree program will be considered an undergraduate student until all requirements for the undergraduate degree have been met. During status as an undergraduate student, students will be eligible for financial aid following normal requirements and will pay undergraduate tuition rates (for graduate or undergraduate courses). When a student is changed from undergraduate to graduate status, then the student will be considered independent for determining financial aid eligibility and will pay graduate tuition rates (for graduate and undergraduate courses). Students moved to graduate student status are no longer eligible for COF. Students in the accelerated master's program may apply for scholarships following the standard processes and will be eligible for undergraduate or graduate scholarships and other aid depending on their classification as an undergraduate or graduate student.

Departmental Authority: The department is required to track students and to inform appropriate offices (e.g., admissions, records, academic advising, graduate school, financial aid) when a student is being admitted to the accelerated master's graduate status as well as when a student is removed from the program due to failing to meet program requirements or if student selects to voluntarily end enrollment in accelerated program. Failure to track students and inform the appropriate offices will disqualify programs from participating in the accelerated degree program.

Student Appeals: Students who are removed from the accelerated program may appeal the decision following the normal student appeals process for graduate students.

Degree Changes Processes, Procedures, Requirements

These are the processes and requirements for changing the type of degree (e.g., MSc to MS; PhD general to specialized area). To go into effect for a new academic year, all approvals should be obtained prior to the new catalog being closed. Students may not be admitted into the new degree program until all approvals are finalized.

If degree requirements change, then students admitted under the old degree can either complete the original degree or opt into the new degree program but must meet the new requirements.

See approval process. In a proposal submitted to Graduate Executive Committee (graduate degree changes) or Council on Undergraduate Education (undergraduate degree changes).

- *Approvals and Notification Requirements*
  - Program, unit, department processes followed and approval
  - College process and approval
  - Graduate Executive Committee (GEC) or Council of Undergraduate Education (CUE) approval
    - Submit a proposal to chair of GEC or CUE within necessary timelines
    - Chair will shepherd through rest of process if approved.
  - Provost Approval
  - Chancellor Approval
  - Regent Approval
    - Submit to VP for Academic Affairs
    - VPAA will take through Regent processes
    - VPAA will notify CCHE
    - VPAA will notify UCCS (Provost, Chair of CUE/GEC)
  - Chair of CUE/GEC will notify relevant campus units (e.g., department, college, registrar)
- *Requirements for a proposal requesting a change*
  - Rationale for change in degree (CU System needs this in a couple of pages)
    - Type of change: degree name, CSIP code change
    - Rationale
  - State changes in program requirements (consider changes to admission standards, curriculum, thesis/dissertation or exam requirements, program expectations and learning outcomes, and other graduation requirements.
  - Describe the impact on students, community, etc. Consider impact on student demand, workforce demand, and transfer students as applicable.
  - Describe the new resources needed to implement change (if no new resources, explicitly state this).
  - Describe if this change leads to duplication of degree with other Colorado Institutions.
  - Describe your transition plan for students who have already been admitted (whether or not students have started the program).
  - Provide statistics on 5 year enrollment and degrees awarded for your current program.
- *Criteria for approval*
  - Rationale that would indicate the change strengthens the degree
  - Program would meet CDHE enrollment/graduation requirements and not harm other program options still in degree plan
  - Resources needed along with expected increase to revenue need to be at least neutral to overall budget