



**Graduate Executive Committee**  
**September 13, 2019**  
**Minutes**

**Attendees:**

**Voting Members:** Brian McAllister, Jeff Ferguson, Jeff Spicher, Andy Subudhi, Jon Caudill, David Moon, Steve Tragesser, Brandon Vogt, Karen Livesey, Janel Owens, Jeremy Bono, Kay Yoon, Leilani Feliciano, Jeff Montez de Oca, David Fenell, Linda Button, Sylvia Mendez

**Non-Voting Members:** Cathy Simmons, Wang Chao, Amy Reynolds, Beth Daniels, Ron Koch, Rashell McCann, Terainer Brown, Sarah Elsey, Kelli Klebe, KrisAnn McBroom

- Introductions
- National Center for Faculty Development & Diversity (Beth Daniels; see attached handout)
  - Please promote this opportunity to your students and faculty
  - Note: if people are not receiving their verification email, have them contact the help email for the NCFDD.
- Students not making progress in the program but still active in the program
  - Please be aware that a student who is not actively taking courses in your program should either be on a Leave of Absence, discontinued from the program, or dismissed. Students should not be allowed to stay active if they are not pursuing the degree or making satisfactory progress in the degree. If they are left in active status, the campus has no way to block them from registering from other non-related courses and potentially receiving financial aid. Financial aid should only be given for courses needed for the degree; however, the financial aid office only sees that a student is registered or not thus it is important that programs track activity of their graduate students to ensure that they are making satisfactory progress. If there is a student you are concerned about you may contact the graduate school or financial aid office directly.
- Regular and provisional admission discussion (policy sections attached)
  - Our current rules have four requirements that must be met for regular admission. If any or all of these are not met the student can be admitted provisionally, is that the rule the GEC wants to uphold?
    - Yes, at this time they would like the flexibility of making that determination for their programs, including not having an undergraduate degree.
    - As a point of information, if programs are using work related experience to determine admission eligibility, the HLC allows this, but the program must have published requirements for how they do this.
  - Article III, Section A.1.a. needs to be updated. The Graduate School will bring forward updated language. The current language only allows equivalency to courses offered by UCCS which is too limiting and not allowing equivalency to other accredited degrees that are not offered at UCCS.
- English Proficiency policy update (follow up from May GEC meeting; policy sections attached)
  - Language was brought forward for clarification of this policy. See the attached policy section for the recommended edits.
  - During the discussion, the GEC requested additional wording changes to part D first option to include a specification of instruction in English rather than a requirement of a country with English as the first/official language. The edited section below includes these changes.
    - GEC voted to approve the changed wording for this section (16 Yes, 1 No, 0 Abstain)
  - GEC voted to approve the entirety of the section (16 Yes, 0 No, 1 Abstain)
- Streamlined Application is reopening. If your department wishes to add streamlined application, please fill out an application (coming to your email soon). If you have a streamlined application and would like to discontinue or make changes, please fill out an application. If we do not hear from you, we will assume you wish to keep your departmental status as it is.
- Application fee waivers coming soon (expected mid October)
  - Need based (student gets code from admissions after financial aid review)

- Participation in certain approved programs (e.g., McNair; student supplies a letter from the program with application)
- Departmental waivers (department pays the full application fee, but fee is waived for student; student gets code from admissions)

### Dean's report

- GEC Members roles (policy sections attached)
  - As a member of the GEC, you are in charge the policies of the graduate school. The Graduate School office upholds those policies and creates processes for them, but we do not write them. You are the guiding committee for graduate education at UCCS.
  - GEC also has a set of minimum responsibilities for graduate program directors. Please review these.
  - If you want to bring changes to Graduate School rules and policies prior to the 5 year review, then please send a request to the Graduate School.
- Strategic Plan update
  - Please be an advocate for graduate education when you attend sessions around the strategic plan or in the future when we are living the new strategic plan. Although graduate education is not specifically called out in the strategic plan, many things developed on campus can be expanded to include graduate students.
- Enrollment
  - Latest update to the Dean's. Enrollment is down 2% for the campus. There was a predicted increase of 2% so we are down 4% for budgeting. Expect to hear more from campus administrators and deans on how programs/departments/colleges are impacted by budget deficits.
- New student welcome reception
  - This is an event meant to orient new students to the campus and its services. It is an opportunity for departments to meet their students and engage with them. This is not meant to replace departmental orientations. There was low faculty and staff turn out for the fall welcome reception. We would love feedback from those who went and those who didn't about what works well for your programs.
    - There was consensus that the event provides good overall campus information but is less beneficial for full program overview. It is a good event for the students to meet one another as well as faculty.
    - Most programs who spoke out agreed that having a program specific one was still a good idea in addition to the graduate school one.
    - If you have more feedback, please email us at [selsey@uccs.edu](mailto:selsey@uccs.edu)
- Reminder of approved rule changes from last year that are now in effect
  - All work completed prior to starting the program must be a B or higher (i.e., transfer work or non-degree work)
  - All coursework that is being used for a doctoral program must be within the time limit or needs to be validated; previously did not need to validate transfer work for doctoral students, but this was changed to be consistent across degrees and types of courses. You now will need to validate courses if past the time limit deadlines.
  - Doctoral time limit can now be as much as 9 years.
    - All programs except nursing doctorate are considered to be on the 9 year rule. If you now want to change yours from 9 (to a lower value like 7 years), you will need to make that request through GEC.
  - Course validations are good for 2 years from the date validation occurs so plan carefully when validation is completed.
- Cool Science Festival held at UCCS on October 12 2019. This is a science celebration day geared towards kids K-8<sup>th</sup> grade. Find out more and register here: <https://www.coolscience.org/carnivalday.html>
- Question from GEC member: A member asked about follow up from interviews about program strengths/uniqueness/benefits asked as part of the enrollment management activities for marketing. People were

interested in what happened with that information. This was an initiative from the campus Enrollment Marketing Subcommittee. They were using the information to help provide feedback to the campus steering committee on what programs to highlight from a marketing perspective. Our results so far have mostly been used to help shape the undergraduate viewbook. The Enrollment Marketing Subcommittee has moved on to a new project for this academic year. If you have any questions, please reach out to Sarah Elsey ([selsey@uccs.edu](mailto:selsey@uccs.edu))

#### Informational items:

- Energy Engineering (ME) will be on a continuous inactive status (memo attached)

#### Announcements

- Please use new centralized email to send documents for approval to graduate school [graddocs@uccs.edu](mailto:graddocs@uccs.edu)  
Failure to use may delay processing of your documents.
- Travel awards
  - Opening October 7<sup>th</sup>. Make sure to pass along this opportunity to your students. They will fill out an online application to be considered.
- Student clubs can get funding from Student Government Association, make sure to share with your student organizations in your departments.
- UCCS Career and Graduate Fair
  - Tuesday October 8<sup>th</sup> from 10:00-2:00 in Berger Hall
- New student welcome reception Spring
  - Friday January 24<sup>th</sup> at 5:00 location TBD
- NSF Graduate Research Fellowship Program proposal preparation
  - Incentive program for proposal submission
  - New website: <https://www.uccs.edu/studentresearch/nsf-grfp>
  - Upcoming Workshops (workshops with same title are repeats of one another)
    - Monday 9/23 3:30 – 4:30 UC 302 Janel Owens *Highlighting your strengths: Writing the personal statement* (for students and faculty working on proposal for this year or next)
    - Wednesday 9/25 9:30 – 10:30 UC 302 Janel Owens *Highlighting your strengths: Writing the personal statement* (for students and faculty working on proposal for this year or next)
    - Wednesday 10/2 12:30 – 1:30 UC 122 Jessi Smith *Thinking BROADLY: Making an Impact with your research* (for students and faculty working on proposal for this year or next)
    - Thursday 10/3 1:30 – 2:30 UC 124 Kelli Klebe *NSF Graduate Research Fellowship Program Informational Session* (general information for faculty and students interested in learning about this program; good for undergraduates)
    - Friday 10/4 9:00 – 10:00 Osborne 136 (tentative) Jessi Smith *Thinking BROADLY: Making an Impact with your research* (for students and faculty working on proposal for this year or next)
    - Thursday 10/10 10:00 – 11:00 EPC 239 Kelli Klebe *FastLane and Other Proposal Mechanics*
- Fall 2019 GEC Meetings (10:00-11:30; location Dwire 204)
  - Sept 13, Oct 11, Nov 8, Dec 13
- Spring 2020 GEC Meetings (10:00-11:30; location Dwire 204)
  - Feb 14, Mar 13, April 10, May 8 (UC Brooks 126, May only)

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- Private Discussion Forums with moderated monthly writing challenges
- Peer-mentor ("buddy") matches
- Dissertation Success Curriculum & Discussion Forum for advanced graduate students
- Priority registration for the Faculty Success Program
- Alumni program enrollment free of charge for Faculty Success Program Alumni

*"The supportive community that the NCFDD provides has given many of our faculty new ways to organize their work so they can both be productive and have time for families and friends. Balance is the term that comes to mind, but it is more than that."* **Margaret L. Andersen, PhD, University of Delaware, Associate Provost for Faculty Affairs, The University of Delaware**



*"Our faculty at all career stages, especially faculty of color and underrepresented faculty members, have found the resources beneficial - inspirational, pragmatic, and normalizing of the challenges they face... Faculty evaluations of the program report their appreciation that the institution is 'investing in our future and success.' The NCFDD is a breath of much-needed fresh air in the Academy."* **Diane Finnerty, MS, Assistant Provost for Faculty, The University of Iowa**

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## Article III, Section A and B of Policy Manual (Discussion on Provisional and Regular Admission and English proficiency)

### Section A: Regular Admission

1. Minimum requirements for admission as a regular degree student:

- a. Hold a baccalaureate degree or a master's degree from an accredited college or university, or demonstrate completion of work equivalent to the baccalaureate or master's degree given at this University.
- b. Have an undergraduate grade point average of 2.75 or better ('A' is equal to 4.0).  
OR  
Have a combined undergraduate grade point average and score on a national standardized admissions test that meet criteria determined by the department  
OR  
Have completed 9 semester hours of relevant graduate course work at an accredited university with a grade point average of 3.0 or better. Note that units completed before admission may not all be transferable to a graduate degree program.
- c. Have adequate preparation to enter graduate study in the chosen program, and meet the requirements for admission, as determined by the program faculty.
- d. English proficiency must be established for all students. A student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from University of Colorado Colorado Springs. Each program judges the qualifications of its students in the use of English.

The following ~~recommendations are suggestions for~~ are options for determining English Proficiency. Departments must use at least one of these options.

~~Bachelor's degree from an US accredited institution where teaching is done in English or is a citizen from a country whose first/official language and the language of instruction are English and student has undergraduate work in that country. Postsecondary degree from a US accredited institution or in a program where English is the language of instruction.~~

OR

A score of at least 85 on the TOEFL test or a score of 6.5 on the IELTS test or an equivalent score equivalent score above 270 on the on an approved English proficiency test (e.g., ACT/Compass test KITE). Test must have been taken in the last two years. (Programs may set higher standards if they have a heavy communication component to their program or requirements that require high English proficiency).

OR

Successful completion of an UCCS approved English language training program

OR

Department may develop other criteria that are reviewed by Global Engagement Office and reported to the Graduate School. The established criteria must be published (e.g., on department websites).

Such methods may include, but are not limited to, in-person interviews with students; specific scores on standardized tests such as GRE or GMAT; submission of papers to professional journals where English is the written language and student has a substantial role in writing the paper.

Note: It is important to communicate to potential students the English Language expectations so that they can plan appropriately and not apply if they do not meet the minimum standards.

~~For students who do not meet the above criteria, program faculty may assign coursework and/or examinations that must be taken in order to make up deficiencies. Students requesting admission to a coordinated degree program must follow the admission procedures established for that program.~~

Information about program admission standards are available in each department/program office website and, on the Graduate School website, ~~or from the Recruiting and Retention Coordinator.~~

## **Section B: Provisional Admission**

An applicant not meeting the criteria for admission as a regular degree student may be recommended by the faculty for admission as a *provisional* student. The recommendation for admission as a provisional student must include a letter from the program/department/school stating the conditions which the student must meet in order to become a regular degree student. When the conditions for regular status are met, the program director must reclassify the student's status to fully admitted, and inform the student in writing.

Provisional students are subject to the same standards of performance required of regular degree students, in addition to other requirements as specified by program faculty, imposed as conditions of the provisional admission status.

## **Article I section B-F (discussion on your role)**

### **Section B: The Graduate School Dean**

1. The Graduate School Dean is a member of the campus administration and reports to the Provost and Executive Vice Chancellor for Academic Affairs. The Graduate School Dean is responsible for administering the programs in the Graduate School in accordance with the Graduate School Policies and Procedures.
2. The Graduate School Dean shall have the following responsibilities:
  - a. Ensure that all graduate programs and courses are in compliance with the Graduate School Policies and Procedures and that these policies are uniformly applied.
  - b. Ensure that all graduate students are in compliance with Graduate School Policies and Procedures and that these policies are uniformly applied.
  - c. Call and preside over meetings of the Graduate Executive Committee
  - d. Recommend and develop new policies, as necessary, for approval by the Graduate Executive Committee, Deans' Council, Provost and Executive Vice Chancellor of Academic Affairs, and the campus.
  - e. Communicate recommendations from the Graduate Executive Committee regarding new degree programs and significant modifications of curricula to the Deans' Council, and Provost and Executive Vice Chancellor for Academic Affairs.
  - f. Oversee maintenance and update of the *Thesis and Dissertation Manual*.
  - g. Promote cooperative and beneficial relationships among the departments, schools, colleges, and extended studies.
  - h. Oversee the general operation of the Graduate School Office.
  - i. Oversee data collection in Graduate School Recruitment and Retention
  - j. Appoint 'ad hoc' graduate faculty committees as needed (e.g., Merit Fellowship Review)
  - k. Oversight of all media communications for the Graduate School
3. Review and verify approved courses that have been forwarded from departments, schools, and colleges.
4. The Graduate School Dean shall serve in an advisory capacity to the deans and faculties of the departments, schools, and colleges.
5. Upon request of the Chancellor, or Provost and Executive Vice Chancellor for Academic Affairs, the Graduate School Dean may be responsible for the administration of other campus programs.
6. The Graduate School Dean is appointed by the Board of Regents upon the recommendation of the Chancellor and the Provost and Executive Provost and Vice Chancellor for Academic Affairs.

## **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 *Regular* members of the Graduate Executive Committee to participate.

## 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 members from the Graduate Executive Committee and one student representative appointed by the Graduate School Dean (5 members total). This committee is responsible for hearing student issues and appeals. The Student Affairs Committee will not accept appeals concerning grades or program admission decisions. The committee meets as needed.



**To: The UCCS Graduate School**  
**Re: ENE Sub-plan Inactivation Request**  
**Date: August 23, 2019**

I am requesting that the sub-plan ENE under MAEG-MENG remain temporarily inactivate as an academic option for applicants. Current prospective student interest and application data does not support offering the courses on a timely basis.

Since the inception of the sub-plan in May 2013, there have been 34 applications submitted. As indicated below, the drop in the number of applications received has made the program fiscally and educationally unviable at this time.

- A/Y 14/15 = 10 applications
- A/Y 15/16 = 14 applications
- A/Y 16/17 = 7 applications
- A/Y 17/18 = 2 applications
- A/Y 18/19 = 1 application

Of the 26 applications accepted:

- 7 never started coursework;
- 6 dropped out of the program;
- 9 completed the program;
- 4 remain in the program taking courses.

We will offer the three courses needed for the remaining four students to complete their degree program (Fall 19 one course; Spring 20 one course; Summer 20 one course) and notify these students, by email and by regular mail, that they need to complete coursework as scheduled.

Please feel free to contact me or Dawn House should you have any questions or need additional information.

Thank you,

Dr. Don Rabern, Dean  
College of Engineering and Applied Science