

Graduate Council Meeting Minutes, November 7, 2017

Start: 3:34 p.m. End: 4:38 p.m.

In attendance: Becky Copper Glenz, Brian Bercier, Renee Scapparone, Viera Lorencova, Deborah Stone, Brady Chen, Lisa Grimm, Laura Baker, Anne Howard

Non committee in attendance: Lael Lavery, Joseph McAloon, Mark Leblanc (will be sitting in as non-voting member in Linda Dupell's place)

Not in attendance: Benjamin Railton, James Alicata, Linda Dupell, Jane Fiske

Review of minutes- No discussion or corrections. Motion to accept minutes: V. Lorencova, Seconded by: B. Chen, Vote: 8 in favor, 1 abstention.

Graduate Assistant - Only one nomination, Alyssa Stanton the graduate assistant in the English Department, was nominated. L. Lavery has already emailed with student and she is willing to serve as the student representative. L. Lavery will send her an official email inviting her to the next meeting if everyone on the council agrees.

Graduate Thesis handbook edits –

Emails had been sent out to chairs by Brian Bercier after the first meeting and unfortunately not a lot of feedback was given for proposed revisions besides notes submitted by Becky Copper Glenz, Viera Lorencova, and Linda Dupell. Questions asked by Laura Baker who was not at the last meeting, why the perception was that the handbook was outdated. Reply was that it was last revised in 2011, has a list of outdated programs, and it was based on UMASS Lowell thesis handbook. It would benefit from being updated and being posted in a more user friendly area.

Laura stated that when she chaired she found it very helpful with formatting and the guidelines for the committee on what is acceptable. Viera agreed that it can be very helpful but does need updating. Suggestion was made by Brian Bercier to table topic and review until next meeting and also offered to resend email to all departments that may use this handbook to review and submit revisions recommendations.

Proposals

GCE 17-18-01 – motion to review made by Deb Stone.

Joseph McAloon to present program change proposal for the MBA program. The proposal is a housekeeping one to remove the "Directed Elective" option and replace with the "One Elective" -MGMT 9450 Selected Topics course in its place in the Management concentration and to change the "Approved elective" to "One Elective" in the Accounting and Human Resources concentrations. With the rate of enrollment increases due to the removal of standardized testing and the online accelerated MBA offering, this proposal is meant to streamline and simplify the requirements to make them clearer to current and prospective students.

There was discussion by A. Howard and B. Chen that it appears that the "elective" is actually no longer an elective but a requirement for the concentration and that the wording should be changed to reflect that. The Management Concentration proposal change from Directed Elective to One Elective should in

fact be a change from Directed elective to a requirement. Friendly amendment to make change to description of proposal and to the rationale section to state that MGMT 9450 is a requirement for the concentration.

Motion to approve proposal with friendly amendments to make changes in the reason, rationale, and plans of study to reflect change of wording of elective to requirement, made by Deb Stone, Seconded by Lisa Grimm, Vote: all in favor.

GCE 17-18-02 – Motion to review made by Brian Bercier

Viera Lorencova to present her proposal for the removal of ten courses:

COMM 8015, 8016, 8017, 8018, 8019, 9015, 9016, 9017, 9018, and 9019. These courses were required in the CMM in Applied Communications program, which was officially closed last year. These courses are no longer offered, there is no one to teach them, and they do not fulfill the objectives in the current curriculum. The last time these courses were run was minimum two years ago and most likely as a directed studies.

Motion to approve: Becky Copper Glenz, Seconded by: Deb Stone, Vote: all in favor.

GCE 17-18-03 – Motion to review made by Brian Bercier.

Viera Lorencova to present her proposal for the removal of ten courses:

COMM 7015, 7016, 8000, 8010, 8030, 8250, 9020, 9050, 9071, and 9080. These courses have not been offered in the last 15 or so years and they do not fulfill the objectives of the current curriculum.

Motion to approve: Anne Howard, Seconded by: Deb Stone, Vote: all in favor

GCE 17-18-04 – Motion to review made by Anne Howard.

Viera Lorencova to present her proposal for the removal of four courses:

COMM 7000, 7500, 8300, and 8400- Writing Workshop I, II, III, and IV.

These courses are part of an existing program Technical and Professional Writing which proposal 17-18-07 proposes to close. The proposal is to remove these courses and allow the 3 students being taught out in the program to take electives instead of allowing students to take these four courses as directed studies when there are no clear syllabi or course descriptions available.

Laura Baker asked how the removal of these courses and different concentrations fits into revisions of the Applied Communication program. Viera stated that there are two concentrations in the program; the Technical and Professional Writing concentration and the Applied Communication concentration. Due to having less than 20 matriculated students in the total program, the committee consensus is that the program is not working as is and the objective is to clean up the catalog and to change the curriculum to create more interest in the program with the 650 plus undergraduate students currently in the Communications Media. The five members of this committee are meeting every 4 weeks to discuss changes, submit proposals, plan focus groups to develop better concentrations and participate in open houses. They have also cut down offerings to two per semester.

There was some discussion amongst council members and it is decided that the proposal to close the program must be addressed before removing courses. Motion made to table 04 and address 07 made by Brian Bercier and seconded by Deb Stone.

GCE 17-18-07 –

Viera presented the proposal to remove the Technical and Professional Writing. The concentration currently has 3 students enrolled. The reason to close is the continuous lack of interest. Eventually they hope to close the Applied Communications concentration as well and just have a degree in Applied Communications with no concentration.

The proposal asks that we place the concentration on hold effective immediately and closed as of Spring 2018.

Discussed that we cannot close immediately but will as of Fall 2018. We will however put a note in the 2017-2018 graduate catalog once the president approves the petition.

Motion to approve: Brian Bercier, Seconded by: Lisa Grimm, Vote: All in favor.

Motion made by Deb Stone to return to GCE 17-18-04.

GCE 17-18-04 – There is no further discussion.

Motion to approve: Brian Bercier, Seconded by Deb Stone, Vote: 8 – yes, 1 – abstention.

GCE 17-18-05 – Motion to review made by Brian Bercier

Viera presented proposal to remove course COMM 8700 Quasselstripe from the catalog.

There is no longer faculty to teach this course. It is a required course for the CAGS in Interdisciplinary Studies: Applied Communication concentration. The proposal to replace this course with a graduate communications elective is in proposal 06.

Deb Stone moves to table 05 and address 06 first.

GCE 17-18-06 - Viera presented proposal to remove COMM 8700 as a required course in the CAGS in Interdisciplinary Studies: Applied Communication concentration. In its place they will have students take a graduate communications elective.

There is a mistake in the programs of study, the credits on the old plan of study says 21 semester hours but the credits are listed as 24 and the totals at the bottom on that show 30 were placed there mistakenly, and the COMM 9200 – Practicum in Communication or COMM 9980 – Thesis in Communication for 6 credits.

Lael Lavery offered to make changes on the plans of study.

Motion to approve with friendly amendments made by: Deb Stone, Seconded by: Brian Bercier, Vote: all in favor.

Returned to GCE 17-18-05 –

No further discussion. There is no faculty to teach COMM 8700 and course is no longer offered.

Motion to approve: Deb Stone, Seconded by: Lisa Grimm, Vote: All in favor.

GCE 17-18-08 – Motion to review made by Becky Copper Glenz.

Anne Howard to present course change proposal to remove the prerequisite requirement of SPED 8016: Curriculum Strategies in Reading/LA (PreK-8) from course SPED 8918: Reading and Writing: Methods for Secondary Students with Moderate Disabilities (5-12). Anne stated that 08 and 09 are incorrect and asking that both proposals be withdrawn.

GCE 17-18-09 - Withdrawn.

Anne Howard asks if she can speak about 17-18-10, 17-18-11, and 17-18-12 all together as they are the same course change proposal for different courses. The request is that the prerequisite for courses SPED 8915, 8916, and 8011 be changed from SPED 7024 to SPED 7024 or SPED 9120. The reason is that a lot of undergraduates take 7024 and they end up waiving this course for graduate students who have already taken it and have them take 9120 instead. This change will stop students from being blocked from registering for 8915, 8916, and 8011.

GCE 17-18-10 – Motion to review made by Brian Bercier.

This proposal is in regards to making stated that prerequisite for course SPED 8916 – Curriculum, Strategies in Mathematics, be changed from SPED 7024 to SPED 7024 or SPED 9120.

Motion to approve: Lisa Grimm, Seconded by: Viera Lorencova, Vote: All in favor.

GCE 17-18-11 – Motion to review made by Deb Stone.

This proposal is in regards to making stated that prerequisite for course SPED 8915 – Curriculum, Strategies in Mathematics (PreK-8 only) be changed from SPED 7024 to SPED 7024 or SPED 9120.

Motion to approve: Deb Stone, Seconded by: Viera Lorencova, Vote: All in favor.

GCE 17-18-12 – Motion to review made by Lisa Grimm.

This proposal is in regards to making stated that prerequisite for course SPED 8011 – Differentiating Content Instruction in the Inclusive Classroom, be changed from SPED 7024 to SPED 7024 or SPED 9120.

Motion to approve: Deb Stone, Seconded by: Viera Lorencova, Vote: All in favor.

GCE 17-18-13 – Motion to review made by Becky Copper Glenz.

Anne Howard will present for Will Cortezia. This proposal is to remove courses from catalog that were part of the old middle school program that no longer exists and are not part of the curriculum for the new middle school program. These courses are EDUC 7013, 7014, 7024, 7225, 8150, 8350, and 8750.

Motion to approve: Deb Stone, Seconded by: Brian Bercier, Vote: all in favor.

Review that next meeting is on December 5, 2017.

New Business:

Review of revisions to graduate council forms by Brian Bercier. We reviewed that a line was added that says Reviewed by Dean and has a signature line and date. It was discussed that this is not mandatory in order for proposal to go through but that some of our proposals today do not show that they were reviewed by Dean.

There is confusion as to what proposals get signed, we require writable PDFs but originals with copies through interoffice mail and sometimes people are making copies. After some discussion, the council decided that we would change form so that the reviewed by Dean line would be made into writable fill in section with an auto check mark box that can be filled out by the proposal submitter. This will remove the need for Deans to physically sign originals but will be more of an honor system that it was in fact submitted for review to the Dean by the proposal initiator.

Lael Lavery will contact Print Services to make this change and post new forms on website once completed.

Motion to approve change to proposal forms: Deb Stone, Seconded by: Anne Howard. Vote: All in favor.

Motion to Adjourn: Lisa Grimm, Seconded by: Brian Bercier, Vote: all in favor. Meeting adjourned at 4:38pm.

Motion made by D. Stone to approve all forms as amended. Seconded by B. Bercier, Vote: all in favor.

Graduate Student Representative:

B. Bercier spoke about how we are looking for recommendations for a student representative to join the council who could be available for the Tuesday meetings. L. Dupell asked if we would want to ask one of the full time employees in one of the graduate programs and B. Railton mentioned Aly Stanton, the new English/Curriculum & Teaching graduate assistant. There was some discussion as it may be an issue to have a full time employee/student as it would take them away from their position on campus and potentially leave an office short staffed. B. Railton mentioned that he would speak with Chola about the availability of having the graduate assistant join us. L. Lavery mentioned that our last few assistants were the English department GA's. V. Lorencova and B. Chen were going to check in their program, D. Stone's student are all online, and L. Grimm mentioned that her students were mostly teachers and would not be out of work in time to make the meeting.

Council members asked to review and email information to chair in the next couple of weeks in hopes that the student would be able to join us at the next meeting.

New Business:

Motion to adjourn made by B. Railton, seconded by B. Bercier. Vote: All in favor.

Meeting adjourned at 4:12 p.m.