

## Graduate Council

### *Meeting Minutes*

November 22, 2016

220 Van Wormer Hall

**Attendees:** Fred Beyette, Doug Burgess, Chip Montrose, Gary Dick, Kevin Li, Daniel Gottlieb, James Mack, Tanja Nusser, Kathleen Ballman, Jiukuan Hao, ChengCheng Li, Tasos Ioannides, Angela Potochnik, Jeff Timberlake, Rebecca Williamson, Jun Ying, Steve Cahn, Suzanne Masterson, Ron Debry, Missi Stec

Also present for the Graduate Council/Academic Committee division of duties discussion were Academic Committee members Gigi Escoe, Sally Moomaw, Laura Nabors, Regina Sapona, Dan Carl, Allen Arthur, Tres Kutcher, Eileen Stempel and James Mack (dual)

**Staff:** Lori Griffin

<b>Agenda Items</b>	<b>Synopsis of Discussion</b>	<b>Outcome</b>
<i>Meeting Minutes</i>	The Council reviewed and approved the minutes from the October 2016 meeting.	Approved
<i>CIP Code for DAAP Program – Planning</i>	<ul style="list-style-type: none"><li>• DAAP submitted a request for CIP reclassification (which officially classifies the academic domain of an area of study for many federal/state reports) for the Masters of Community Planning degree.</li><li>• A question was asked about whether or not the CIP code could be used by another program.</li><li>• Doug Burgess confirmed that CIP codes are only used for federal reporting. There is no restriction on using the same CIP code for multiple programs. It is not a unique marker for a domain. A code can be tied to many programs, but programs can have only one CIP code.</li><li>• It was noted that the Architecture program is discussing a similar change. Both Architecture and Planning are interdisciplinary fields and have a STEM component. Reclassification helps to recognize changes in emphasis within the fields/instruction and may be in the best interest of the students, especially international students.</li><li>• Procedurally, changes like these start at the home college, and then will come through the Graduate School (and Graduate Council) when necessary. The Graduate School's focus for these changes is on the academic justification.</li><li>• No vote taken, but members were in favor of the request.</li></ul>	Discussion

<p><b><i>Graduate Council and Academic Committee Division of Duties</i></b></p>	<ul style="list-style-type: none"> <li>• The discussion was centered around the document provided to the Academic Committee (AC) and Graduate Council (GC) that outlines roles and responsibilities.</li> <li>• Chip Montrose clarified that the purpose of the meeting was to come to an agreement on how the committees can work together to help those writing proposals by providing constructive feedback, and not duplicate efforts or provide conflicting critiques.</li> <li>• The document as presented was well received by attendees.</li> <li>• The following was concluded: <ul style="list-style-type: none"> <li>○ Both committees will still receive proposals with GC first followed by AC, but each group will focus on their areas outlined in the document.</li> <li>○ If there is an area of concern from GC (e.g., student learning outcomes omitted) GC will share with the program that the AC may not accept those outcomes and the program will be referred to AC for assistance.</li> <li>○ It was suggested that a purpose statement be created for each committee outlining responsibilities, and that a flow chart (or the like) be created that outlines the responsibilities of each committee.</li> <li>○ The groups discussed the recent modifications to the undergraduate distance learning template. In particular, it was asked that GC add to the graduate distance learning modification form (Chip suggested on the first page or so) the UC contact for state authorizations, Mel Clark. This should signal the program to make that contact so they can ensure they are authorized in the appropriate states.</li> <li>○ GC and AC may meet at a later date to re-evaluate the process.</li> </ul> </li> </ul>	<p>Discussion</p>
<p><b><i>Next Meeting</i></b></p>	<p>Tuesday, December 20, 2016</p>	<p>Information</p>