

Graduate Academic Board

Agenda

February 24, 2006

9:30 – 11:30 am

ADM 204

I. Roll Call

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Carlos Alsua | <input type="checkbox"/> Jocelyn Krebs | <input type="checkbox"/> Peter Olsson | <input type="checkbox"/> FS Vacant |
| <input type="checkbox"/> Tracey Burke | <input type="checkbox"/> Nyree McDonald | <input type="checkbox"/> Patricia Sandberg | <input type="checkbox"/> Vanessa von Biela |
| <input type="checkbox"/> Alpana Desai | <input type="checkbox"/> George Mastroyanis | <input type="checkbox"/> Arlene Schmuland | - USUAA |
| <input type="checkbox"/> Tim Hinterberger | <input type="checkbox"/> Terri Olson | <input type="checkbox"/> Toby Widdicombe | |

II. Approval of Agenda (pg 1-2)

III. Approval of Meeting Summary – February 10, 2006 (pg 3-7) Approval of Meeting Summary – January 27, 2006 (pg 8-11)

IV. Administrative Reports

- A. Vice Provost Tom Miller
- B. Vice Provost for Research and Graduate Studies Doug Causey

V. Chair's Report

- A. Faculty Alliance - Tim Hinterberger

VI. Program/Course Action Requests - Second Reading

VII. Program/Course Action Request - First Reading

VIII. Old Business

- A. 2005-2006 Goals and Objectives
 - 1. Graduate School
- B. Graduate School White Paper
- C. Students registering for multiple sections of a course (pg. 12)
- D. Waitlists on Banner
- E. Enforcement of prerequisites on Banner

IX. New Business

- A. Approve Second Reading from 2/10 Agenda

SOENGR

Add Port and Coastal Engineering Graduate Certificate (Program)

CHSW – HS

Chg Master of Public Health in Public Health Practice

Chg HS A610 Environmental and Occupational Health (3 cr) (3+0)

Chg HS A629 Public Health Research Tools and Methods (4 cr) (3+1)

Chg HS A630 Public Health Emergencies and Disasters (3 cr) (3+0)

Chg HS A699 Public Health Thesis (1-5 cr) (0+3-15)

- B. Approve First Reading from 2/10 Agenda

CAS – PSY

Chg PSY A611 Ethics and Professional Practice (3 cr) (3+0)

X. Informational Items and Adjournment

- A. [Curriculum Log](#) available on governance web site.
- B. [“A College Profile: Graduate Studies”](#), available on governance web site.

Graduate Academic Board

Summary

February 10, 2006

9:30 – 11:30 am

LIB 302

I. Roll Call

(x) Carlos Alsua	(x) Jocelyn Krebs	() Peter Olsson	() FS Vacant
(x) Tracey Burke	() Nyree McDonald	(x) Patricia Sandberg	() Vanessa von Biela
(x) Alpana Desai	() George Mastroyanis	(x) Arlene Schmuland	- USUAA
() Tim Hinterberger	() Terri Olson	() Toby Widdicombe	

II. Approval of Agenda (pg 1-2)

No quorum to approve agenda.

III. Approval of Meeting Summary – January 27, 2006 (pg 3-6)

No quorum to approve meeting summary.

IV. Administrative Reports

A. Vice Provost Tom Miller

There is a BOR meeting in Juneau next week. They will be considering the Graduate Certificate in Supply Chain Management, different certificate, co-taught by two institutions. Includes curriculum review and teaching faculty by two institutions. Laid the ground work by the institutions. Tom will be going to Boulder with Mary and Jim Liszka to look at expanding offerings in other areas such as Public Health. There is also talk in using excess capacity in GER and General Studies areas.

Making available to institution having trouble meeting GER commitments. Neon program, WICHE, involved in Internet course exchange program. We haven't worked out the details. This could be significant. Our accreditation has been reaffirmed. We have to give a report to the Commission in Spring 07 on areas identified in the last report.

Strategic Plan, Academic Plan, Distance Ed Plan - We have to show we are making progress and that we have completed plans by that time. We must report on assessment and general education. We can't relax on any of those things. E-mails are going around.

New York Times article yesterday, Commission being set up at DOE to require possibly standardized tests for College Graduates, like no child left behind. Accountability in higher education will be with us for quite some time, accreditors are not backing down.

We are working on revisions to catalog in undergraduate areas to edit certificates. When people are comfortable that it is addressing all areas, we will go before undergraduate boards. Graduate, editing certificates area, Orson had a problem in one area in prohibition to use of courses . . . We can come up with better language that better explains intention.

Attracting professionals into certificate programs, look at language and programs. Proposed revisions to handbook are circulating among small group at this point. When it represents all areas, we will go to the boards for approval.

B. Vice Provost for Research and Graduate Studies Doug Causey

We are advertising for position of Graduate Studies Coordinator, which will formalize position that Elisa is holding as temporary position. We are exploring various aspects of codifying and formalizing aspects of graduate studies at UAA. We are examining all aspects, graduate student stipends, graduate student waivers, common standards in graduate waivers, form groups to look at this, can we come up with common set of principles.

V. Chair's Report

A. Faculty Alliance - Tim Hinterberger – Not present

VI. Program/Course Action Requests - Second Reading

A. SOENGR

Add Port and Coastal Engineering Graduate Certificate (Program) (pg 7-12)

Make recommended changes in Admission Requirements and Port and Coastal Engineering Graduate Certificate Requirements, as recommended per Mary Howard. Have Mary review. Add program outcomes after first paragraph of catalog copy. "Student will be able to:"

Library Resource Form – both subscriptions – Arlis has a subscription to.

CAR Justification for Action, Box 19: two words misspelled: "regularly" and "erosion".

Resource Implication Form – modify 8. Explanation: Change word "New" to "Continuing".

Course was discussed. Members in attendance approved for second reading.

Continued to next meeting for approval with quorum.

B. CHSW - HS

Chg Master of Public Health in Public Health Practice (pg 13-23)

Modify Course Description on CAR to read "Please see attached documents", delete the rest of description. Check on spelling on CCG, 1st paragraph, fourth line "assure", should be "ensure"?

Add application deadline. Refer to Web site for application deadlines. Add number 6 under Admission Requirements. Typo in Academic Progress, third line at end, "courses" misspelled.

- Chg HS A610 Environmental and Occupational Health (3 cr) (3+0) (pg 24-28)
No changes.
- Chg HS A629 Public Health Research Tools and Methods (4 cr) (3+1) (pg 29-35)
Correct lab hours to read “(3+2)” on CAR and CCG. Lower case “Epidemiology” on CAR, check to see if lower case on CCG.
- Chg HS A630 Public Health Emergencies and Disasters (3 cr) (3+0) (pg 36-41)
Modify title on CAR and CCG for Emergencies, abbreviate “and” to “&”. Change word in III.A.1. “since” to “during”.
- Chg HS A699 Public Health Thesis (1-5 cr) (0+3-15) (pg 42-47)
Modify course description on CAR, “capability” misspelled.
Members in attendance approved packet with changes.
Packet continued to next meeting for approval with quorum.

VII. Program/Course Action Request - First Reading

A. CAS – PSY

- Chg PSY A611 Ethics and Professional Practice (3 cr) (3+0) (pg 48-53)
Course was discussed. Members in attendance agreed to waive for first reading, and approve for second reading.
Continued to next meeting for approval with quorum.

VIII. Old Business

A. Strategic Plan – Coordinate date to meet with Will Jacobs. Strategic planning meeting cancelled for 2/17.

Meet with Will Jacobs 3/10, move GAB meeting from 3/10 to 3/31 – look at LIB 307. We will send out documents to review before meeting.

B. 2005-2006 Goals and Objectives

1. Graduate School

C. Graduate School White Paper

Need 5 – 10 page summary graduate school white paper, we can break out the work into separate parts to write, deadline first GAB meeting in April to give to Doug.

Doug – let’s not get bogged down in terms. Looking at making things better, not more complicated. We should be able to come up with something that reflects what we do here at UAA, not follow someone else’s model.

Doug - I have been getting some comments from graduate students on their experiences here. Get from student's assessment, what are the problems they have. Negative comments fall into a couple of categories. Problems with students and advisors that you can't legislate or want to. You have to address issue of faculty standards. You can come up with a number of solutions. Have graduate faculty, process where faculty evaluated, how they are evaluated, self nominate themselves to be a part of the graduate faculty so they can participate in graduate education. You have to be creative and practical. We are looking at something to advance us ahead. There is some resistance in starting a graduate school.

Doug can provide insight and guidance, but the paper needs to come from GAB. Get input from faculty, particularly in issue of standards. Negative comments are coming from students. The common theme, is that they are totally unprepared to be graduate students. They felt they were unprepared. Faculty advisors felt they are not prepared to be advisors. Look at possible suggestions, using Café to teach faculty to be graduate faculty.

Jocelyn – Jim Liszka – extensive list, graduate faculty different ideas of how different institutions deal with this type of question. Jocelyn will try to find a copy.

Doug – Some resistance from faculty and administrators. There will be a Graduate student icebreaker on Wednesday, 2/15/06. Graduate students are eligible to join the organization, graduate students able to vote on issues. It will be held in room 307 from 6-8 p.m.

IX. New Business

A. Students registering for multiple sections of a course

Mary – working on policy wording. Departments calling students regarding multiple registering. Mary can send copy to Kelly to add to next agenda.

B. Waitlists on Banner

Can have automatic wait listing on Banner. People can be automatically put on waitlist if a course is full.

Unless a student is automatically put into a class from the waitlist, it isn't useful. Staff or faculty still have to go back and put people into the course from the waitlist.

C. Enforcement of prerequisites on Banner

Screens in Banner where they can override prerequisite permissions. Faculty and staff can put in permission for students to register. Students can register for whatever they want. Faculty can ask for a list with prerequisites with grades to see who took prerequisites. If the faculty member does not check prerequisites, they won't be checked.

Jocelyn - I get course list with prerequisites, than e-mail those students that don't appear to meet them and ask them to prove that they have met them. Students that have not met prerequisites drop the course. This can be an issue for students that don't have prerequisites on paper, that may have transferred in and have the prerequisites.

Tom – This is also an issue of computing power. Each time a student registers, it must search for prerequisites to see if they can register for course.

X. Informational Items and Adjournment

- A. [Curriculum Log](#) available on governance web site.
- B. [“A College Profile: Graduate Studies”](#), available on governance web site.

Academic Board

Summary

January 27, 2006

9:30 – 11:30 am

ADM 204

I. Roll Call

(x) Carlos Alsua	(x) Jocelyn Krebs	() Peter Olsson	() FS Vacant
(x) Tracey Burke	(x) Nyree McDonald	(x) Patricia Sandberg	(x) Vanessa von Biela
(x) Alpana Desai	() George Mastroyanis	(x) Arlene Schmuland	- USUAA
(x) Tim Hinterberger	() Terri Olson	() Toby Widdicombe	

II. Approval of Agenda (pg 1-2)

Approve agenda as amended:

Add Nyree McDonald, replace He Liu for School of Engineering.

GEOL A698 “add” not “chg”

BIOL A696 “add” not” chg”

HS A630 “chg” not “del”

III. Approval of Meeting Summary – January 13, 2006 (pg 3-5)

Change to meeting summary re: Post Docs. Fix spelling of Jocelyn's name. Approved with changes – need to fix meeting summary with changes from Jocelyn.

IV. Administrative Reports

A. Vice Provost Tom Miller – **Regent's meeting coming up in a few weeks.**

B. Vice Provost for Research and Graduate Studies Doug Causey – **Attended but did not have time to speak.**

V. Chair's Report

A. Faculty Alliance - Tim Hinterberger

All faculty Assembly February 10 - 11:30 – 1:00 – will talk about distance delivery and changes to eMedia, hosted by Faculty Senate. Group being sent off for training on Student Evaluations. Training in Florida to learn about system and how to implement it.

System widely used for student evaluations. Not clear on cost of current system. The cost is spread out over IT and departments. We are not sure if the new system is the best choice. We need to look into the costs and do wide scale testing.

VI. Program/Course Action Requests - Second Reading

- A. CAS Chg BIOL A696 Techniques in Graduate Research (1cr) (1+0) (pg 6-8)

Add "6" after "max hours" in box 9.

Approved with changes.

VII. Program/Course Action Request - First Reading

- A. CAS – GEOL

Add GEOL A698 Directed Research (1-6cr) (0 + 3-18) (pg 9-11)

Change implementation date on CAR and CCG to Fall 2006.

Modify CCG, Section IV. Course Evaluation, "Students will be evaluated by the primary thesis advisor based on successful completion of a research plan and production of scientific results."

Need to submit Library Resource Form and Resource Implication Form.

Approved and waived for second reading.

- B. SOENGR -

Add Port and Coastal Engineering Graduate Certificate (Program)
(pg 12-18)

CAR: Modify implementation date to Fall 2006.

Box 17d Change to Level, instead of Major.

Need to modify catalog copy regarding credits for program, referencing 9 credits allowed under University policy from Masters program.

Modify CCG to include information that states program is for post-baccalaureate students also. Should not imply that a masters is involved.

Remove Application for Graduation paragraph. Reference "Related Graduate Certificate Policies", "Official Graduate Certificate Studies Plan", "Graduate Certificate Advisor" information in catalog.

Delete from program information. List course credits to right of courses. Can reduce paragraph above courses.

Resource Implication Form is for journal cost requested through Library.

Change implementation date on four year course offering plan to fall.

Approved for first reading.

C. CHSW - HS

Chg Department of Health Sciences Master of Public Health Program (pg 19-27)

**CAR: Change Box 6 to "Master of Public Health Program".
Change box 16 to old CAR wording.
CAR should reflect wording from old CAR.
Just change box 19 justification to have new wording.**

**Consider making HS A690 – a permanent HS A655 to coincide with
crosslist with Fairbanks course.**

Include student outcomes in program description.

Chg HS A610 Environmental and Occupational Health (3 cr) (3+0) (pg 28-37)

**Coordinate with Biology.
Change implementation date on CCG to Fall 2006.
Need abbreviated title "Environ. & Occupational Hlth"
Needs to be 30 characters or less. Leave Box 4 blank.**

**Modify Section III on CCG numbers 2-6 delete word "To" at beginning of
each line.**

**Leave out percentages in Section IV. Guidelines for Evaluation.
Add from CAR information from 17e Registration Restriction information
and Other Restriction information.**

Coordinate with Physics, Biology, Environmental Science Departments.

**Modify Topical Course Outline – leave more general. don't follow
textbook.**

Curriculum Coordination Form, needs Fall 2006 date.

Chg HS A630 Public Health Emergencies and Disasters (3 cr) (3+0) (pg 38-48)

**Remove wording from box 4.
Modify course description on CAR to match CCG.
In box 8, check course description.
Modify justification in box 19 to reflect change.
Change implementation date on CCG to Fall 2006.**

**Delete Possible Points under Section IV, along with Grading Scale.
Delete Topic/Assignment Table in Section VI.**

Curriculum Coordination Form, change date to Fall 2006.

Chg HS A629 Public Health Research Tools and Methods (4 cr) (3+2) (pg 49-56)

**Box 4 should be blank.
Remove "add" in box 8.
Change CCG Implementation date to Fall 2006**

**Make CITI consistent on CAR and CCG.
Delete grading scale under Section IV Guidelines for Evaluation.
"Epidemiology" should be lower case in CCG.
Modify Topical course outline to take out weekly units.
Modify Curriculum Coordination Form to change date to 2006.
Coordinate with Biology.**

Chg HS A699 Public Health Thesis (5 cr) (5+0) (pg 57-64)

**Contact hours should be (0+5).
Change on CAR and CCG.
Remove text in box 4.
Delete add in box 8.
Change date on Curriculum Coordination Form to Fall 2006.
Check contact hours and course description box.**

Accepted packet for first reading.

VIII. Old Business

- A. [Academic Master Plan](#)
- B. 2005-2006 Goals and Objectives
 - 1. Graduate School

IX. New Business

- A. Graduate School Next Steps

X. Informational Items and Adjournment

- A. [Curriculum Log](#)
- B. "[A College Profile: Graduate Studies](#)", available on governance web site.

Registration for Multiple Sections of Same Course

DRAFT

Within a semester, a student may not be concurrently registered in two or more sections of the same course (for example ENGL A111) that have the same or overlapping starting and ending dates. UAA reserves the right to administratively drop a student from multiple sections of the same course having the same or overlapping starting and ending dates at any time without prior or subsequent notice to the student.

UAB proposed revision:

Within a semester, a student may not be concurrently registered in two or more sections of the same course, that have the same or overlapping starting and ending dates. UAA reserves the right will administratively drop the student from all sections for which they have multiple registrations to administratively drop a student from multiple sections of the same course having the same or overlapping starting and ending dates at any time without prior or subsequent notice to the student.

Deleted: (for example ENGL A111)

Deleted: sections

Last saved on ankep2/23/2006