December 11, 2015
9:30-11:30am
Physical location: **LIB 302A**
Audio Conference: 786-6755, Passcode: 46450

I. **Roll Call**

( ) Arlene Schmuland (LIB, Chair)  ( ) Andrew Metzger (CoENG)
( ) Anthony Paris (FS)  ( ) Hsing-Wen Hu (COE)
( ) Bogdan Hoanca (FS)  ( ) Cindy Knall (COH)
( ) Sam Thiru (CAS)  ( ) Peter Olsson (CTC)
( ) Jervette Ward (CAS)  ( ) Clayton Trotter (CBPP)
( ) Mei Rose (CBPP)

**Ex-Officio Members**
( ) Susan Kalina (OAA)
( ) Lora Volden (Registrar)
( ) Gianna Niva (Scheduling and Publications)
( ) Elisa Mattison (Graduate School)

II. **Approval of Agenda** (pg. 1-2)

III. **Approval of Meeting Summary** (pg. 3-4)

IV. **Administrative Reports**

A. Vice Provost, Susan Kalina

B. University Registrar, Lora Volden

C. Graduate School, Elisa Mattison (pg. 5)

D. GAB Chair, Arlene Schmuland

V. **Program/Course Action Request - Second Readings**

VI. **Program/Course Action Request – First Readings**

| Chg | EDSE A623 | Language and Literacy: Best Practices in Assessment and Intervention |
| Chg | Master of Business Administration in General Management |
| Chg | BA A613 | Applied Leadership |
| Chg | BA A621 | Change Leadership and Facilitation |
| Del | BA A622 | Performance Management and Coaching |
| Add | BA A627 | Leadership in the Multicultural Organization |
| Chg | BA A628 | Executive Leadership |
| Chg | BA A632 | Leadership and Organizational Behavior |
| Chg | BA A680 | Marketing Media Analytics | (Stacked with BA A480) |
VII. Old Business

VIII. New Business

IX. Informational Items and Adjournment
   A. EE A672 will no longer be stacked with the 400-level
      Discussions were held between OAA and the department regarding the concerns
      OAA had about implementing courses that are not associated with a degree
      program. EE A472 will move forward through the approval process and will be
      offered in Spring 2016.
   B. Creation of new prefix MBIO (pg. 6)
I. Roll Call
(x) Arlene Schmuland (LIB, Chair)  (x) Andrew Metzger (CoENG)
(e) Anthony Paris (FS)           (x) Hsing-Wen Hu (COE)
(x) Bogdan Hoanca (FS)           (e) Cindy Knall (COH)
(x) Sam Thiru (CAS)             (x) Peter Olsson (CTC)
(x) Jervette Ward (CAS)         (x) Clayton Trotter (CBPP)
(x) Mei Rose (CBPP)

Ex-Officio Members
(x) Susan Kalina (OAA)
(x) Lora Volden (Registrar)
(x) Gianna Niva (Scheduling and Publications)
(x) Elisa Mattison (Graduate School)

II. Approval of Agenda (pg. 1)
EDSE A623 has been postponed
Approved as amended

III. Approval of Meeting Summary (pg. 2-3)
Approved

IV. Administrative Reports
A. Vice Provost, Susan Kalina
   No report

B. University Registrar, Lora Volden
   Updates have been made to the bibliography and selected texts sections in CIM

C. Graduate School, Elisa Mattison (pg. 4)
   Written report only

D. GAB Chair, Arlene Schmuland
   No report

V. Program/Course Action Request - Second Readings

VI. Program/Course Action Request – First Readings
Add EE A627 Fundamentals of Smart Grids (Stacked with EE A427)
Waive first reading, approve for second on the basis that the chair will review the recommended changes

Chg EDSE A623 Language and Literacy: Best Practices in Assessment and Intervention
   Postponed

VII. Old Business
VIII. **New Business**

A. **Prefix Approval Process (pg. 5)**
   - *Motion to remove GAB from the prefix approval process*
   - *Unanimously Approved*

B. **Reconsideration of GAB/UAB decision not to review student learning outcomes**
   - *Discussed the history of reviewing PSLOs and the role of GAB and AAC*
   - *Voted to extend the January 8th meeting from 9:00 to 1:00 to reevaluate the charge of the committee*

IX. **Informational Items and Adjournment**
Graduate School Report:

- I attended the Council of Graduate Schools Annual Meeting in Seattle. It was a two and a half day event, including topics on advocacy, big data in graduate education, engaging alumni, integrating research, teaching and learning, and writing boot camps. If you are interested in any PowerPoints associated with topics from the plenaries or breakout sessions, they can be found at http://cgsnet.org/2015-cgs-55th-annual-meeting.

- UAA has dropped its CGS membership for 2016-2017 due to budget cuts. UAA and the Graduate School continue to be a member of the Western Association of Graduate Schools (WAGS), a regional affiliate of CGS.

- On Wednesday, December 09, the Graduate Student List Serve suffered a severe malfunction due to a software upgrade in IT. Our students on the list serve were spammed with one email originally sent in November over 15 times. IT has fixed the problem (we hope), and I have sent an apology and explanation to all graduate students still subscribed. To make sure that students won’t be spammed again, we are unsubscribing all current graduate students on the list and starting over with a new roster next semester.

- For the new roster, we need accurate information in Banner. Please make sure your files are updated in Banner.

- Next semester, I plan to work with Institutional Research to obtain an accurate headcount and list.

- The December Hooding Ceremony is December 12 in the Wendy Williamson Auditorium. We have over 40 graduate students, including one doctoral student, participating tomorrow.

- Spring GARFs are due to the Graduate School no later than Wednesday, January 22 so that students may receive financial aid. GARFs received later will be reviewed and approved on a case-by-case basis.

- Students employed as Graduate Assistants must re-enroll in health insurance by Friday, January 22.
To: Dr. Sam Gingerich, Provost and Executive Vice Chancellor of Academic Affairs

From: Dr. Khrys Duddleston, Curriculum Committee Chair, Dept. Biological Sciences

Through: Dr. Fred Rainey, Director, Dept. Biological Sciences

AND Dr. Karl Pfeiffer, Chair CAS Course and Curriculum Committee

AND Dr. John Stalvey, Dean, College of Arts and Sciences

Date: 30Nov15

RE: Creation of new prefix, MBIO

The Department of Biological Sciences hereby requests a new prefix, MBIO. We recently hired two faculty members in microbiology. The teaching and research interests of the two new faculty combined with those of existing microbiology faculty (three) form a Microbiology Core within the department, similar to existing cores (e.g., physiology, cell and molecular biology). We are creating several new upper division courses in microbiology that will be part of a larger curriculum package adding a Microbiological Sciences option to our BS in Biological Sciences degree. Although we anticipate creating a new BS degree in Microbiological Sciences in the future, we are moving forward with an option within our existing degree program at this time.

The Dept. of Biological Sciences is beginning to run low on available upper division numbers under the BIOL prefix. Additionally, and perhaps more importantly, we have a numbering strategy within the department in which similar courses are grouped together by number. For example, most of our physiology courses are in the “teens” (413, 414, 415 etc.). Microbiology, like biology, is a broad science with many sub-disciplines (e.g., microbial genetics, microbial physiology, microbial pathogenesis etc.). As we embark on an expansion of our microbiology offerings, and in anticipation of growth in that area in the future, we feel it is important to create a new prefix, MBIO, for these courses. Although there are currently enough BIOL numbers available for the curriculum package we wish to submit now, creating a new prefix will a) allow us to group courses in microbiological sub-disciplines similarly to how we group them in biology, b) provide room for future growth in the microbiology curriculum and c) avoid consuming the few remaining numbers in BIOL which would limit available numbers for future changes in BIOL course offerings.

Date of coordination email to faculty listserv: 30Nov15