

February 12, 2016

9:30-11:30am

Physical location: ADM 204

Audio Conference: 786-6755, Passcode: 284572

## I. Roll Call

- |  |   |
|--|---|
| <input type="checkbox"/> Arlene Schmuland (LIB, Chair) | <input type="checkbox"/> Andrew Metzger (CoENG) |
| <input type="checkbox"/> Anthony Paris (FS)            | <input type="checkbox"/> Hsing-Wen Hu (COE)     |
| <input type="checkbox"/> Bogdan Hoanca (FS)            | <input type="checkbox"/> Cindy Knall (COH)      |
| <input type="checkbox"/> Sam Thiru (CAS)               | <input type="checkbox"/> Peter Olsson (CTC)     |
| <input type="checkbox"/> Jervette Ward (CAS)           | <input type="checkbox"/> Clayton Trotter (CBPP) |
|  | <input type="checkbox"/> 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. 3-6)

## IV. Administrative Reports

- A. Vice Provost, Susan Kalina
- B. University Registrar, Lora Volden
- C. Graduate School, Elisa Mattison (pg. 7)
- D. GAB Chair, Arlene Schmuland

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

- Chg [SWK A685 Social Work Services in School](#)
- Chg [Master of Social Work](#)

## VI. Program/Course Action Request - First Readings

- Chg [ESM A601 Engineers and Scientists in Organizations](#)
- Chg [ESM A605 Engineering Economy](#)
- Chg [ESM A610 Cost Estimating](#)
- Chg [ESM A619 Computer Simulation of Systems](#)
- Chg [ESM A621 Operations Research](#)
- Chg [ESM A623 Total Quality Management](#)
- Chg [TLRN-MED Master of Education in Teaching and Learning](#)

- Chg [SPED-MED Master of Education in Special Education](#)
- Chg [EDRS A660 Fundamentals of Research in Education](#)
- Chg [EDRS A661 Data-Informed Instruction](#)
- Chg [EDRS A662 Action Research in Education](#)
- Chg [EDRS A663 Research Design](#)
- Chg [EDRS A664 Developing and Writing Literature Reviews](#)
- Chg [EDRS A667 Program Evaluation Fundamentals](#)
- Chg [EDRS A668 Fundamentals of Qualitative Research in Education](#)
- Chg [EDSY A644 Learning Environments in Secondary Classrooms](#)
- Chg [EDSY A661 Assessment in Secondary Classrooms](#)

## **VII. Old Business**

## **VIII. New Business**

- A. Both undergraduate and graduate levels of stacked courses will be reviewed by GAB.
- B. Motion: The Graduate Academic Board proposes that the Curriculum Handbook be amended as follows:
  - 1. Remove the last statement from 2.1.1 C “Effect on resources within the program Note: resources are not evaluated by the academic boards.”
  - 2. Remove the note from 2.4.1E that indicates that the Boards do not evaluate the Program Student Learning Outcomes. “E. A complete and valid Academic Assessment Plan must be emailed to the Academic Assessment Committee at [ayaac@uaa.alaska.edu](mailto:ayaac@uaa.alaska.edu) in accordance with the requirements of the Academic Assessment Handbook. Note: Academic boards do not evaluate the Program Student Learning Outcomes or Academic Assessment Plan; however the Academic Assessment Plan must be complete, approved through the Dean, and submitted to [ayaac@uaa.alaska.edu](mailto:ayaac@uaa.alaska.edu) for review by the Academic Assessment Committee when a new program is submitted to the academic boards. Following AAC review of the Academic Assessment Plan, an informational item is sent to the Faculty Senate

## **IX. Informational Items and Adjournment**

January 22, 2016

9:30-11:30am

Physical location: ADM 204

Audio Conference: 786-6755, Passcode: 284572

## I. Roll Call

(x) Arlene Schmuland (LIB, Chair)	(x) Andrew Metzger (CoENG)
(x) Anthony Paris (FS)	(x) Hsing-Wen Hu (COE)
(x) Bogdan Hoanca (FS)	(x) Cindy Knall (COH)
(x) Sam Thiru (CAS)	( ) 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. 1-3)

*Approved*

### Approval of Meeting Summary (pg. 4-5)

*Approved*

## III. Administrative Reports

- A. Vice Provost, Susan Kalina
- B. University Registrar, Lora Volden
- C. Graduate School, Elisa Mattison
- D. GAB Chair, Arlene Schmuland

## IV. Program/Course Action Request - Second Readings

## V. Program/Course Action Request - First Readings

- Chg [ENGL A689](#) [Advanced Research and Professional Practices](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [Master of Social Work](#)  
Passed first read
- Chg [SWK A608](#) [Social Policy for Advanced Generalist Practice](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A629](#) [Advanced Generalist Practice I: Individuals](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A633](#) [Advanced Generalist Practice II: Families and Groups](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate

- Chg [SWK A634](#) [Advanced Generalist Practice III: Organization and Communities](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A635](#) [Advanced Generalist Integrative Seminar](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A638](#) [Practice Evaluation Lab](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A685](#) [Social Work Services in School](#)  
Passed first read
- Del [SWK A686](#) [Social Work Services in Alaska Schools](#)  
Note: Del, not Chg. Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A690](#) [Selected Topics in Social Work](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [SWK A698](#) [MSW Research Seminar](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [ESM A608](#) [Legal Environment for Engineering, Science and Project Management](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [ESM A684](#) [ESM Project](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Chg [ESM A699](#) [Thesis](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Add [EDL A605](#) [Leadership Theory and Practice](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Add [ACCT A654](#) [Ethics, Law and Corporate Governance](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate
- Add [BA A644](#) [Human Resources for Managers](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate.  
Rolled back to initiator to align assessment measures to individual SLOs, once that is completed, Arlene will approve the course on behalf of GAB and it can go to Faculty Senate.
- Add [BA A682](#) [Branding and Content Marketing Strategies](#)  
Waived first and approved for second reading, ready to pass to Faculty Senate

## VI. Old Business

## VII. New Business: *Both motions postponed to next meeting*

- A. Motion: Both undergraduate and graduate levels of stacked courses will be reviewed by GAB.
- B. Motion: The Graduate Academic Board proposes that the Curriculum Handbook be amended as follows:
1. Remove the last statement from 2.1.1 C "Effect on resources within the

program Note: resources are not evaluated by the academic boards.”

2. Remove the note from 2.4.1E that indicates that the Boards do not evaluate the Program Student Learning Outcomes. “E. A complete and valid Academic Assessment Plan must be emailed to the Academic Assessment Committee at [ayaac@uaa.alaska.edu](mailto:ayaac@uaa.alaska.edu) in accordance with the requirements of the Academic Assessment Handbook. Note: Academic boards do not evaluate the Program Student Learning Outcomes or Academic Assessment Plan; however the Academic Assessment Plan must be complete, approved through the Dean, and submitted to [ayaac@uaa.alaska.edu](mailto:ayaac@uaa.alaska.edu) for review by the Academic Assessment Committee when a new program is submitted to the academic boards. Following AAC review of the Academic Assessment Plan, an informational item is sent to the Faculty Senate

### **VIII. Informational Items and Adjournment**

- A. [https://www.uaa.alaska.edu/graduateschool/Graduate\\_Council/index.cfm](https://www.uaa.alaska.edu/graduateschool/Graduate_Council/index.cfm)
- B. Notes from the GAB retreat 1/8/16

Immediate changes to the curriculum handbook proposed under new business for the 1/22/16 GAB agenda:

- Remove the last statement from 2.1.1 C “Effect on resources within the program Note: resources are not evaluated by the academic boards.”
- Remove the note from 2.4.1E that indicates that the Boards do not evaluate the Program Student Learning Outcomes. “E. A complete and valid Academic Assessment Plan must be emailed to the Academic Assessment Committee at [ayaac@uaa.alaska.edu](mailto:ayaac@uaa.alaska.edu) in accordance with the requirements of the Academic Assessment Handbook. Note: Academic boards do not evaluate the Program Student Learning Outcomes or Academic Assessment Plan; however the Academic Assessment Plan must be complete, approved through the Dean, and submitted to [ayaac@uaa.alaska.edu](mailto:ayaac@uaa.alaska.edu) for review by the Academic Assessment Committee when a new program is submitted to the academic boards. Following AAC review of the Academic Assessment Plan, an informational item is sent to the Faculty Senate.”

Possible items for CIM development:

- Submit button that includes phrasing such as “In submitting this curriculum/program, we acknowledge that the documentation meets the following standards...” This needs at least two actions: checking with Enrollment Services to see if this is an achievable goal and if so, then coming up with the exact language and proposing that to UAB as well.

Topics for further Board discussions/policy development/scheduling:

- Stacking: We need to review what the Curriculum Handbook says about stacking, clarify what is policy vs procedure or best practices. Clarify expectations. Figure out what information we need to have clear to initiators, what we want for board

use. CH will be undergoing a rewrite to focus on initiator information, with other information moved to more appropriate locales.

- Curriculum review level roles: What are our expectations for curriculum and programs before they reach GAB? At the very least, that the text not include grammatical or typographical errors. Other items we regard as making copy not quite ready for prime time? This could be a list we develop over time as curriculum comes to us and we find we're making repetitive changes.
- Meeting with College Curriculum review groups: the first UAB or GAB meeting in October may be set aside for an all-GAB/UAB/College Curriculum Committees meeting. This decision would need to be confirmed by both boards and receive feedback from members of college committees.

Requests I've already followed up on:

- Requested Helena be added to the GAB listserv. Done.
- Contacted Michael of ES to see if the default setting on courses can be the hide changes version: apparently this could be a complicated change and at the moment might have to change the default setting for all viewers, not just a specific group.

## **Graduate Academic Board**

**February 12, 2016**

### **Graduate School Director's Report:**

- The office of the Graduate School moved to the Bragaw office complex, Suite 368, on Monday, February 8. The move should expedite graduate document processing. All documents should be emailed to Elisa Mattison (not the GS email address) for processing.
- We are also hiring a student worker who will be shared with the Office of Sponsored Programs. When the student is hired, document can be sent to the GS email address.
- I have been working with Institutional Research and Admission on the Graduate Student List Serve and headcount. The Graduate List Serve will be updated each semester based on that semester's enrollment. We also working on a new report for calculating the number of graduate students at UAA. Please note: we are enforcing the continuous registration policy which will help in providing a more accurate headcount. The continuous registration policy also reduces time to degree and increases persistence.
- Please review your student files to move any "provisional" admissions to "full" admission if the student has met requirements. Also, contact any students who have not attended for one year, and are not on leave of absence. They are out of compliance with continuous progress. Academic action and advising should take place for either students not meeting provisions, or are MIA. No student should approach graduation with provisional admission.
- We have 60 graduate assistants for spring semester. This number is lower than previous spring semesters most likely due to college budget constraints for hiring TA's, and an increase in the cost of premiums for GA health insurance.
- Graduate Council workgroups are reviewing the thesis submission process, admission policies and procedures, an exit survey for graduate students, Research Compliance/IRB, and revisiting the purpose of the Graduate Council. If you have comments or suggestions, please contact Jennifer Stone.