

**Graduate Council
Minutes
April 10, 2019
BA 205a - 8:00 am – 9:00 am**

In attendance: Jim Bailey, Susan Thackeray, Jeff Peterson, Reed Criddle, Violeta Vasilevska, Dan Waddington, Trevor Warburton, Elijah Nielsen

Staff in attendance: Shauna Reher, Debora Escalante

The council approved the Graduate Council meeting minutes for March 18, 2019.

The following graduate courses were approved:

SW 6407	Advanced Social Work Ethics
NSS 6600	State Responses to Terrorism-Counterterrorism in a Collaborative Environment
NSS 6800	U.S. Military-Strategy and Structure
ACC 6350	Management Control Systems

The following graduate faculty were approved for the School of Education:

- Axel Ramirez – Full
- Makenzie Selland – Full
- Bryan Waite – Full
- Susan Cox – Full
- Vessela Ilieva – Full
- Elaine Tuft – Full
- Mike Patch – Full
- Debora Escalante – Full
- Nancy Peterson – Full
- Trevor Warburton – Full
- Stan Harward – Full
- Kyle Reyes – Full
- Sandy Jay – Full

Policy 524 – Graduate Program Credit and Graduation Requirements

The Board of Regents recently approved Weber State University's Doctor of Nurse Practitioner degree program. The College of Health and Public Service is in the process of proposing a nurse practitioner degree program. The accrediting body for nurse practitioners will be requiring accredited programs to be offered at the doctoral level; therefore, it is proposed to offer UVU's nurse practitioner program as a doctoral program rather than as a master's program. Policy 524 needs to be revised to include doctoral level course numbering and graduation requirements.

The policy will also be amended to align completion time requirement of 5000-level courses with 6000-level courses since they are not currently aligned for completion time requirements. The policy will also add a student appeal process for completion time requirements and other possible listed exceptions to Policy 524 since student appeals processes for these areas do not currently exist.

Suggested Changes:

Revising Policy 524 will:

- 1) add credit hour requirements to graduate with a doctoral degree,
- 2) add course numbering parameters for doctoral courses,
- 3) align 5000-level and 6000-level time completion requirements,
- 4) add an appeal process for completion time limit and other specific exceptions to Policy 524.

Requested Approval from President's Council: Entrance to Stage 1, Regular policy process.

Proposed Drafting Committee: Jim Bailey, Sabine Berlin, Alex Snyder, Chris Alldredge, 1 member from Graduate Council, 1 graduate program director. The graduate director for nursing will serve on the policy committee as well as Trevor Warburton from the Graduate Council.

A draft of the policy will be brought to the Graduate Council in fall.

The School of Education requested an exception to the six year time limit in the policy for one of their students. The policy states that a student may appeal under extenuating circumstances.

The appeal for a time extension was approved with the condition that the student enter into an agreement to complete by the end of next spring.

Policy 65x Graduate Programs

Creation of a new graduate policy was discussed. With the expansion of the number of UVU graduate programs and with the increase in graduate policy responsibilities of graduate program faculty, we need to develop a graduate program policy to establish elected graduate program committees and to establish graduate program committee functions and processes. The policy will also address the appointments, reporting lines, and authority of graduate program directors.

Suggested Changes:

Creating a graduate programs policy will

- 1) Define graduate program faculty,
- 2) Establish faculty elected graduate program committees that also include a graduate student representative,
- 3) Establish graduate program committee functions including:
 - a. Oversight of graduate program quality,
 - b. Establishment and assessment of graduate program learning objectives,
 - c. Approval of graduate program changes and course offerings,
 - d. Recommendations of graduate course offering schedules,
 - e. Review of graduate program budget and expenditures, ensuring that program expenditures are used in accordance with Board of Regents differential tuition policy R510-7.3.
 - f. Review and recommend expansion or contraction of graduate program enrollments,
 - g. Review and recommend changes in graduate course delivery methods, e.g. hybrid, online or places of delivery, e.g., locations away from campus.
 - h. Create and approve graduate program admission, financial aid, and tuition waiver criteria as well as the rubrics used to assess applicants in these areas,
 - i. Review and formally approve admission of graduate students into the graduate program in accordance with Policy 510,
 - j. Initiate appeals to the Graduate Council Appeals Committee for graduate program applicants who do not meet minimum university admission requirements but that the committee would like to admit,

- k. Consider deferred enrollment requests in accordance with Policy 510.
 - l. Consider written appeals for graduate students suspended from the program for failing to maintain a 3.0 GPA in accordance with Policy 510,
 - m. Approve a graduate program appeals committee to consider admission appeals in accordance with Policy 510.
- 4) Establish processes for graduate program committee meetings,
 - 5) Establish process for graduate faculty appointments to the graduate program committee,
 - 6) Establish processes for graduate program director appointments, reporting lines, and authority.
- The policy changes are not expected to impact university revenues or costs.

Requested Approval from President's Council: Entrance to Stage 1, Regular policy process.

Requiring graduate director guidelines for each program was discussed. It is important that everyone understands their role and there are clear guidelines on operational procedures.

Jim Bailey will work on creating a graduate program handbook. Having a graduate faculty meeting at the beginning of each school year was also discussed. Jim will see if it is possible to hold it the same day as faculty convocation.

Additional things to consider were mentioned:

- Should there be time limits on program directors?

- Administrative assistants hired for a master's programs being asked to perform other non-master's related duties.

- A program that spans different departments is different than a program that is housed in one department.