Graduate Policy & Affairs Committee (GPAC)

Elizabeth Bifuh-Ambe (absent), John Brown, Johanna Choo, Ramraj Gautam, Michael Graves, Scott Latham, Nese Orbey (absent), Noah Van Dam, Kevin Petersen**, Mai Nguyen[1], Nancy Ludwig[1] (absent) Deborah White[1]
** Ex-officio, [1]non-voting

AGENDA
GPAC Meeting October 23, 2023, at 3:30 PM
Alumni Hall 102

1. **Minutes from the September 18, 2023, Meeting** (Scott Latham)
   https://uml.curriculog.com/proposal:1363/form
   Approved via email during the week of September 18.

2. **Policy Proposals** (Scott Latham)
   1. **Remove GRE requirements**
      a. **MS & PhD in Pharmaceutical Sciences** (Brent Shell)
         https://uml.curriculog.com/proposal:1375/form The committee noted that the proposal is MS heavy and requested as a general practice when proposing for two programs to provide equivalent information for both programs. Approved unanimously (6 yes, 0 no, 0 abstain).
      b. **PhD in Applied Psychology & Prevention Science** (Ivy Ho / Andrew Harris) https://uml.curriculog.com/proposal:1376/form Approved unanimously (6 yes, 0 no, 0 abstain).
      c. **Select MS Programs in FCOE** (Sukesh Aghara)
         https://uml.curriculog.com/proposal:1387/form
         - **MS in Mechanical Engineering**
           o **Energy Engineering (Renewable)**
           o **Industrial Engineering**
         - **MS in Plastics Engineering**
         - **MS in Civil Engineering**
         - The committee discussed approval processes at the department, program, and college curriculum committee levels. Key points included that there were no objections in the department but there was no formal vote, that every department does this differently, and the committee cannot dictate what the process is, but can make sure there was a process that was approved.
         - Approved unanimously (6 yes, 0 no, 0 abstain).

   2. **Revise Admissions Requirements**

- o **Doctor of Physical Therapy** (Keith Hallbourg / David Cornell) https://uml.curriculog.com/proposal:1399/form Tabled until November meeting.

3. **Program Proposals** (Scott Latham)
   1. **Change Name of Program** (Stacy Szczesiul) https://uml.curriculog.com/proposal:1383/form Approved unanimously (6 yes, 0 no, 0 abstain).
   2. **Proposals to change name of program & Elevate subplan to plan** (Leland Ackerson) There are no curriculum changes. The Registrar confirmed the department is removing "Option" and each subplan is becoming its own plan. Graduate Services confirmed the need to make sure the CIP Codes are on the Department of Homeland Security STEM list. Approved unanimously (6 yes, 0 no, 0 abstain).
      a. **MPH Public Health, Dietetics Option becomes MPH in Dietetics** https://uml.curriculog.com/proposal:1306/form
      b. **MPH Public Health, Epidemiology Option becomes MPH in Epidemiology** https://uml.curriculog.com/proposal:1308/form
      c. **MPH Public Health, Healthcare Management Option becomes MPH in Healthcare Management** https://uml.curriculog.com/proposal:1309/form
      d. **MPH Public Health, Social and Behavioral Sciences Option becomes MPH in Social and Behavioral Sciences** https://uml.curriculog.com/proposal:1310/form

4. **Course Proposals** (Scott Latham)
   1. **BIOL.5500 Parasitic Protozoology** (new course) https://uml.curriculog.com/proposal:1263/form The committee noted this course has an undergraduate pre-requisite course and expressed that this should be coded in the syllabus, not in the catalog.
   2. **EDUC.7500 Special Topics** (new course) https://uml.curriculog.com/proposal:1101/form The committee noted this is a blank shell without a syllabus, more info, etc. The Registrar confirmed that many departments have a shell course for special topics. The committee noted that we also have Directed Studies courses offered at 1, 2, 3, 4 credits, the University has defined the credit hour, and it is up to faculty to ensure that policy is met.
   3. **EECE.5800 Robotics, Automation and Machine Intelligence** (change course) https://uml.curriculog.com/proposal:1236/form
   4. **MATH.5330 Math Methods Quantum Mechanics** (new course) https://uml.curriculog.com/proposal:1015/form
   5. **PHYS.5350 Introductory Quantum Mechanics I** (change course) https://uml.curriculog.com/proposal:870/form The committee noted changes had been requested last month but the proposal remains on hold; the Chair will resolve this so the committee can vote later on this proposal.
   6. **PLAS.5210 Polymers in Sports** (new course) https://uml.curriculog.com/proposal:1091/form
   7. **PLAS.5730 Graduate Polymer Laboratory** (change course) https://uml.curriculog.com/proposal:1285/form
   8. **PLAS.5732 Graduate Polymer Laboratory II** (change course)

https://uml.curriculog.com/proposal:1286/form

The committee discussed the need for graduate-level pre-requisite courses as opposed to undergraduate pre-requisite courses. As practice course descriptions should be written so the student will know if they have the background knowledge to take the course.
Approved Course Proposals #1-4 and #6-8 unanimously (6 yes, 0 no, 0 abstain).

5. **Discussion**
   1. **Syllabus Discussion** (Noah Van Dam)
      https://uml.curriculog.com/proposal:1374/form The committee receives syllabi in course proposals. This is a template that highlights why the committee would be asking for various aspects of the syllabus. It is not intended to be mandatory but rather to outline what the committee is looking for in course proposals. For example, to inform discussion the committee is interested in a statement of how a course does or does not overlap with other graduate courses in the catalog, and information re: how assessment will occur. The committee members will share this template with graduate departments and graduate curriculum committees at their colleges for input as well. The committee will discuss further next month with input from each college.
   2. **Process for Student Petitions** (Kerry Patenaude)
      https://uml.curriculog.com/proposal:1373/form As a follow-up to the committee's request for consistency in the information presented in graduate student petitions, a working draft of key prompts brought up in last month's Executive Session was shared for further discussion and input. The Registrar needs course #s and course titles to be included in the student petitions. The committee discussed the desire for guidelines for GPAC as they are evaluating petitions. For example, how long do we approve extensions for? What do we need to see in a petition in order to approve it? A timeline for one year? Why is this student approved but not that student? Students who have presented extenuating circumstances with clear plans and clear timelines for completion provide the most helpful data for committee decision-making. The overarching concern is the need for guidelines to mitigate bias. The committee will discuss further next month at the beginning of the meeting.

The meeting was adjourned at 5:03 PM.