

Graduate Council Meeting Minutes
Monday, November 25, 2024, 3:00 pm
3105 Gardner Commons

Council Members Present: Paul Stout, Janet Lindsley, Donna Ziegenfuss, David Symons, Robert Keiter, José Gutiérrez, Codrina Rada, Kent Golic, James Agutter, Jay Jordan, Brijes Mishra, Julie Valentine, Patrick Panos

Ex Officio Members Present: Darryl Butt, Helene Shugart, Katrina Green, Anthony Jones, Erin Mason

Excused members: Karen Paisley, Misty Smith

Graduate School Staff Present: Paula Spencer, Mary Anne Berzins

Welcome: Darryl Butt, Graduate School Dean

Council members were reminded of their obligation to communicate with their college dean regarding program proposals.

Admissions Proposal: Updating English proficiency waiver process

Presenter: Brittany Baker-Brousseau, Office of Admissions

Discussion took place about:

- Changes being more equitable and consistent
- TAs will still go through the ITAP program
- Different departments may have different requirements
- Suggested adjustments:
 - Specify a minimum score rather than a range of acceptable scores on TOEFL or Duolingo
 - Confirm that written statements will be anonymized

Motion: Patrick Panos - approve changes with suggested minor adjustments

Second: Janet Lindsley

Vote: 11-yes, 0-no, 0-abstain

Action: Approve the changes with requested adjustments

Proposal: New Neural Engineering Ph.D.

Presenters: Jacob George, Electrical and Computer Engineering and Rick Rabbitt, Biomedical Engineering

This proposal was first presented in the October 28 meeting. The following items were requested before the proposal could be reconsidered:

1. Letter of support from Dean Musgrave
2. Table comparing the three different programs being proposed
3. Curriculum map
4. Clarification on funding
5. Description of assessment methods and outcomes

Discussion took place about:

- Funding from USHE Deep Tech grant
- Currently available resources cover many of the needs of the new programs
- MOU with College of Engineering
- Ethics courses built into curriculum

- Differences in curriculum and outcomes between M.S. and Ph.D. programs
- Level of collaboration with School of Medicine, College of Science and College of Social and Behavioral Science

The following recommendation was discussed:

- Request a letter of support from the following deans:
 - School of Medicine, Sam Finlayson
 - College of Science, Peter Trapa
 - College of Social and Behavioral Science, Michelle Camacho

Motion: Patrick Panos – Conditionally approve pending letters from three deans

Second: David Symons

Vote to conditionally approve: 11-yes, 0-no, 0-abstain

Action: Request letters from three deans, approve in Coursedog upon receipt

Proposal: New Program: Financial Planning and Counseling Online Master’s
Presenters: Su Hyun Shin and Dan Carlson, Family & Consumer Studies

This proposal was first presented in the October 28 meeting. The following items were requested before the proposal could be reconsidered:

1. Competencies for admissions
2. Curriculum map
3. Rationale for program
4. Details on outcomes assessment
5. Clarification on degree path
6. Disclosure of program costs

Discussion took place about:

- Admission to program requires a bachelor’s degree plus a B or higher in quantitative reasoning courses or prior experience in a related financial field
- Alignment of curriculum and outcomes with industry certifications
- Assessment of outcomes
- Tuition is based on UCL market analysis and is assessed for the entire degree, not per credit
- UCL’s role in marketing and course development
- Advising for applicants with undergraduate degree in financial planning counseling

Motion: Patrick Panos – Approve the proposal

Second: Julie Valentine

Vote to approve: 11-yes, 0-no, 0-abstain

Action: Approve the proposal in Coursedog, move forward to Senate

Proposal: New Program: Aerospace Engineering M.S.
Presenters: Mark Minor and Jacob Hochhalter, Mechanical Engineering

Discussion took place about:

- Thesis or coursework curriculum paths
- Consultation with Utah State University – USU focus on “aero,” UU focus on “space”
- Admissions requirements and options for additional coursework to meet prerequisites
- Capstone requirements
- Strong industry support
- Faculty consultation (Curriculum Committee approval is pending)

The Council discussed the following recommendations for the proposal:

- Outline opportunities for USU collaboration (require letter)
- Needs full approval from curriculum committee
- Address concerns regarding budget and sustainability
- Explain sufficiency of library resources
- Was appropriate marketing analysis completed?

Action: Reconsider proposal after the following requirements are met:

- Obtain letter from Utah State University addressing collaboration opportunities.
- Demonstrate that the curriculum committee fully approves proposal.
- Address concerns about sustainability of program through a more concrete budget or explanation of additional means of support from College of Engineering Dean.
- Better articulate the results of marketing analysis.
- Articulate need for, or sufficiency of, library resources

Proposal: New BSMS Pathways: Aerospace Engineering, Engineering Management, Robotics, Systems Engineering

Presenter: Mark Minor, Mechanical Engineering

Discussion took place about:

- Due diligence in addressing financial aid implications has been fulfilled.
 - Process follows established policy within College of Engineering
 - Timing of switch from undergraduate to graduate is well defined
 - Transferability of tech electives to graduate program
 - Process for international students
- Curriculum committee approval
- All courses, except ethics, are already in existence
- Minimal impact on faculty workload
- Possible ABET accreditation for MS in Engineering Management and MS Aerospace Engineering

Motion: Janet Lindsley – Approve the proposals for all pathways, except Aerospace Engineering

Second: James Agutter

Vote to approve 3 programs: 10-yes, 0-no, 0-abstain

Actions: Approve the three proposals in Coursedog, move forward to Senate.

Reconsider the BSMS in Aerospace Engineering in conjunction with M.S. in Aerospace Engineering

Suggest market analysis of industry preference for accreditation of M.S. programs that do not have undergraduate programs in the field (Engineering Management and Aerospace Engineering).

Request for Substitution of Accreditation for 7-year Review: Master of Public Administration

Discussion took place about:

- Clarification that Division of Public Affairs would still undergo a review of MIAGE and MPP programs
- NASPAA accreditation satisfies University, NWCCU, and USHE requirements for program review

Motion: Janet Lindsley – Approve exemption

Second: Kent Golic

Vote to approve: 10-yes, 0-no, 0-abstain

Action: Notify Division of Public Affairs of exemption approval

7-Year Review: Department of Biochemistry

Presentation by Ad Hoc Committee Chair: James Agutter

Discussion took place about:

- Effective leadership in department
- Strong program growth and diversification
- Space issues
- Lack of access to nearby affordable childcare for departmental members

Motion to ratify report: Kent Golic

Second: Robert Keiter

Vote: 9-yes, 0-no, 0-abstain