

**UNIVERSITY-WIDE GRADUATE COMMITTEE**  
**Minutes**  
**November 29, 2007**

**PRESENT:** Matt Baumer, Susan Boser, Karen Brown, David LaPorte, James Lenze, Scott Moore, David Myers, David Piper, Mark Staszkiwicz, Kustim Wibowo, Dawn Woodland

**EXCUSED:** Claire Dandeneau, John Eck, Michael T. Williamson, Nashat Zuraikat

**ABSENT:** Josh Battin, Pisarn Chamcharatsri, Sean Gess

Dr. David LaPorte called the meeting to order at 3:30 p.m.

On a Lenze/Moore motion the agenda was **APPROVED** as submitted.

On a Piper/Woodland motion the November 13, 2007 minutes were **APPROVED** as submitted.

**ANNOUNCEMENTS:**

Dr. LaPorte announced that he has sent two emails to the chair of the Undergraduate Committee regarding getting together with her about distance education; he has not heard from her.

He also mentioned that he had sent an email to the proposers for MGMT 631, but the emails bounced back because one of the email addresses was bad and they never received them; he resent the email and they did receive the second one.

Dr. LaPorte announced that there will be one candidate, for the position of Vice Provost for Research and Dean of the School of Graduate Studies and Research, coming to campus on December 12, 13, and 14<sup>th</sup>. He asks that everyone please attend any or all of the sessions scheduled.

Dr. Myers distributed the following:

- HPED 652 Sport Business (distance education) response

**BUSINESS IN PROGRESS:**

**A) PROGRAMS/CURRICULAR MATTERS**

1. *MS in Biology-Accelerated Track*, assigned to subcommittee #2 (James Lenze, Scott Moore, Dawn Woodland, Susan Boser, Sean Gess) – 9/4/07; no discussion – 9/18/07; little discussion due to lack of time; will continue at the next – 9/25/07; Carl Luciano, department chair, attended the meeting; there was much discussion but due to time



was asked if they were ready to make a motion to approve, they said no; a memo will be sent to the proposer with suggested changes – 11/29/07

10. ***HPED 642 Design and Operation of Aquatic Facilities***; assigned to subcommittee #1 (David Piper, Scott Moore, Karen Brown, James Lenze, Pisarn Chamcharatsri, Mary Jane Kuffner Hirt, Debbie Stultz) – 3/6/07; after some discussion there were recommendations for some revisions; a memo will be sent to the proposer with these recommendations – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07, 10/30/07, 11/13/07, 11/29/07
11. ***HPED 512 Physical Activity and Stress (Graduate Distance Education Review Form)***, not assigned to subcommittee – 3/6/07; after much discussion on a Woodland/Moore move to approve there was an unanimous nay vote; on a Lenze/Woodland motion there was an unanimous negative recommendation vote, on the hopes that by voting this way the clock will start over regarding the 30 day time limit; a memo will be sent to the proposer – 3/20/07; no response from proposer – 4/3/07; no discussion – 4/10/07, 4/17/07, 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07, 10/30/07; 11/13/07, 11/29/07
12. ***HPED 652: Sport Business (Distance Education Review Form)***; was not assigned to a subcommittee – 4/3/07; after much discussion there was a vote; positive (4); negative (10); a memo will be sent to the proposer – 4/10/07; proposer replied that he appreciated the suggested changes and will make them and resubmit the proposal – 4/17/07; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07, 10/30/07; 11/13/07; distributed the updated response – 11/29/07
13. ***HPED 635: Sport Management (Distance Education Review Form)***; was not assigned to a subcommittee – 4/3/07; after much discussion there was a vote; positive (4); negative (10); a memo will be sent to the proposer – 4/10/07; proposer replied that he appreciated the suggested changes and will make them and resubmit the proposal – 4/17/07; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07, 10/16/07, 10/23/07, 10/30/07; 11/13/07, 11/29/07

## **BUSINESS IN PROGRESS:**

### **B) POLICY ISSUES**

1. ***Graduate Distance Education Review Form***, Co-chairs will set up a meeting with Rob 1010rm)

discussion – 10/31/06; lengthy discussion with many suggestions; will be discussed more at the next meeting – 11/14/06; revisions to the procedure for submitting distance education proposals and the form for distance education proposals were distributed for discussion at the next meeting – 11/21/06; lengthy discussion; several suggestions that will be put together for another draft for discussion at the next meeting – 11/28/06; no discussion – 1/23/07; new form and directions were sent to the committee via email; no discussion – 2/6/07; after some discussion and suggestions for minor changes a new draft will be brought back to the committee – 2/20/07; no discussion – 3/6/07; no discussion – 3/20/07; no discussion – 4/3/07; no discussion – 4/10/07; some discussion with more suggestions for the “Procedures to review an existing course for distance education delivery”; Mark Staszkiwicz to forward these changes to Michael for revision – 4/17/07; no discussion – 4/24/07, 8/28/07, 9/4/07, 9/18/07, 9/25/07, 10/2/07; Michael T Williamson emailed everyone the newest draft, no discussion – 10/16/07, 10/23/07; lengthy discussion; a subcommittee consisting of James Lenze, Dawn Woodland, Mark Staszkiwicz, and Claire Dandendeau to draft language on what the committee will be looking for pertaining to distance education – 10/30/07; there is a possibility of a meeting with the co-chairs and Gail Sechrist about drafting language – 11/13/07; two emails sent to chGail but there was not a response back – 11/29/07

2. ***Thesis Dissertation Manual*** handed out for review – 10/2/07; no discussion – 10/16/07; after some discussion there were many suggested changes; Dr. LaPorte asked anyone had more suggestions for changes to email him; he will put everything together and bring back to the committee in the near future – 10/23/07; no discussion – 10/30/07, 11/13/07, 11/29/07

#### **INACTIVE ITEMS:**