

Graduate and Professional Council Meeting Minutes

September 15, 2022

Nagle Hall, Room 113; [Zoom Link](#)

Meeting ID: 917 8225 0677

Passcode: XXXXXXX

ATTENDEES

In Person

Fuhui Tong, Chair

Mary Bryk (Agriculture and Life Sciences), Hank Walker (Engineering), Maria Escobar-Lemmon (Government and Public Service)

Mark C. Gleason, Administrative Assistant

Trent Smith (Graduate and Professional School), Terra Bissett (Curricular Services), Sandra Williams (Registrar's Office), Paula Sullenger (University Libraries), Alicia Dorsey (Provost's Office), Yaswant Devarakonda (Graduate and Professional Student Government)

Online

Katie Reed (Architecture), Adam Seipp (Arts and Sciences), Dwight Gary (Business), Beverly Irby (Education and Human Development), Charlotte Ku (Law), Carol Vargas Bautista (Medicine), Matthew Sorenson (Nursing), Tamika Gilreath (Public Health), Kourtney Sterrett (Performance, Visualization, and Fine Arts), Michael Crisciatiello (Veterinary Medicine and Biomedical Sciences)

DISCUSSION ITEMS

1. **Standardized Test Score Requirement Request** (Department of Teaching, Learning, and Cultures)

– *Attachment 1*

- Affected Programs
 - EDD-Curriculum and Instruction
 - EDD [Distance]-Curriculum and Instruction
- [Gleason] Introduction
 - *Ad hoc* Graduate and Professional Council meeting in August 2022 conditionally approved several requests
 - Determined that memoranda were lacking in explanation of how scores would be used by departments in evaluation of applicants
 - Additional guidance to be provided by Graduate and Professional School as to expectations for future request memoranda
 - Requested resubmission of requests in March 2023 with explanation of how scores were used and results

- [Irby] Teaching, Learning, and Cultures prepared request memo based on previous expectations
 - Discussion
 - [Irby] Teaching, Learning, and Cultures working on revision of request memo based on new guidance and to assist Graduate and Professional School in determining clarified expectations
 - [Reed] current request should be approved based upon standard set in the August 2022 GPC meeting
 - [Walker] quantifying how test scores are used can be difficult as many departments and programs – especially PhD – are relatively flexible regarding evaluation criteria
 - [Escobar-Lemmon] should set deadline for when previous standard will no longer be used and new guidance will be applied to requests
 - [Smith] Graduate and Professional School sent out an announcement to all Graduate Advisors setting a deadline of 30 September for requests to be submitted for the 2022-2023 recruiting cycle [2023-2024 admissions]
 - [Walker/Tong] new guidance would be applied to any requests submitted after the October 2022 GPC meeting
 - [Gleason] approval of Teaching, Learning, and Cultures' request will be based on standard applied in the August 2022 GPC meeting and will require resubmission by 31 March 2022
 - Approved
- 2. Preliminary Examination Second Failure Procedure – *Attachment 2***
- [Smith] Introduction
 - Graduate and Professional School proposing revision [clarification, no changes] of Catalog language on procedures for when students fail preliminary examinations
 - Current procedure requires that DocuSign form records advisory committee votes of pass/no-pass, approved by committee chair, requires department approval, then submission to the Graduate and Professional School
 - Procedure in new ARCs system requires chair to indicate whether or not a student may retake a preliminary examination following a failure
 - Proposed revision would clarify options relating to retakes after a first or second failure on a preliminary exam
 - Discussion
 - [Tong] revision does not alter procedures, but explain as they are currently set
 - [Seipp] other Catalog language indicates that students must be allowed to make up scholastic deficiencies and revision indicates that is not available after a second failure
 - [Bryk] second attempt may be considered as the opportunity for remediation

- [Escobar-Lemmon/Walker] may need addition in relation to academic dishonesty and graduate appeals processes
- [Tong] should be discussed in all college/schools' Graduate Instruction Committees and will be brought up at new Graduate Operations Committee meeting

CONSENT AGENDA (Approved)

1. Course Changes

[CSCE 702: Law and Policy in Cybersecurity](#)

[MARA 691: Research](#)

[MEEN 654: Tribology-Mechanical Interface Design](#)

[MEEN 687: Additive and Subtractive Processes in Custom Manufacturing](#)

[VIBS 601: Anatomy](#)

[WMHS 601: Applications and Problems in Hydrological Sciences](#)

2. New Courses

[MARB 693: Professional Study](#)

3. Program Changes

[MS-ACCT: Master of Science in Accounting](#)

[MS-AGEC: Master of Science in Agricultural Economics](#)

[MS-CECN: Master of Science in Computer Engineering](#)

[MS-CPSC: Master of Science in Computer Science](#)

[PHD-AGEC: Doctor of Philosophy in Agricultural Economics](#)

COURSES

1. Course Changes

[EDAD 601: College Teaching](#) (Approved, with syllabus adjustments)

[EDAD 629: Diversity and Social Justice in Higher Education](#) (Approved, with syllabus adjustments)

[IMED 844: Cardiology Inpatient](#) (Approved, with syllabus adjustments)

[MEEN 616: Surface Science](#) (Approved, with syllabus adjustments)

[MEEN 630: Intermediate Heat Transfer](#) (Approved, with syllabus adjustments)

[MEEN 649: Nonlinear Dynamical Systems](#) (Approved, with syllabus adjustments)

[MEEN 652: Multivariable Control System Design](#)

[MEEN 696: Bio-inspired Design](#) (Approved, with syllabus adjustments)

[PHPM 603: Managing Healthcare Data and Information](#) (Approved, with syllabus adjustments)

[PHPM 606: Health Systems Management](#) (Approved)

[PHPM 614: Strategic Planning and Marketing](#) (Approved)

[PHPM 616: Management of Human Resources](#) (Approved)

[PHPM 617: Quality and Process Improvement](#) (Approved)

[PHPM 620: Operations Management](#) (Approved)

[PHPM 623: Health Care Financial Management I](#) (Approved, with syllabus adjustments)

[PHPM 633: Health Law and Ethics](#) (Approved, with syllabus adjustments)

[PHPM 640: Health Policy and Politics](#) (Approved)

[PHPM 661: Introduction to Health Economics](#) (Approved)

[PHPM 680: Health Systems Leadership](#) (Approved)

[SPED 605: Leadership in Applied Behavior Analysis](#) (Approved)

2. New Courses

[EMED 811: Career Exploration- Emergency Medicine](#)

[IDIS 657: Distribution Growth Strategies, Models, and Drivers](#) (Approved)

[IMED 920: Transplant Hepatology](#) (Approved, with syllabus adjustments)

[IMED 941: Congestive Heart Failure](#) (Approved, with syllabus adjustments)

[MEEN 701: Principles of Precision Machine Design](#) (Approved)

[MEID 621: Clinical Shadowing](#) (Approved, with syllabus adjustments)

[MEID 622: Rural Community Medicine Shadowing](#) (Approved, with syllabus adjustments)

[MEID 623: Pre-Clinical Research](#) (Approved, with syllabus adjustments)

[MEID 624: Service Learning](#) (Approved, with syllabus adjustments)

[MEID 625: Military Training](#) (Approved, with syllabus adjustments)

[MEID 830: Service-Learning Internal Medicine and Pharmacy Interdisciplinary Health Research](#)
(Approved, with syllabus adjustments)

[MHUM 821: Research Practicum](#) (Approved, with syllabus adjustments)

[MHUM 822: Introduction to Research](#) (Approved, with syllabus adjustments)

[MHUM 823: Medical Scholarly Research](#) (Approved, with syllabus adjustments)


[OBGY 920: Urogynecology Acting Internship](#) (Approved, with syllabus adjustments)

Attachment 1

MEMORANDUM

DATE: August 25, 2022

TO: Dr. Fuhui Tong 
Interim Associate Provost and Dean
Graduate and Professional School

THROUGH: Dr Michael de Miranda 
Dean
School of Education and Human Development

THROUGH: Dr. Beverly J. Irby 
Senior Associate Dean for Academic Affairs
School of Education and Human Development

FROM: Dr. Claire Katz 
Interim Department Head
Department of Teaching Learning and Culture

SUBJECT: Waiver of Standardized Test Score-requirement for applications to the Teaching Learning and Culture EdD in Curriculum and Instruction

The Department of Teaching Learning Culture would like to request an exemption to continue the requirement for Standardized Test scores for all applications to our EdD program. Historically, GRE scores has been a good predictor to identify which first year EdD students will be successfully retained. We use an admission rubric that looks at multiple factors to rank prospective students, and the GRE is an important component of this rubric. The program that would continue to require Standardized Test scores would be the EdD in Curriculum and Instruction.

Approved by the Graduate and Professional Council on Thursday 15 September 2022 for the 2022-2023 recruiting cycle (Summer and Fall 2023, and Spring 2024 admissions) *only*, with resubmission of request due no later than 31 March 2023.

Attachment 2

Report of Preliminary Examination

Credit for the preliminary examination is not transferable in cases where a student changes degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student's examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student's examination committee, with at most one dissension, is required to pass a student on his or her preliminary exam. Only one committee member substitution is allowed with prior approval of the Graduate and Professional School.

A student's department will promptly report the results of the Preliminary Examination to the Graduate and Professional School via the Report of Doctoral Preliminary Examination Form. The Preliminary Examination Checklist Form must also be submitted. These forms should be submitted to the Graduate and Professional School within 10 working days of completion of a preliminary examination with the decision of all approved committee members and with the approval of a department head or approved authorized designee.

After passing the required preliminary examination for the doctoral degree, a student must complete the final examination for the degree within four calendar years; otherwise, the student will be required to repeat the preliminary examination.

Failure of the Preliminary Examination

First Failure

Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Department and Graduate and Professional School, a student who has failed a preliminary examination may be given one re-examination.

In rare cases a committee may determine that a student is not eligible to retake the preliminary examination for a second time. When this occurs, both the Department and the Graduate and Professional School will review the circumstances of the case, and in consultation with the committee will determine if the retake will be allowed.

Second Failure

Upon failing the preliminary exam twice in a doctoral program, a student may no longer continue to pursue the PhD in that program/major. In accordance with Student Rule 12.5, the department should make a recommendation to the student regarding their scholastic deficiency.

Retake of Failed Preliminary Examination

~~Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Graduate and Professional School, a student who has failed a preliminary examination may be given one re-examination.~~ Adequate time must be given to permit a student to address inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate to the student, in writing, an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and committee should jointly negotiate a mutually acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.