Graduate Council Meeting Agenda
November 11th, 2020– 3:30-5:00 p.m. via Zoom

X	Jerry McMurtry	X	Kristin Henrich (Library)	X	David Tank (COS)
X	Julie Amador (EHHS)	X	Pedram Rezamand (At-Large/CALS)	X	Elowyn Yager (At-Large/ENGR)
X	Linda Chen (CBE)		Kelly Quinnett (CLASS)	X	Ata Zadehgol (ENGR)
X	Dan Cronan (CAA)	X	Kerri Vierling (CNR/ENVS)	X	Seth Rose (GPSA)
	Robert Heinse (At-Large/UWP)	x	Dan Strawn (CALS)	X	Alexander Blanco (GPSA)

I. Approval of the minutes from October 21st, 2020
    a. Minutes approved with one abstention

II. Announcements
    a. COGS Positions Posted
    b. Online Education Working Group
        i. Finishing touches are being put on by staff member, it will then be sent to President Green and Graduate Faculty
    c. Movement to Online Thesis/Dissertations
        i. A few colleges have an internal library where they'd like to keep a paper copy.
        ii. COGS is looking to move theses and dissertations entirely online. Paper copies cause roadblocks for students and making this process fully online will simplify it for all parties involved.
        iii. Regular processes will be kept in place until Spring 21, but from then on, we will be online only.
    d. Application Update
        i. Graduate Admissions is up 90.8% in applications.
        ii. Students are applying, we just need to find a way to get them here and get them funded.
        iii. Numbers are growing rapidly in spring as well- many of these are deferments.

III. Old Business
    a. Update from Graduate Admissions
        a. Catalog Language for Readmission Application
            i. The catalog does not mention this detail on readmission/re-enrollment, but there is a page on the COGS website that details this more (including requirements and types of applications).
            ii. Change of Curriculum form for change to different degree is no longer required by the Registrar's office.
            iii. Depending on the number of years the student may have been absent, reapproving an application is not always easy. Including the requirements in the initial application would likely help COGS and the department with this process.
            iv. See revised text attached at the end of this document
            v. Some research-based programs require a statement of research-based purpose on top of the already required statement of purpose.
            vi. Members suggested changing part of the proposed language to "at the department's request additional materials may be required"- the language will be adjusted to reflect this change.

vii. Students can use a McNair waiver for the $30 fee, however the fee is currently being waived.
1. Waiving this fee is more often reviewed on a case by case basis for domestic students.
viii. Approved unanimously
b. Example Denial Reasons for Denial Letter
i. Liquid markup could be created in this letter where we only merge denial reasons that we deem acceptable.
ii. Creating two sets of denial reasons in the application review form may be helpful, as previously discussed. This has not been done yet, but it can be done easily.
iii. Students would be reaching out to the DGS of their department for more information. Students are currently directed to the graduate programs page on our website, which has the DGS contact information on it.
iv. Vote on adopting denial reason in denial letter- approved unanimously.
c. Adjusted Language for Transcript Requirements
i. Acceptance of transcripts with less than 9 credits on them
ii. In the attached language, the green text shows new catalog language.
iii. Graduate Admissions ultimately needs to calculate the undergrad GPA, or at least an average of all courses that the student took. If this information is provided in an official transcript, that will be sufficient.
iv. Transcripts under 9 credits will be "not required" as opposed to "waived".
v. Approved unanimously

IV. New Business
a. Program Changes
i. Movement and Leisure Sciences M.S. (266)
1. This is for a new form coming out of the Provost's office
2. Looking at doing a short form to add an online option to the master's degree MLS, but this coursework is just for this specialization. Movement and Leisure Science is already offering online courses but couldn't offer a fully online option until about a year ago. They figured since they were going through the process for their undergrad degree, they should go through the process for their master's degree as well. This new program will be offered as a fully online option, but students could choose a hybrid option.
3. Potentially wrong CIP code- the CIP code is 3030101 but should be 310101.
a. A friendly adjustment will be made to the CIP code
4. Approved unanimously
ii. Cybersecurity M.S. (430)
1. B.S. Cybersecurity was previously approved and is being implemented now.
2. Proposing M.S. in Cybersecurity, which was designed to be aligned with CAESD, led by the NSA. They have a very prescriptive set of topics that need to be covered. UI has been nominated as an approved institution because of how well we have upheld this focus and aligned to CAESD guidelines.
3. Course descriptions are not in Course Leaf yet- they are still going through department approvals. Course descriptions should be completed before December, so they can be routed along with this form. We can postpone the decision until we see the forms for creation of the "new" courses.

- a. To clarify, the courses are currently being taught but the content is changing slightly to work with CAESD. Some courses are currently being taught as computer science, but we would like to move some to cybersecurity or cross-list them.
        4. Thesis and non-thesis option are available for this degree.
        5. The degree can be delivered in Moscow, Idaho Falls, and Coeur d'Alene.
        6. Approved unanimously
    iii. Technology Integration Specialist Certificate (432)
        1. This is a proposal to create a 9-credit certificate that enables people to support teachers in incorporating technology in the classroom.
        2. This would be offered online, opening up the possibility for students to enroll.
        3. Each course is one credit, only one course is required and then students can choose the remaining 8 out of 12 credits.
        4. Requests for this program are specifically coming from school districts that are starting to put teachers in the role of integration technology specialists.
        5. When teachers earn this certificate, they can be placed into the role, and the graduate level of the certificate allows them to boost their pay scale.
        6. Graduate certificates must have 12 credits total, as opposed to 9. This proposal should be revised to reflect the university requirements and will be sent back to the college in CIM.
        7. Tabled until the next meeting- action approved unanimously
    iv. Architecture MARCH (35)
        1. Changing CIP code will not affect current or future accreditation status.
        2. This change is less directly associated with architecture and is more of a STEM discipline, so there is a greater appeal to international students (3 year OPT instead of 1).
        3. Coeur d'Alene was dropped as a delivery site.
        4. Approved unanimously
    v. Anthropology M.A. (29)
        1. Reworking of master's degree and new faculty have allowed us to tweak the curriculum and create more graduate level only courses (500 level) that would move students through in a cohort model. This allows for more tracking in specific subfields, as opposed to a one size fits all model.
        2. Thesis and non-thesis option available.
        3. Approved unanimously
    vi. Data Science Academic Certificate (210)
        1. The name has been changed to "Data Science", from "Data Analytics". This does not overlap with the undergraduate Data Science degree.
        2. Approved unanimously
    vii. Music MMUS (196)
        1. Requesting to add an online option for a master's in music to the preexisting seated option.
        2. Approved unanimously

- b. Curriculum Changes
    i. LARC 566 (11978) and 565 (11977): Pending adjustment of 599 credits should be approved
        1. Allows them to count credits under 599, adjusts them to LARC 599.
        2. Approved unanimously

c. Miscellaneous Changes
    i. Discontinue MAT in Art (12)
        1. This program has been dormant for a long time; math and education are still open.
        2. Approved unanimously

d. 599 Credit Limits for non-thesis degrees in Catalog
    i. LARC is requesting to bring in 12 credits of non-thesis work. We had a course that would be appropriate for that, but it was limited to 6 credits. The catalog language was adjusted to reflect that 599 can count for up to 20% of the degree total. Previously catalog language also indicated a limit of 6 credits. This new language (included at the end of this packet) has the same impact but opens up to degrees with greater credits overall.
    ii. Degrees can still limit nonthesis work to 6 credits, they just need to do this internally.
    iii. If a student has 500 credits but switches to non-thesis, usually 500 credits are disallowed, but this can be petitioned. 1 credit of 599 (non-thesis work) is required on these degrees.
    iv. 504- special topics, can be applied to non-thesis degrees. 503- workshops, are limited to 3 credits.
    v. Approved unanimously
e. Review Bylaws
    i. The deadline was fast approaching so McMurtry redid the bylaws but did not change the content; he Just changed the format and put them in a new template.
    ii. Eventually we'll need to look at these with a bylaw committee and update the content (perhaps come spring).

Meeting adjourned at 4:53

Future Meetings:
12/2/2020
1/20/2021
2/17/2021
All meetings will be on Wednesdays at 3:30-5:00 p.m. (Pacific) via Zoom

Links to CIM

https://nextcatalog.uidaho.edu/programadmin/?key=196

https://nextcatalog.uidaho.edu/programadmin/?key=210

https://nextcatalog.uidaho.edu/programadmin/?key=266

https://nextcatalog.uidaho.edu/programadmin/?key=29

https://nextcatalog.uidaho.edu/programadmin/?key=35

https://nextcatalog.uidaho.edu/programadmin/?key=430

https://nextcatalog.uidaho.edu/programadmin/?key=432

https://nextcatalog.uidaho.edu/courseadmin/?key=11977

https://nextcatalog.uidaho.edu/courseadmin/?key=11978

https://nextcatalog.uidaho.edu/miscadmin/?key=12

Readmission/Re-enrollment

https://www.uidaho.edu/admissions/graduate/graduate-programs/re-admission

The readmission application is for previous graduate students who have been **absent for two or more years**.

Readmission must be approved by the department in whose degree program returning graduate students wish to enroll. To request readmission to the University of Idaho, the following will be required: readmission application, $30.00 non-refundable application fee, updated resume/CV, and updated Statement of Purpose. At the department's request, additional requirements such as letter of recommendation or statement of research purpose may be required.

Returning Graduate Students wishing to:

Return to the same degree/major

Graduate Admissions will begin the department approval process upon submission of the online Application for Re-admission below. The application must be completed for the program you were previously enrolled.

Change to different degree/major

Students who wish admittance in a new degree/major option or want to change to different program must submit a Change of Curriculum form to College of Graduate Studies with all the appropriate departmental approvals. Returning students changing programs must complete an online Application

for Re-admission below (indicating the new degree or program) with Graduate Admissions in addition to the Change of Curriculum form.

Catalog Language: Transcripts and Application for Graduate Admission

https://catalog.uidaho.edu/student-services/admission/#graduate%20admission

A copy of the official transcript (and English translation for all foreign language documents) for every college and university the applicant attended is acceptable for the application review process. Applicants may upload copies of official transcripts and translations via the online application. Uploaded transcripts must be legible; illegible transcripts will not be processed. COGS recommends scanning at 600 dpi resolution.

Official transcripts of all college work will be required at the point of admission and must be sent directly to the Graduate Admissions Office. Transcripts from institutions with 9 or less semester hours earned will be waived if the course credits and grades are recorded on another transcript. If a student wishes to transfer those credits towards a graduate degree at the University of Idaho, official transcripts will be required irrespective of the number of credits earned at that institution.

Applicants who have already earned a graduate degree from a regionally accredited U.S. institution and are seeking a graduate degree at Idaho will only need to submit official transcripts from the graduate degree granting institution. All documents received as part of the application process become part of the official Graduate Admissions application file.

Credits

All master's degree programs require a minimum of 30 credits. Some master's degree programs may require more. Additional work may be stipulated in individual cases to meet particular objectives or need for additional background. Courses used toward an undergraduate degree, professional development courses or courses on a professional development transcript are not available to be used toward a graduate degree.

No more than three credits of workshop or workshop equivalent courses may be used toward the graduate degree.

Credit in course 500 (Master's Research and Thesis) or 600 (Dissertation) cannot be counted toward a non-thesis master's degree. Although no limit is imposed on the number of credits that may be earned in course 500 for degrees with thesis, only a maximum of 10 credits in course 500 in the major of the degree can be used to fulfill master's degree requirements (a lower limit may be set by the program). For non-thesis masters degrees up to 20% of the total number of credits required for the degree may be in course 599 (non-thesis Masters Research).