University of Wisconsin-Madison  
Graduate Faculty Executive Committee  
1:30 pm – 3:30 pm, Room 334 Bascom Hall  
June 6, 2014

MINUTES

Members Present: Martin Cadwallader, Steve Ackerman, Michael Bell, Norman Drinkwater, Ted Golos, Mary Louise Gomez, Robert Howell, Lea Jacobs, Daniel Kleinman, Gloria Mari-Befka, Lisa Martin, Donna Paulnock, José Pincheira, Pamela Potter, Stephen Quintana, Fernando Tejedo

Members Absent: Duncan Carlsmith, Cynthia Czajkowski, Aparna Dharwadker, Kevin Shinners, Susan Thibeault

Guests: Jan Greenberg, William Heiss, Eneida Mendonca, Jocelyn Milner, Ellen Rafferty, Paul Rathouz, Tracy Schroepfer, Whitney Sweeney, Sue Zaeske

Staff: Judy Bauman, Eileen Callahan, Wendy Crone, Alissa Ewer, Kelly Haslam, Elena Hsu, Jennifer Martin, Linda Scholl

Dean Martin Cadwallader called the meeting to order.

The minutes of May 2, 2014 were approved as written.

Information Items:

1. Dean Martin Cadwallader thanked Norman Drinkwater, Aparna Dharwadker, Gloria Mari-Befka and Michael Bell for their completed terms on GFEC.

2. Assistant Dean Kelly Haslam shared with the GFEC the request for creation of an official graduate coursework attribute in the university course system. The request was prompted by the creation of a series of new Graduate School policies approved by the GFEC in October 2013; the graduate coursework attribute will allow programs and students to more readily identify those courses eligible to meet the Minimum Graduate Coursework (50%) Requirement.

Approvals

1. Associate Dean Daniel Kleinman and Jan Greenberg from the School of Social Work presented the request for exception to the undergraduate credit policy for the MSW in Social Work. Graduate School policy is that 7 approved credits from a UW-Madison undergraduate degree may be applied towards a graduate degree at UW-Madison. Greenberg noted that the Commission on Social Work Education (CSWE), the accrediting body for the Bachelors and Masters in Social Work at UW-Madison, requires that every baccalaureate social work program it accredits deliver a foundational curriculum teaching the same 10 core competencies, thus assuring that BSW work done at other institutions is at the same level of rigor as that of the University of Wisconsin-Madison. Greenberg requested that because of the level
of undergraduate coursework rigor assured by the CSWE, Social Work be able to accept up to 7 credits of undergraduate work towards the Social Work MSW from any CWSE-accredited bachelor program.

**Action:** Moved and second to approve the request that Social Work be able to accept up to 7 credits of students’ undergraduate work toward the Master of Social Work graduate degree. The motion was approved unanimously.

2. Associate Dean Wendy Crone presented the request for creation of an exception path, based on specialized accreditation, to allow undergraduate credits towards a graduate degree. In October 2013 the GFEC passed policy stating a student’s program may decide to accept up to seven credits from the undergraduate work completed at UW-Madison towards fulfillment of minimum degree credit requirements. A request from the Social Work MSW program and others indicated interest in an exception process for the Graduate School to allow some undergraduate work from other undergraduate institutions and be assured of the rigor of the other institutions’ courses. The following exception process was proposed:

**Exception Policy for Satisfying Requirements with Prior Course Work from the Undergraduate Degree at Another Institution**

An exception to allow up to seven credits from an undergraduate degree earned at a non-UW-Madison institution to count toward a UW-Madison graduate degree can be requested on a program-by-program basis when the following two conditions are met:
1) students have received their undergraduate degree in the same discipline as they are pursuing graduate work, and 2) the undergraduate degree has been granted from a program which is accredited by the same accrediting body as the UW-Madison program. Should a program decide to request an exception to this policy, it must provide the Graduate School with the information requested in the undergraduate credit exception form to be eligible for consideration. Please note submission of an exception request does not provide assurance of its approval.

**Action:** Moved and seconded to approve the exception policy as stated above. The motion was approved unanimously.

**Program Review:**

1. Associate Dean Daniel Kleinman and GFEC member Michael Bell introduced the Institutional (10-Year) Review of the Human Ecology graduate programs:

- **MFA in Human Ecology**
  - MFA Named Option titled “Design Studies”
- **M.S. in Human Ecology**
  - M.S. Named Option titled “Consumer Behavior and Family Economics”
  - M.S. Named Option titled “Design Studies”
  - M.S. Named Option titled “Human Development and Family Studies”
- **Ph.D. in Human Ecology**
  - Ph.D. Named Option titled “Civil Society and Community Research”
  - Ph.D. Named Option titled “Consumer Behavior and Family Economics”
  - Ph.D. Named Option titled “Design Studies”
  - Ph.D. Named Option titled “Human Development and Family Studies”
Addressed were the program’s strengths, including a strong national reputation, invigorating facilities, charismatic leaders and productive faculty. Also discussed was the need for improved financial support for students, as well as a stronger cohort and climate experience for students across named options and disciplines. The review committee in particular emphasized a request that the program increase sense of positive community among faculty and students, including re-conduction of a climate survey. The GFEC congratulates the program on its success and strengths and requests the program report back to the GFEC in a year with reflections on a continued climate survey strategy.

**Action:** Moved and seconded to accept the review of the graduate programs in Human Ecology, with a request the program report back to the GFEC regarding the review committee’s recommendations by April 2014. The motion was passed unanimously.

2. Associate Dean Steve Ackerman and GFEC member Gloria Mari-Beffa introduced the Institutional (10-Year) Review of the Mechanical Engineering graduate programs:

- **M.Eng. in Mechanical Engineering**
  - M.Eng. Named Option titled “Energy Systems”
  - M.Eng. Named Option titled “Polymer Science”
- **M.S. in Mechanical Engineering**
  - M.S. Named Option titled “Controls”
- **Ph.D. in Mechanical Engineering**

Discussed were the program’s strengths, including active and productive faculty, high student satisfaction, good rates of job-placement for graduates, and robust program national rankings. Also discussed were the high teaching loads per faculty member, the intention of the college to increase graduate student enrollment without a substantial increase in faculty members, low levels of domestic diversity in the program, and a program handbook missing important information for students, including lack of curricular and minor requirements, guidance and grievance policy. The review committee recommends that the department consider hiring lecturers or adjunct professors, and contemplate allowing faculty members to concentrate time in their particular strengths (teaching or research). The GFEC commends the program on its strength and standing and requests the program apply attention to the review committee’s recommendation to hire supplemental lecturers and adjunct professors to reduce the burden on existing faculty.

**Action:** Moved and seconded to accept the review of the graduate programs in Mechanical Engineering. The motion was passed unanimously.

**Additional Approvals:**

1. Associate Dean Donna Paulnock and Paul Rathouz and Eneida Mendonca from Biostatistics and Medical Informatics presented the request to approve the new Master of Science degree in Biomedical Informatics. The degree will provide scientists and clinical investigators with training. The GFEC discussed if the program’s projected enrollment of 5 new students a year was sufficiently robust. The department of Biostatistics and Medical Informatics has completed the self-study for the existing certificate programs in the department, and projects to have the certificates’ review submitted to the Provost’s Office in the fall 2014 semester.
Action: Moved and seconded to approve the Master of Science in Biomedical Informatics. The motion was passed unanimously.

2. Associate Dean Lea Jacobs presented the request for change in administrative unit for the M.A. and Ph.D. in Hebrew and Semitic Studies, from the Department of Hebrew and Semitic Studies to the Department of Classics. Jacobs noted that the Department of Hebrew and Semitic Studies has voted to dissolve itself, and that existing graduate students will follow their faculty to their new department homes (Department of Classics, or Center for Jewish Studies) and that there will be a reallocation of administrative responsibilities and resources to the units on campus able to assist in efforts to re-invent their own programs to incorporate Hebrew and Semitic faculty, students, courses, and subject-matter.

3. Associate Dean Lea Jacobs and Ellen Rafferty from the Department of Languages and Cultures of Asia (LCA) and Associate Dean Sue Zaeske from the College of Letters and Science presented the request to suspend admissions to the Languages and Cultures of Asia graduate programs, including:
   - M.A. in Languages and Cultures of Asia
   - Ph.D. in Languages and Cultures of Asia
     - Ph.D. Named Option titled “Languages and Literature”
     - Ph.D. Named Option titled “Civilizations & Cultures”
     - Ph.D. Named Option titled “Religious Studies”

   Rafferty informed the GFEC that LCA is losing faculty members and restructuring; it is in the best interest of students if the graduate program suspend admissions and only re-open when the program and department have been adequately reorganized. The program will provide a plan for next steps with their programs in the near future. The Graduate School is working with the department in setting up individual strategy meetings with affected, current students in the department.

Action: Moved and seconded to approve the suspension of the graduate programs in Languages and Cultures of Asia. The motion was passed unanimously.

Additional Information Item:

Assistant Dean Alissa Ewer informed the GFEC of the emerging initiative to provide resources to graduate students regarding creation of Individual Development Plans (IDPs). An Individual Development Plan is a written path in which students define goals for skill development to meet milestones in the graduate program and activities related to career development. IDPs are used by the federal government and others for employee development, and will likely be a requirement for all graduate students and postdocs supported by NIH funding. The Graduate School offers workshops and online resources for developing IDPs.