University of Wisconsin-Madison
Graduate Faculty Executive Committee
1:30 pm – 3:30 pm, Room 52 Bascom Hall
November 20, 2015

MINUTES

Members Present: Caroline Alexander, Cynthia Czajkowski, Kristin Eschenfelder, Robert Howell, William Karpus (Chair), Daniel Kleinman, Lisa Martin, Nicole Perna, José Pincheira, Pamela Potter, Parmesh Ramanathan, Patricia Rosenmeyer, Fernando Tejedo-Herrero, Susan Thibeault, Ray Vanderby

Members Absent: Susan Babcock, Mary Louise Gomez, Michael Graham, Tracy Schroepfer

Guests: Greg Downey, Richard Keller, Elaine Klein, Jocelyn Milner, Paul Voyles

Staff: Judy Bauman, Eileen Callahan, Marty Gustafson, Michelle Holland, Elena Hsu, Jennifer Martin, LaRuth McAfee, Kelly Haslam

Dean William Karpus called the meeting to order.

The minutes of October 9, 2015 meeting were approved as written.

Information Items:

1. Associate Dean of the Division of International Studies Richard Keller presented an update regarding the restructure of the “International Institute” as the “Institute for Regional and International Studies” (IRIS). IRIS aims to coordinate, strengthen, and develop efficiencies concerning international research, teaching and outreach across campus. The restructure was approved by the University Academic Planning Council on June 18, 2015.

2. Dean William Karpus informed the GFEC that the Graduate School Final Appeal Process has been updated. Effective Fall 2015 the student appeal process includes involvement of the Graduate School Academic Planning Council, a subcommittee of the GFEC, in lieu of the full GFEC body. More on the graduate student appeal process may be accessed at https://grad.wisc.edu/acadpolicy/#grievancesandappeals.

3. Dean William Karpus shared information regarding expected changes to the graduate assistantship policy; this information is also available at http://news.wisc.edu/24188.

Approvals and Updates:

Approval: Dean William Karpus introduced Paul Voyles, director of graduate studies in the Department of Materials Science and Engineering, who presented the request to discontinue the doctoral minor in Materials Science, and rename the doctoral minor in Materials Engineering to “Materials Science and
Engineering”, effective Spring 2016. The requests are intended to align with the recently-approved request to merge the graduate degree programs in “Materials Science” and “Materials Engineering” into the newly titled “Materials Science and Engineering” degree program.

**Motion:** Moved and seconded to approve the changes to the Materials Science and Materials Engineering doctoral minors. Motion was passed with 13 votes for, and one technical abstention.

Update: Associate Dean Daniel Kleinman presented the program curriculum update on the named option titled “GIS Development” within the Cartography and Geographic Information Systems M.S. degree, as requested via the GFEC memo to the Department of Geography dated May 15, 2015. The department has reported that though all the courses are not yet approved, they expect they will be approved in time for the first effective term of the GIS Development named option (Fall 2016).

**Program Reviews:**

1. GFEC member Lisa Martin presented the Institutional (10-Year) Review of the Psychology M.A./M.S./Ph.D. program. Martin noted the program’s strengths, including high morale, good funding for students, and a commitment to department cohesion. Martin also noted the review committee’s recommendations, including that the program more clearly convey the research-intensive nature of the program to prospective students, implement a climate survey for current graduate students and reexamine direct admissions as ways to counter student attrition, as well as examine the program’s longer time-to-degree than peer universities, provide structured information regarding program requirements to enrolled students, adopt a mentoring committee structure, and develop non-academic career path support and information to students. The GFEC additionally requests the program develop an online, date-stamped graduate program handbook so that students may access reliable and up-to-date information in addition to seeking guidance from their graduate coordinator, and that the program work with the Graduate School Assistant Dean for Diversity, Inclusion and Funding LaRuth McAfee in developing strategies for enrolling, recruiting and retaining under-represented minority students. The GFEC commends the program on its strengths and successes, and requests the program consider the review committee and GFEC recommendations.

**Motion:** Moved and seconded to accept the Institutional (10-Year) Review of the M.A./M.S./Ph.D. in Psychology. The motion was passed unanimously.

2. GFEC member Cynthia Czajkowski presented the Institutional (10-Year) Review of the Graduate/Professional Certificate in Bioinformatics and Capstone Certificate in Bioinformatics. Czajkowski noted the certificate programs’ positive environment and the growing demand for education in the bioinformatics field, but also noted the programs’ challenges, chief among which is low enrollment. The GFEC agreed that the programs’ low enrollments are of concern, and requests the programs provide a program faculty member representative to speak at the February 2016 GFEC meeting regarding a developed and concrete strategy for improving enrollment. The GFEC made suggestions that the program might explore a series of strategies for increasing enrollment via rethinking the prerequisite courses required for admission, expanding marketing to both
graduate/professional and capstone certificate-seeking audiences, and re-strategizing the content and course-delivery format that is the best fit for students.

**Motion:** Moved and seconded to accept the Institutional (10-Year) Review of the Graduate/Professional Certificate in Bioinformatics and Capstone Certificate in Bioinformatics, with request the program send a faculty representative to the February 2016 meeting in response to the GFEC and review committee recommendations. The motion was passed unanimously.

3. GFEC member Cynthia Czajkowski presented the First Review of the Graduate/Professional Certificate in Global Health and the Capstone Certificate in Global Health, both of which were approved in 2007. Czajkowski noted the programs’ strengths, including students’ appreciation of the certificate, and strong enrollment in the graduate/professional certificate (so much so that the program must cap enrollment in the certificate each year). Czajkowski also noted the programs’ challenges, including a high dropout rate, limited student diversity, high cost of the required fieldwork component, and challenges in securing faculty commitment to teach core courses. The review committee recommends the program identify ways to help fund students’ required fieldwork experience, create an online handbook detailing program requirements, investigate increased engagement opportunities between the certificates and the Department of Population Health Sciences, systematically track enrollment and award data trends, evaluate the course curriculum, and explore options for increasing the certificates’ enrollment caps. The GFEC commends Global Health on its successes, and requests that the program report on their adoption of the review committee’s recommendations for the graduate/professional certificate and capstone certificate programs as part of the review to be conducted next year on the undergraduate certificate of the same name.

**Motion:** Moved and seconded to accept the First Review of the Graduate/Professional Certificate in Global Health and the Capstone Certificate in Global Health with request the program report on adoption of the review committee and GFEC recommendations regarding the graduate/professional certificate and capstone certificate in their undergraduate certificate review of the same name in the 2016/2017 academic year. The motion was passed unanimously.

**Adjournment:**

**Motion:** Moved and seconded to adjourn. The motion passed unanimously.