University of Wisconsin-Madison  
Graduate Faculty Executive Committee  
1:30 pm – 3:30 pm, Room 350 Bascom Hall  
October 11, 2013

MINUTES

Members Present: Martin Cadwallader, Steve Ackerman, Duncan Carlsmit, Cynthia Czajkowski, Aparna Dharwadker, Norman Drinkwater, Mary Louise Gomez, Robert Howell, Lea Jacobs, Gloria Mari-Beffa (in at 2:00), Lisa Martin, José Pincheira, Pamela Potter, Stephen Quintana, Fernando Tejedo, Susan Thibeault

Members Absent: Michael Bell, Ted Golos, Daniel Kleinman, Donna Paulnock, Kevin Shinners

Guests: Donald Hausch, Elaine Klein, Jocelyn Milner

Staff: Wendy Crone, Alissa Ewer, Steve Hahn, Kelly Haslam, Michelle Holland, Elena Hsu, Jennifer Martin, Mary Butler Ravneberg, Dorothy Sanchez, Linda Scholl, Alexandra Walter

Dean Martin Cadwallader called the meeting to order.

The minutes of September 13, 2013 were approved as written.

Approvals:

1. Associate Dean Lea Jacobs and Donald Hausch from the School of Business introduced the request to approve the named option titled “Corporate Executive MBA” in the Business: General Management MBA. UW-Madison will partner with UW-Milwaukee in offering the named option; UW-Milwaukee will deliver four of the 18 courses. The named option has been developed to provide general management skills to working professionals employed by Kohl’s Corporation, on-site at the Kohl’s corporate headquarters in Menominee Falls, WI. The GFEC noted not knowing if UW policy allows for off-campus, company-specific arrangements, and asked to be updated with a report back from the upcoming October 2013 University Academic Planning Council meeting’s discussion of the matter.

Motion: Moved and seconded to approve the named option “Corporate Executive MBA” in the Master of Business Administration in Business: General Management. The motion was passed with 13 votes for and 2 abstentions.

2. Associate Dean Steve Ackerman introduced the request to discontinue the Master of Fine Arts in Communication Arts. The Communication Arts MFA has not been enrolled in nor awarded for multiple years.

Motion: Moved and seconded to approve the request to discontinue the Master of Fine Arts in Communication Arts. The motion was passed with 14 votes for and 1 technical abstention.
Program Review:

Associate Dean Lea Jacobs and GFEC member Steve Quintana introduced the Institutional (10-Year) Review of the Ph.D. in Business. Discussed were the program strengths, including a strong research reputation, high collegiality, robust student satisfaction and good placement of graduates in Research 1 universities, as well as the review committee’s concerns, including deficiencies in student funding, low recruitment of under-represented minority students and lack of coordination and communication across areas of study within the degree. The review committee recommends that the program consider implementing a higher priority on underrepresented minority student recruitment and that the program employ a more robust coordination, consistency and communication strategy across areas of study within the degree, including strengthening the Ph.D. Committee function and influence, instituting a Ph.D. seminar, and the development of a unified Ph.D. handbook for students.

Motion: Moved and seconded to accept the review of the Business Ph.D. program, with a request the program address the review committee’s concerns and recommendations in a written memo to GFEC by April 2014. The motion was passed unanimously.

Discussion Item and Approval:

Associate Dean Wendy Crone and GFEC member Robert Howell updated the committee on recommendations developed by the GFEC subcommittee charged with reviewing policies and practices related to the Higher Learning Commission’s (HLC) criteria for campus accreditation; the subcommittee applied particular attention to the HLC’s new “assumed practices” of requiring 30 credits beyond the bachelor’s degree for master’s degrees and requiring at least 50% of credits applied to a graduate program be credits designed for graduate work.

The GFEC voted on the items as written in the attached “GFEC Vote Items Regarding Graduate School Requirements” document.

Motion: Moved and seconded to approve Item 1: Minimum Graduate Residence Credit Requirement. Motion was passed unanimously.

Motion: Moved and seconded to approve Item 2: Minimum Graduate Degree Credit Requirement. Motion was passed unanimously.

Motion: Moved and seconded to approve Item 3: Minimum Graduate Course Work Requirement. Motion was passed unanimously.

Motion: Moved and seconded to approve Item 4: Prior Course Work. Motion was passed unanimously.

Motion: Moved and seconded to approve Item 5: Maximum Credits per Term. Motion was passed unanimously.

Motion: Moved and seconded to approve Item 6: Effective Dates. Motion was passed unanimously.
GFEC Vote Items Regarding Graduate School Requirements
(10/11/13 GFEC approved version)

The policy drafts below represent the Graduate School’s baseline or standard requirements. Graduate programs always have the latitude to have more rigorous requirements.

1. Minimum Graduate Residence Credit Requirement

The Graduate School's minimum graduate residence credit requirement for graduation can be satisfied only with graduate-level courses (300 and above) taken as a graduate student at UW-Madison (this includes but is not limited to online, thesis/research, independent study, and practicum/internship credits).

Graduate Residence Credit Minimums

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree (except MFA)</td>
<td>16 credits</td>
</tr>
<tr>
<td>MFA/specialist certificate (may include Master's degree credits taken at UW-Madison)</td>
<td>24 credits</td>
</tr>
<tr>
<td>Doctorate degree (must be completed prior to achieving dissertator status; may include Master's degree credits taken at UW-Madison)</td>
<td>32 credits</td>
</tr>
</tbody>
</table>

In rare circumstances, courses taken as a University Special student may be allowed to count toward the minimum graduate residence credit requirement. These credits generally are not allowed to count toward the 50% graduate course work minimum.

2. Minimum Graduate Degree Credit Requirement

The Graduate School's minimum graduate degree credit requirement is a degree requirement instituted by the Graduate Faculty Executive Committee to ensure that a graduate degree meets institutional accreditation standards (this includes but is not limited to online, thesis/research, independent study, and practicum/internship credits).

Graduate Degree Credit Minimums

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's degree (except MFA)</td>
<td>30 credits</td>
</tr>
<tr>
<td>MFA/specialist certificate (may include Master's degree credits taken at UW-Madison)</td>
<td>42 credits</td>
</tr>
<tr>
<td>Doctorate degrees (may include Master's degree credits taken at UW-Madison and credits taken while a dissertator)</td>
<td>51 credits</td>
</tr>
</tbody>
</table>
3. Minimum Graduate Course Work Requirement

The Graduate School’s minimum graduate coursework requirement is a degree requirement instituted by the Graduate Faculty Executive Committee to ensure that a graduate degree meets institutional accreditation standards.

The requirement states that at least 50% of credits applied toward the program’s graduate degree credit requirement must be courses designed for graduate work (this includes but is not limited to online, thesis/research, independent study, and practicum/internship credits).

Graduate course work can include UW-Madison courses:

- numbered 700 and above;
- numbered 300-699 that are specifically designed for graduate students in a graduate program;
- numbered 300-699 that assess graduate students separately from undergraduate students; or
- numbered 300-699 that have a graduate student enrollment >50% in any given semester.

Courses taken as a University Special student are not allowed to count toward the 50% graduate course work minimum unless taken at the 700 level or above.

4. Prior Course Work

A student's program may decide to accept coursework completed outside of the student’s graduate career at UW-Madison when those courses are rigorous and meet the expectations of graduate work for the degree. Course work earned five or more years prior to admission to a master’s degree or course work earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

**Satisfying Requirements with Prior Graduate Course Work from Other Institution(s)**

A student's program may decide to accept graduate course work completed at another institution toward fulfillment of minimum degree, minimum graduate course work, and minor credit requirements. This work will not appear on a UW-Madison transcript nor count towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW-Madison. The only exception is graduate-level course work taken as a CIC Traveling Scholar.

**Satisfying Requirements with Course Work from Undergraduate Career at UW-Madison**

For well-prepared advanced students, a student's program may decide to accept up to seven credits numbered 300 or above of required or elective courses from the undergraduate work completed at UW-Madison towards fulfillment of minimum degree and minor credit requirements. However, this work would not be allowed to count toward the 50% graduate course work minimum unless taken at the 700 level or above. This work will not appear on the
graduate career portion of UW-Madison transcript nor count towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW-Madison. (The previous senior-grad category is eliminated as of Fall 2014.)

**Transfer from University Special Student Career at UW-Madison**

After admission to a graduate program, the student's program may decide to accept up to fifteen University Special student credits as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). In all these cases, the student would have to pay the difference in tuition for the terms in question. Those credits earned in a University Special student semester still appear in the transcript history as "University Special" student, but the Registrar's Office will add a statement in the beginning of the transcript "All credits taken in [term] as a University Special student have been accepted by the Graduate School toward a degree program" after the student has paid the difference in tuition. UW-Madison course work taken as a University Special student would not be allowed to count toward the 50% graduate course work minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW-Madison transcript nor count towards the graduate career GPA.

<table>
<thead>
<tr>
<th><strong>Minimum Graduate Residence Credit Requirement</strong></th>
<th><strong>Prior Graduate Course Work from Other Institution(s)</strong></th>
<th><strong>Course Work from Undergraduate Career at UW-Madison</strong></th>
<th><strong>Transfer from University Special Student Career at UW-Madison</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>*Allowed up to 7 credits numbered 300 or above</td>
<td>*Allowed up to 15 credits numbered 300 or above if difference in tuition is paid</td>
</tr>
<tr>
<td>*Allowed</td>
<td>*Allowed up to 7 credits numbered 700 or above</td>
<td>*Allowed up to 15 credits numbered 700 or above</td>
<td>*Allowed up to 15 credits numbered 700 or above if difference in tuition is paid</td>
</tr>
</tbody>
</table>

* Fulfillment of requirements is allowed in these instances only if approved by the student’s graduate program.

** Course work earned five or more years prior to admission to a master’s degree or course work earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

**5. Maximum Credits per Term**

Non-dissertator students are allowed to enroll for a maximum of 15 credits. The enrollment system counts all credits in determining maximum credit loads. Even though pass/fail courses, audit courses, and 100- or 200-level courses are not considered graduate-level credits, they are counted in a total credit load.
6. Effective Dates

Any student entering or readmitted to a graduate program on or after Fall 2014 must adhere to the above minimums.

Currently enrolled master’s students have the option to complete their degree under the prior policy minimums if they can complete all degree requirements and graduate before Fall 2016.

Students currently enrolled in an M.F.A., specialist certificate, or doctoral degree prior to Fall 2014 have the option to complete their degree under the prior policy minimums.

A student who chooses to discontinue their degree program for a semester or more would return under the new policy minimums.

Appeals will be considered in exceptional cases.