Graduate Governance

Virginia Harvey, Chair
Graduate Studies Committee
Overview

- Who to call – GSC members and staff
- What goes to GSC
- Where to find GSC forms
- Governance flow
- Program Proposals
- Course proposals
Who to call

- Your college representative
- Rita Poussaint Nethersole, Associate Dean Graduate Studies
  617 287-5718
  rita.nethersole@umb.edu
2010-2011 GSC Members

- CLA – Abbey Eisenhower, Psychology
  Leonard VonMorze - English
- CSM – Bela Török, Chemistry
  Greg Beck, Biology
- CEHD – John Saltmarsh, Higher Education
  Patricia Paugh, Curriculum and Instruction
- CPCS – Richard Hung, Human Services
- CNHS – Amy Rex Smith, Nursing
- CM – Varghese George, Management
- MGSPS – Billie Gastic, Public Policy
- Graduate Student Assembly –

- Ex-officio – George Hart, Library; Joan Liem, Graduate Studies
What goes to GSC?

- New programs
  - New tracks within existing degree programs
  - New certificates
  - New degree programs (which also go off campus to BOT and BHE)
- New courses
- Course changes, including title and description changes
- Changes in programs, e.g., requirements, name changes (also to BOT and BHE)
Governance Flow

Proposal Initiated → Departmental Approval

Graduate Studies Committee (GSC) Approval ← College Approval

Faculty Council Approval → Provost/Chancellor’s Approval

Board of Higher Education (BHE) Approval ← UMass Board of Trustees (BOT) Approval

And sometimes.....
Welcome to UMass Boston Graduate Studies Website

Announcements

GRADUATE STUDENT OPENING RECEPTION
for new and returning students

Tuesday, September 7th;
5:30-7:00 PM Ryan Lounge

Student Attendees will be eligible for a Raffle

- First Prize - An iPod Touch
- Second Prize - A $100 Gift Certificate to Amazon.com

Showcase for Prospective Students
Orientation for New Students

With a growing reputation for innovative research addressing complex urban issues, the University of Massachusetts Boston, metropolitan Boston's only public university, offers its diverse student population both an intimate learning environment and the rich experience of a great American city. UMass Boston's seven colleges and graduate schools serve some 15,000 students—including nearly 4,000 graduate students—while engaging local, national, and international constituencies through academic programs, research centers, and public service activities.

UMass Boston currently offers 14 doctoral programs and over 59 master's and graduate certificate programs. The faculty members associated with these programs are among the most accomplished scholars in their fields. Their research, writing, and consultancies have earned them national and international reputations. At the same time, they are widely known for their commitment to teaching and mentoring and their accessibility to students.
Forms and Policies

Faculty

Governance Forms and Policies

Academic Program Change Approval Form
Academic Program Change Approval Procedures
Policy for AQUAD Reviews of Graduate Programs
Guidelines for Preparing Graduate Course Outlines
Procedures for University Approval of New Academic Degree Programs, Program Changes, and Program Termination
Guidelines and Definitions concerning proposals for online delivery of Graduate Programs

Online Course Proposals Elements
Online Graduate Program Approval Process
Additional Elements in Online Course Proposals
Course Addition/Course Change Form - Graduate Version
Course Addition/Course Change Form - Undergraduate Version

Student Forms

Change of Grade Form
Graduate Change of Program Form
Graduate Leave of Absence Form
Graduate Readmission Form
Graduate Student Withdrawal Form
Graduate Degree Application
Non-Degree Student Registration Form
Application for Pre-Matriculation Waiver of the Non Degree Transfer Credit Limit
Program Fee Form
Statutes of limitations Extension Form
Proposals to GSC

- Course proposals
  - Use *The One Form*
  - Assigned to two readers and voted by full committee
Academic Program Change Approval Form

ACTION

- New
- Change
- Terminate
- Suspend
- Reactivate

TYPE OF PROGRAM

- Major (or graduate program)
- Minor
- Program of Study
- Concentration
- Graduate track
- Undergraduate track
- Undergraduate certificate
- Post-baccalaureate certificate
- Post-master's certificate
- Certificate of Advanced Study
- Graduate Study (CAGS)

Degree Type

- (BA, MS, PhD, etc.)

Other:

Department from which request originated:

Term when change will become effective:

Summarize requested change in the space below:

APPROVALS:

Signature: ___________________________ Date: ____________

Department Chair: ___________________________

College Governance: ___________________________

College Dean: ___________________________

Dean of Graduate Studies: ___________________________

Graduate Studies Committee: ___________________________

Faculty Council: ___________________________

Provost: ___________________________

Chancellor: ___________________________

President: ___________________________

Board of Trustees: ___________________________

BHE: ___________________________

Routing Instructions: __Department __College __Dean
__Registrar __Institutional Research __University Communications
(to be completed by Provost's Office)

Office of Institutional Research and Policy Studies
Stage I seeks “permission to plan”

- 5 pages
- succinct description of, and rationale for, the proposed degree program
- need for degree, including how it compares with programs at other UMass campuses and other institutions
- how proposed program is consistent with and serves to advance the stated mission and goals of the campus and the University.
Stage II
Comprehensive description of the proposed program

1. Proposal Development
2. Purpose and Goals
3. Mission Context
4. Need and Demand
5. Students
6. Administration and Operation
7. Curriculum and Faculty
8. Admission and Graduation
9. Resources, Program Delivery and Budget
Proposals to GSC

- Program proposals
  - Use *Academic Program Change Approval Form*
  - Considered by all members of the GSC
  - Governed by BOT policy – “Procedures for University Approval of New Academic Degree Programs, Program Changes, and Program Termination”
This form should be used to add a new course or update an existing course. This information will be used to update the course catalog.

<table>
<thead>
<tr>
<th>Name of person completing form</th>
<th>Date</th>
<th>College File # (to be added after Dean's approval)</th>
</tr>
</thead>
</table>

**SECTION A – COURSE INFORMATION**

- **Course Addition** [ ]  **Course Change** [ ]  
- **Course Title:** 
- **Department:** 
- **Course Number:** 
- **Term in which this will take effect:** Fall 2006
- **Minimum Credits:** 
- **Maximum Credits:** 

**Short Course Title:** (Max 30 characters) 

**Long Course Title:** (Max 100 characters) 

If changing, previous title:

Course Description:

If changing, previous description:

**Requisites (Please List All):** If changes are being requested to co-requisites, please explain:

<table>
<thead>
<tr>
<th>Pre</th>
<th>Co</th>
<th>AND</th>
<th>Pre</th>
<th>Co</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rationale for the Proposal:

Other Information:
**Course Addition/Course Change Form**

**Section A - Course Offering Details**

- **Course College (Academic Group):** College of Liberal Arts
- **Course Department/Program (Subject):**
- **Academic Career:**
  - UGRD
  - GRAD
- **Is Course Cross Listed?**
  - Yes
  - No

**If Course is Cross Listed, Complete the following:**

- **Course Number (Catalog Number):**
- **Cross Listed Career:**
  - UGRD
  - GRAD

If course is cross-listed in more than two departments, please list additional departments and course numbers here.

---

**SECTION B - COURSE REQUIREMENTS**

**Course Requirements ( undergraduate Courses):**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Course Description</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Course Textbook</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Course Instructor</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Course Time</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Course Location</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Course Requirements (Graduate Courses):**

- **Is this course a Requirement?**
- **Elective?**
- **Is this course for a Doctoral program?**
- **Master's program?**
- **Doctoral Certificate?**
- **CAGS?**

**What student population will be served by this course?**

<table>
<thead>
<tr>
<th>Undergrad</th>
<th>Master's</th>
<th>Certificate</th>
<th>Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

**Other Course Information (Undergraduate and Graduate Courses):**

- **Is this course intended to be offered on-line?**
  - Yes
  - No

- **Has this course been offered as a Special Topics course?**
  - Yes
  - No

If yes, please consider the relevant Supplementary Information (see addendum).
### SECTION C – OTHER COURSE INFORMATION

#### Course Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Primary?</th>
<th>Course Check All That Apply</th>
<th>Graded?</th>
<th>Default Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indep Study</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Studies</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grd Research</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Course Repeat Details

<table>
<thead>
<tr>
<th>Is Course Repeatable for Credit?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a student allowed to enroll multiple times in a single term?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

#### Course Information

- **Total Units Allowed**: [Total Units Allowed]
- **Total Completions Allowed**: [Total Completions Allowed]

---

*For Registrar’s Use Only:*

- **Course ID**: [Course ID]
- **Course Entered By**: [Course Entered By]
## SECTION D - SIGNATURES

<table>
<thead>
<tr>
<th>Department:</th>
<th>Number:</th>
<th>Course Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Signature</td>
<td>GPD</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Department Chair</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Collegiate Committee</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Collegiate Committee</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>College Senate Chair</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>College Dean</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>PESC (if relevant)</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>FC Subcommittee</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>FC Committee</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Dir. Undergrad Education</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Graduate Dean</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Chair, Faculty Council</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Approval Signature</td>
<td>Provost</td>
<td>Printed Name</td>
</tr>
</tbody>
</table>
Syllabi

- Your course objectives
- Your expectations and any special requirements for papers, projects, lab reports or exams
- Your attendance policies
- Your grading and/or evaluation criteria and the approximate weight of each course requirement
- Your examination schedule and any make-up or rescheduling policies
- Your office, phone, mailbox numbers
• A brief statement about the university’s policy on academic dishonesty, including plagiarism
• “if you have a disability and feel you will need accommodations in order to complete course requirements, please contact the Ross Center for Disability Services (Campus Center, Upper Level) at 617 287-7430.”
What GSC is looking for:

- Rigor and quality at graduate level
- How this course/program connects or competes with other graduate offerings
- Housekeeping details
  - Do weighted assignments add up to 100%!!
  - How updated are the readings
  - Whether assignments are clear
  - Whether syllabus contains all elements (as defined by Provost’s memo)
  - Books and articles identified as required or recommended with complete bibliographic references.
Who to call

• Your college representative
• Rita Poussaint Nethersole, Associate Dean Graduate Studies
  617 287-5718
  rita.nethersole@umb.edu