Graduate and Professional Studies Council
Minutes of
Regular Meeting February 7, 2012

A regular meeting of the University of Houston Graduate and Professional Studies Council convened at 12:00 noon on Tuesday, February 7, 2012 in the Social Work Building Conference Room, 110J.

I. Attendance

Members Present:
Dick Abrahamson, KiJoon Back, Dorothy Baker, Kevin Bassler, Driss Benhaddou, Roger Boltz, Anne Delcour, Barbara Evans, Shirley Ezell, Laura Frishman, Dietmar Froehlich, Stuart Hall (Ex Officio), Paul Janicke, Michael Johnson, Suresh Khator, EunSook Kwon, Randall Lee, Rafael Longoria, Heidar Malki, Haluk Ogmen, Jim Phillips, Cathy Patterson, Paul Raffoul, Susan Robbins, Andrea Smesny, Karl Titz, and Steve Werner.

Members Absent:
Jacquie Hawkins, Sean Tarver, Melanie Pang.

Staff:
Alma Flores

Guests:
Marshall Schott, Debbie Henry, Arnold Guloy

I. Call to Order
- The meeting was called to order at 12.01 pm by Shirley Ezell, Chair, GPSC.

II. Approval of the Minutes

- Minutes of December 6, 2011 were approved as written.

III. Announcements/Information

- Guest – Marshall Schott, Assistant Vice President, Instructional Support and Outreach
    - School of Continuing and Professional Education has been established as a central infrastructure to support hybrid/online delivery programs, marketing, utilizing:
        - Development of certificate, degree, non-credit programs

- Web based marketing, Google analytics; current cost is $500/month per program (where this has been in use for one year – revenue has increased 30%)
- Search engine optimization tied to a Client Relationship Management System
- Communication with visitors of those websites as prospective students.

- The school will reach adult professional market and allow the university to charge premium tuition/fees on such online/hybrid delivery programs, aligned with the pricing structure via market demand.

IV. Reports by Representatives to Academic Governance Committees

- Representative to Graduate Education Policies Committee in Faculty Senate, Karl Titz
    - Margaret Watson is working with this committee in drafting an exit survey. GPSC members will be able to look at the survey when it is complete.

V. Reports on Related University Committees

- Representative to Faculty Senate Executive Committee, Roger Boltz
    - Faculty Senate is currently taking responses for the Workload Policy revision
    - Faculty Senate is currently looking into moving into an online teaching evaluation process. One issue is storing the evaluations for access by students. Currently, the paper records are housed in the library
    - The survey conducted on financial aid appears to affect the professional students the most. The survey deals with the responsiveness of financial aid. (This information is not currently published on the Faculty Senate Website)

- Representative to the Teaching Excellence Committee, Susan Robbins
    - The committee met and narrowed down finalists who have been notified and will be observed in the spring.

VI. Report from Graduate & Professional Studies, Stuart Hall

- Graduate catalog test site is up; the official catalog will be published in the next weeks. The layout of the information will

remain in effect for this academic year, but it may be re-organized for the next academic year.

- Program Reviews. UH will begin the 7 year cycle of review for the 162 graduate programs. The report will go to the CB and include an institutional response.
- Bacterial Meningitis requirement in effect for spring 2012 for newly admitted students in spring 2012 or students under 30 years of age who are returning from a leave of absence.
    - Students were required to have the vaccination by the 7th of January.
    - Some students who did not have the vaccination by the 7th were allowed to register, but they could not attend class until 10 days after the inoculation of the vaccine.
    - Students who decide to opt out must file with the state (not via UH) directly.

III. Standing Committee Reports

- <u>Academic Program Evaluation Committee, Dorothy Baker</u>
    - New:
        - GPSC 7041 11F: Proposal for new MA in Arts Leadership
        - GPSC 7045 11F: Proposal for Graduate Certificate Program in Process Engineering and Modeling
        - GPSC 7046 11F: Modification of Graduate Certificate Program in Subsea Engineering
    - Approved:
        - GPSC 6855 11S: Modified proposal for a 3-1 program in Chemistry with the Sun Yat-Sen University in China with 2 year review.

- <u>Course Evaluation and Review Committee, Paul Raffoul</u>
    - Pending:
        - GPSC Items 6864 11F – 6905 11F
    - Approved:
        - GPSC Items 6906 11F – 7039 11F

- <u>Graduate Admissions & Student Affairs Committee, Jim Phillips</u>
    - New:
        - Comments are requested on the following revisions to MAPP Policy, as introduced in the University Coordinating Committee, due 12/22/2011:
            - GPSC 7042 11F: MAPP 12.03.01 Extension Programs Review of proposed changes

- Approved:
    - Recommendations for GPSC 6862 11F: University-wide admission requirements for Pre-Grads
    - Recommendations for GPSC 6863 11F: University-wide admission requirements for Graduate Certificate Programs

- <u>Graduate Policies Committee, Laura Frishman</u>
    - New:
    - Pending:
        - GPSC 7040 11F: Review of Academic Policies and Procedures
    - Approved:
        - GPSC 7043 11F: MAPP 10.03.01 Computer Use Responsibilities: review of proposed changes by UCC
            - Revisions as included on the policy document
            - Recommendation that the banner message be eliminated.
        - GPSC 7044 11F: Revision of Academic Workload Policy in the 2011 Faculty Handbook
            - Comments that the sections applicable to the graduate and professional programs are appropriate; other factors are subjective and unresolved, re: the relationship between the 30 work units and the 40 hour work week. The committee agrees that the provision allowing department chairpersons, in consult with their faculty, adopt workload policies reasonable for their department (with notice to the Provost), be made more prominently in the policy.

IV. Unfinished Business

V. New Business

VI. Adjournment

- The meeting adjourned at 1.34 pm.