University of Wisconsin–Milwaukee

Graduate Faculty Committee
2008-2009 Annual Report

Members:

Ryo Amano Prof Mechanical Engineering
Razia Azen Assoc Educational Psychology
Douglas Cherkauer, Chair Prof Geosciences
Alexandra Dimitroff Assoc Information Studies
Virginia Stoffel Assoc Occupational Therapy
Jim Wasley Assoc Architecture
Kathleen Wheately Assoc Spanish & Portuguese
Lei Ying Asst Electrical Engineering
Jeffrey Peterson Assoc PSOA-Music
Simone Linhares-Ferro Assoc PSOA-Dance
Edith Moravcsik Prof Linguistics
Joseph Aldstadt Assoc Chemistry/Biochemistry
Aims McGuinness Asst History
Karen Morin Prof Nursing
Huimin Zhao Asst Business Administration
Fred Helmstetter Prof Psychology
Mesut Akdere Asst Admin Leadership
Joe Austin Assoc History
Tracey Heatherington Assoc Anthropology
Goldie Kadushin Prof Social Work
Mike Allen Prof Communication
Colin Scanes Dean Graduate School
Gwat-Yong Lie Assoc Dean Graduate School
Linda Mooney Graduate Student
Robin Poedel Graduate Student
<OPEN> Graduate Student

Charter:
Functions/ Responsibilities:

A3.05 Graduate Faculty Committee

(1) Membership.

a) The Graduate Faculty Committee is composed of members of the Graduate School Faculty and graduate students. Faculty members are elected by the Faculty of each school or college that offers graduate programs, in accordance with nomination and election procedures determined by the Nominations Committee. Every member of the Graduate
School Faculty is eligible for election. Each school or college elects one (1) member for each fifty (50), or fraction thereof, members of its faculty; no department may have more than one member. Faculty members serve staggered, three-year terms. Three (3) student members are appointed annually by the Student Association. Student members must be currently enrolled graduate students, no more than one of whom shall be from the same school or college. The Dean of the Graduate School and his/her principal associate dean serve as ex-officio members. The Committee shall be staffed by the Office of the Secretary of the University in cooperation with the Graduate School.

b) The Graduate Faculty Committee elects its chair and vice chair for a one year term from its faculty members. A chairperson may not serve more than two (2) consecutive one-year terms.

c) The Committee meets at least once a month during the academic year, and on request of the Dean of the Graduate School or of five (5) Committee members. The agenda and minutes of all meetings are made available to the Graduate School Faculty on the Office of the Secretary of the University Web site.

d) Graduate Faculty Committee attendance shall be published by the Secretary of the Graduate Faculty Committee in the minutes of the last Graduate Faculty Committee meeting of the academic year. The Graduate Faculty Committee has the authority to declare vacant the seat of those Committee members who fail to attend three (3) regular meetings in a given academic year.

e) If a faculty vacancy occurs in the Graduate Faculty Committee, the vacancy will be filled by the available candidate from the results of the faculty standing committee balloting who had the next highest number of votes. The person designated shall serve until the first week of the next academic year. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the next regular election. If there is no available candidate, the school or college concerned is responsible for conducting a special election.

(2) Functions.

The Graduate Faculty Committee is a body representative of the Graduate School Faculty. The Committee is responsible for the formulation of policies concerning the graduate programs of the University of Wisconsin-Milwaukee. Except when such authority may be shared with or delegated to other appropriate bodies, the Committee has final jurisdiction to review and approve proposals originated by departments or other academic units, concerning (1) courses which carry graduate credit only and, (2) graduate credit aspects only of course proposals involving both graduate/undergraduate credit. Jurisdiction over all courses open to undergraduates, whether carrying graduate credit or not, is vested in the appropriate faculty bodies in schools and colleges, and subject to review by the Academic Program and Curriculum Committee. The Committee maintains a continuing review of existing graduate programs and periodically undertakes specific studies and makes recommendations concerning continuance, modification, or
discontinuance of existing programs and other matters of concern. The Committee periodically reviews work of each committee of the Graduate School. The specific functions of the Graduate Faculty Committee are:

a) Establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. See Course Action Request Manual for further information.

b) May make policy recommendations concerning graduate education on its own initiative, or on request of the administration of the Graduate School.

c) Reviews program modifications and new program requests.

d) Undertakes and maintains a continuing review of Graduate School regulations and requirements with general application to student admission, continuation, and graduation, and the academic operation of UWM graduate programs.

e) On its own initiative the Committee periodically recommends appropriate changes in regulations and requirements for review and approval for subsequent publication in the Graduate School Bulletin and/or the Graduate Student and Faculty Handbook.

f) Advises the administration of the Graduate School concerning formulation of policies and procedures as related to academic regulations and requirements.

g) Annually reviews the list of members of the Faculty of the Graduate School as submitted by departments in accordance with Chapter 2.02 (2) of UWM Policies and Procedures.

h) Approves at its first meeting of each academic year, the names of individuals who meet the qualifications for Graduate School Faculty membership and transmits this list to the Secretary of the University.

i) Periodically recommends additions or other modifications to the approved annual list of Graduate Faculty membership based on names submitted by departments. All modifications are transmitted to the Secretary of the University.

j) The Graduate Faculty Committee may create and define duties of various subcommittees with specified responsibilities.

(3) Procedures.

a) The Graduate Faculty Committee may delegate portions of its responsibilities to the Graduate Program Committees of the schools and colleges and to other committees.

b) With respect to Committees, the Graduate Faculty Committee will follow the provisions of Chapter 6 unless otherwise provided.
c) The Graduate Faculty Committee shall have three standing subcommittees with the following membership and charges:

1. GRADUATE COURSE & CURRICULUM SUBCOMMITTEE (GCC)

2008-09 Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>College, School, or Department</th>
<th>Term Expiration</th>
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</thead>
<tbody>
<tr>
<td>Joseph Aldstadt</td>
<td>Chemistry &amp; Biochemistry</td>
<td>May 2010</td>
</tr>
<tr>
<td>Michael Gordon</td>
<td>History</td>
<td>May 2011</td>
</tr>
<tr>
<td>Tracey Heatherington</td>
<td>Anthropology</td>
<td>May 2011</td>
</tr>
<tr>
<td>Fred Helmstetter</td>
<td>Psychology</td>
<td>May 2009</td>
</tr>
<tr>
<td>James Wasley</td>
<td>Architecture</td>
<td>May 2010</td>
</tr>
<tr>
<td>Lei Ying</td>
<td>Electrical Engineering</td>
<td>May 2010</td>
</tr>
<tr>
<td>Huimin Zhao</td>
<td>Business Administration</td>
<td>May 2009</td>
</tr>
<tr>
<td>Robin Poedel</td>
<td>Student Member, Nursing</td>
<td>May 2009</td>
</tr>
<tr>
<td>Gwat-Yong Lie, <em>ex officio</em> Graduate School</td>
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Definition & Duties

The Graduate Course and Curriculum Subcommittee (GCC) has the responsibility for reviewing and approving graduate credit course proposals initiated by department or other academic units, as delegated by the Graduate Faculty Committee. It also reviews and makes recommendations regarding new graduate program proposals and program modifications to the Graduate Faculty Committee, and has the authority to bring GCC policy decisions before the Graduate Faculty Committee for discussion and action. It has the authority to identify issues affecting graduate education to be brought to the Graduate Faculty Committee for resolution, action, or advisement. It also has authority over the Multidisciplinary Committee-Directed PhD program.

The GCC reviews recommendations for modification of Graduate School regulations and requirements for student admission, continuation, graduation, Graduate Faculty credentialing, and similar issues forwarded by departments or other Graduate Faculty Committee subcommittees. It acts in an advisory capacity to the Graduate Faculty Committee, providing consultation and information on issues relating to Graduate School regulations and requirements; and it has the authority to bring motions before the Graduate Faculty Committee for discussion and action.

Membership

Four members of the Graduate Faculty Committee (GFC) appointed by the chairperson of the GFC, subject to approval by the Committee and three members of the UWM graduate faculty elected by the graduate faculty. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the subcommittee allows. The appointments each year include one graduate student, and two members appointed each year for three-year terms in order to maintain a staggered terms sequence. The chairperson of the subcommittee must be a member of the GFC and is appointed for a three-year term whenever possible to assure the continuity achieved by the staggered terms of the members of the subcommittee. The Dean of the Graduate School, or designee, serves as an ex officio member.
Functions

1. Subject to policy decisions by the Graduate Faculty Committee, the Subcommittee exercises authority delegated by the Committee in the form of exclusive review and approval jurisdiction over graduate credit course proposals initiated by departments or other academic units.

2. The GCC establishes procedures and criteria for the review and approval of graduate course proposals, including additions, modifications, and deletions. See Course Action Request Manual for further information.

3. The Subcommittee may make policy recommendations to the GFC concerning graduate education on its own initiative, at the direction of the Committee, or on request of the administration of the Graduate School.

4. The GCC reviews program modifications and new program requests and makes recommendations to the Graduate Faculty Committee.

5. Multidisciplinary Committee-Directed PhD Program. The Graduate Course and Curriculum Subcommittee reviews and makes recommendations to the GFC regarding applications for this program. The Subcommittee is to make the best judgment possible on the academic merit of the proposed multidisciplinary program. The GCC and the Dean of the Graduate School must satisfy themselves that the proposed program cannot be carried out within an established doctoral program. The GCC must further approve the membership of the student's supervisory committee, guided by considerations of the committee members' expertise in proposed areas of study and their commitment to the student's program.

6. At least biennially, the Graduate Course and Curriculum Subcommittee prepares a detailed procedure manual. All procedures followed by the GCC and approved by the Graduate Faculty Committee are included in this manual. A copy is available from the Graduate School.

7. The GCC reviews and recommends to the GFC course proposals from departments not offering graduate degree programs: proposals from departments whose graduate course offerings will not total more than 14 credits will be referred directly to the Graduate Course and Curriculum Subcommittee. Proposals for courses in existing sequences of more than 14 credits must be accompanied by a justification explaining the need for extensive graduate course offerings in the absence of an approved graduate program. Proposals involving such sequences will be reviewed by the Graduate Faculty Committee, Campus Administration and the Regents.

8. The GCC makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Committee or on the initiative of the subcommittee.

(Faculty Document 2563 3/15/07)

2. GRADUATE PROGRAM REVIEW SUBCOMMITTEE (GPR)

2008-09 Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>College, School, or Department</th>
<th>Term</th>
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<tbody>
<tr>
<td>Mesut Akdere</td>
<td>Administrative Leadership</td>
<td>September 2008 - May 2011</td>
</tr>
<tr>
<td>Mike Allen</td>
<td>Communication</td>
<td>September 2008 - May 2009</td>
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<tr>
<td>(replaces Schwartz)</td>
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<tr>
<td>Joe Austin</td>
<td>History</td>
<td>September 2008 - May 2011</td>
</tr>
<tr>
<td>Simone Ferro</td>
<td>Dance</td>
<td>September 2007 - May 2010</td>
</tr>
</tbody>
</table>
Definition and Duties

Membership

Seven members of the Graduate Faculty Committee appointed by the Chairperson of the Graduate Faculty Committee, subject to approval by the Committee and six members of the UWM Graduate Faculty elected by the Graduate Faculty. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the several schools and colleges insofar as the size of the Subcommittee allows. The Subcommittee on Graduate Program Reviews elects its own chairperson from among its membership. The Chair must be a member of the Graduate Faculty Committee.

Functions

1. To supply one member for each ad hoc review committee. The Chairperson of the Subcommittee on Graduate Program Reviews appoints the ad hoc committee members to include one member from the Subcommittee on Graduate Program Reviews and one member from the UWM Graduate Faculty.
2. To meet with the ad hoc review committee and to receive reports of the outside consultants and the conclusions and recommendations of the ad hoc review committee for presentation to the Graduate Faculty Committee together with a rationale for each conclusion and recommendation, as necessary.
3. The committee makes appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Committee.
4. The subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Graduate Faculty Committee or on the initiative of the subcommittee.

Procedures
The Subcommittee on Graduate Program Reviews will adhere to the Procedures for Qualitative Reviews of Graduate Programs.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

3. SUBCOMMITTEE ON GRADUATE FELLOWSHIPS

2008-09 Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>College, School, or Department</th>
<th>Term</th>
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<tbody>
<tr>
<td>Ryoichi Amano</td>
<td>Engineering and Applied Science</td>
<td>September 2007 - May 2010</td>
</tr>
<tr>
<td>Razia Azen</td>
<td>Education</td>
<td>September 2007 - May 2010</td>
</tr>
<tr>
<td>(on sabbatical – Spring, 2009)</td>
<td></td>
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<tr>
<td>Xiangming Mu</td>
<td>Information Studies</td>
<td>September 2008 - May 2009</td>
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<tr>
<td>Gwat-Yong Lie, ex officio</td>
<td>Graduate School</td>
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<tr>
<td>Jeffry Peterson</td>
<td>Peck School of the Arts</td>
<td>September 2007 - May 2010</td>
</tr>
<tr>
<td>Karen Morin</td>
<td>Nursing</td>
<td>September 2008 - May 2009</td>
</tr>
<tr>
<td>Virginia Stoffel</td>
<td>Health Sciences</td>
<td>September 2007 - May 2010</td>
</tr>
<tr>
<td>TBD</td>
<td>Architecture and Urban Planning</td>
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</tbody>
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Definition and Duties

Membership

The Subcommittee on Graduate Fellowships shall consist of ten members, one from each school/college, appointed for staggered three-year terms. The Chairperson of the Graduate Faculty Committee, with the approval of the Graduate Faculty Committee, appoints the members from the slate of nominees submitted by the School/College Graduate Program Committees. The Dean, Associate Dean (Academic Programs), and Fellowship Coordinator of the Graduate School serve ex officio. The Chairperson shall be elected by the Subcommittee membership at the first meeting of the Subcommittee. Consideration is generally given to individuals who have had previous experience as members of the Subcommittee.

Functions

1. Within the provisions of University regulations and practices and subject to review by the Graduate Faculty Committee, the Subcommittee formulates and implements guidelines and procedures for allocation of available fellowship funds administered by the Graduate School.
2. Following its designated selection procedures, the Subcommittee annually recommends fellowship awards for meritorious graduate students.

3. On request of the administration of the Graduate School, the Subcommittee may assist in the assignment of other graduate student financial support awards.

4. The Subcommittee makes an annual report to the Graduate Faculty Committee. Special reports may be made at the direction of the Committee or on the initiative of the Subcommittee.

**Procedures**

With administrative support from the office of the Graduate School, the Subcommittee annually establishes deadlines, application nomination forms, review selection procedures, and award announcements.

(GFC Doc. 20A, 1/17/72; UWM 2.06(4); GFC Doc. 283, 4/21/80)

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

**Meetings:**

- September 22, 2008
- October 20, 2008
- November 17, 2008
- December 15, 2008
- January 26, 2009
- February 23, 2009
- March 23, 2009
- April 20, 2009
- May 18, 2009