

May 27, 2021

To: Academic Senate  
c/o: Melinda Isler, senate secretary

From: Sandy Balkema and Nancy Hogan, co-chairs, UGPC

RE: 2020-21 Annual Report from the University Graduate and Professional Council (UGPC)

This memo will summarize the UGPC's activities for the 2020-21 academic year.

At the beginning of the 2020-21 academic year, Drs Sandy Balkema and Nancy Hogan were elected this year's UGPC co-chairs, taking over the position from Melinda Isler. Beginning in October, UGPC meetings were held virtually, moving from the previous months' email exchanges/meetings prompted by the pandemic. From October through April, the group met monthly via Zoom.

The Council was concerned with two key topics this year: (1) addressing and revising Graduate Office policies, and (2) developing a collaborative relationship with the new Graduate Office staff (primarily Dean Reifert and liaison, Dr Jennifer Hegenauer).

All UGPC activities, including meeting agenda, minutes, and working documents, are now housed and available via a dedicated UGPC SharePoint site. Access is available upon request (contact the site administrators/owners, Balkema or Hogan).

**UGPC and Graduate Office policies.** One of the first meetings addressed the outdated UGPC membership and charge. In addition to revising the college representation to reflect the changed Ferris college structure, one member (rep from Teacher Ed.) was added so all graduate programs are now represented on the Council. The Council charge was also revised to reflect the relationship with the newly created Graduate Office. These changes to the charge and membership were approved and sent to the Academic Senate for approval. Current program representation — and this year's members — are as follows:

Name	Program	College
Nancy Hogan, co-chair	Criminal Justice Admin, MS	COB
Sandy Balkema, co-chair	DCCL, EdD	EIO
Chad Rosen	Optometry, OD	MCO
Felix Amissah	Pharmacy, PharmD	COP
Stephanie Gustman	Nursing Practice, DNP	CHP
Alex Manga	Bus Admin, MBA	COB
Greg Gogolin	Info Security & Intel, MS	COB
Janet Vizina Roubal	Social Work, MSW	CASE
Gail Bullard	Health Care Admin, MHA	CHP
Sharon Colley	Nursing, MSN	CHP
Michael Reger	Public Health, MPH	CHP
Amy Kavanaugh	Education, Teacher MEd	CASE
Kitty Manley	Education, Career Tech M.S.	CASE
Melinda Isler	FLITE (Lib/Counselor)	n/a
Brad Isler	At large	CASE
Mandy Seiferlein	Ex officio	Academic Affairs
Steve Reifert	Ex officio	Office of Grad Studies /EIO
Jennifer Hegenauer	Ex officio	Office of Grad Studies /EIO

The remaining meetings were devoted, at least in part, to reviewing current Graduate Office policies and revising these. During the fall and spring semesters, the following policies were reviewed and revised:

- Graduate Program Admissions Policy
- Graduate Academic Dismissal Policy
- Graduate Admissions Appeals Policy
- Graduate Office Formatting Policy

During the revision process, several issues were raised related to the applicability of current and future Graduate Office policies to **all** graduate programs (including Pharmacy and Optometry), especially where past practices and accreditation requirements might affect them. Two policies, in fact, that were revised and approved by UGPC and moved to the Academic Senate for approval, were returned because of Senate E-Board concerns about wording and blanket applicability. The UGPC wrestled with these concerns and, by April, had agreed on wording that would be appropriate and acceptable.

The above four policies were once again revised and circulated to the committee for comments and then for approval. By the end of the academic year, a majority of the Council members had voted to approve the revised policies. These will be forwarded to the Academic Senate later this summer for action early fall.

Additional Council discussions centered on these topics:

- Issues with the new AA Academic Misconduct Policy: Program concerns were moved to M. Seiferlein for AA discussion.
- Existing program policies that may need to be addressed through (elevated to) Graduate Office policies.

**Graduate Office collaboration.** During the academic year, Dean Reifert communicated regularly with the UGPC, providing updates on Office activities, including new Admissions processes and marketing efforts. In addition, Reifert and Hegenauer provided guidance on grad policy revisions, needs, and concerns.

Several questions were raised related to possible future Graduate Office coordination / collaboration, including (1) redefining the criteria used for Graduate Honors / Distinction categories, (2) coordinating graduate hooding and graduation activities, and (3) further defining Graduate Office support for program efforts beyond marketing and admissions (scholarships, assistantships, etc.).

**Next Year (2021-22):** Our first meeting of the fall semester is scheduled for September 14<sup>th</sup> at 11 am.