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Date: Wednesday, April 19<sup>th</sup>, 2023, from 3:00pm-5:00pm

Location: [WebEx Conference](#)

Subject: **Executive Committee (EC) of The Graduate School meeting minutes**

Attendees: Mary Anne Amalaradjou, Mary Bernstein (*Ex-Officio*), Jack Corcoran (*Ex-Officio, Recording Secretary*), Mitchell Green, Kent Holsinger (*Ex-Officio, Chair*), Barbara Kream (*Ex-Officio*), Charles Mahoney, Etan Markus, D. Betsy McCoach

Absent: Kristin Bott, David Embrick, Rosa Raudales, Judith Thorpe

Guests: Dorothea Anagnostopoulos, Jose Cruz, Maria Gyure, Chris Heinen, Joe Madaus, Julian Norato, Jeremy Teitelbaum

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1. The meeting of the Executive Committee was called to order at 3:02 p.m.
2. Presentation and vote for past meeting minutes, March 8<sup>th</sup>, 2023: The minutes from this EC meeting were approved unanimously.
3. Presented for consideration and voting – *Creation of a New Course “First Year Graduate Experience in Biomedical Science” (CAR 23-18785) Biomedical Science Ph.D.*
  - a. Sponsoring Department: The Graduate School
  - b. Sponsoring School/College: The Graduate School
  - c. Presenters: Chris Heinen  
Barbara Kream

Both Chris Heinen and Barbara Kream proposed the new addition of a First Year Graduate Experience for students in Biomedical Science. This new course will give students a seven-week exploratory opportunity to be exposed to the different concentrations that the department has to offer and give faculty efficient time to connect and present their research to students in the program. With this new structure, each area will get their own week with students, and even allow students the chance to connect with who they'd deem as a good fit for a major advisor.

The EC asked for some clarification. Firstly, Mitchell Green asked for clarification on the evaluation of students as they traveled between these different disciplines each week. Heinen stated that they will have documentation to submit to

prove their attendance, as well as other assignments and talks that will allow them to present what they learned and accomplished that week. Associate Dean Bernstein asked for clarification regarding the course scheduling regarding the academic calendar, which Heinen said the course tried to follow as best it could but wouldn't be able to stay within the constraints of. A motion to approve was made by Charles Mahoney and seconded by Mitchell Green. The Executive Committee voted to approve the proposal with a majority vote.

4. Presented for consideration and voting – *Creation of a New Course “Fundamental Skills for Data Science” (CAR 23-18825) Data Science M.S.*
  - a. Sponsoring Department: The Graduate School
  - b. Sponsoring School/College: The Graduate School
  - c. Presenter: Jeremy Teitelbaum

Jeremy Teitelbaum presented on the creation of a new Fundamental Skills for Data Science course. Since the Data Science M.S. is brand new and finishing up its first cohort this May, the program found that it would be helpful to introduce a “double speed” course at the beginning of the fall semester to help students build upon the necessary skills in the disciplines of computer science, mathematics, and statistics. This would be an intensively run course that would fill in gaps that other classes in the program do not cover.

Etan Markus asked if students who were advanced in all those different skills would receive an exemption from taking the course. Teitelbaum answered that if they can effectively demonstrate that, then yes, however, most students they're admitting into the program will likely need this course. A motion to approve was made by Betsy McCoach and seconded by Etan Markus. The Executive Committee voted to approve the proposal unanimously.

5. Presented for consideration and voting – *Creation of a New Course “Systems Medical Genetics” (CAR 22-12726)*
  - a. Sponsoring Department: Institute for System Genomics (ISG)
  - b. Sponsoring School/College: The Graduate School
  - c. Presenter: Maria Gyure
6. Presented for consideration and voting – *Creation of a New Course “Metabolic and Cardiovascular Genomics” (CAR 22-12706)*
  - a. Sponsoring Department: Institute for System Genomics (ISG)
  - b. Sponsoring School/College: The Graduate School
  - c. Presenter: Maria Gyure
7. Presented for consideration and voting – *Creation of a New Course “Interpreting Clinical Genomic Data” (CAR 22-12729)*
  - a. Sponsoring Department: Institute for System Genomics (ISG)
  - b. Sponsoring School/College: The Graduate School
  - c. Presenter: Maria Gyure

8. Presented for consideration and voting – *Creation of a New Course “Clinical Cancer Genetics” (CAR 22-12728)*
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|-------------------------------|-------------------------------------|
| a. Sponsoring Department:     | Institute for System Genomics (ISG) |
| b. Sponsoring School/College: | The Graduate School                 |
| c. Presenter:                 | Maria Gyure                         |

**Note:** Items numbered five through eight were presented together for consideration and voting.

Maria Gyure from the Institute of System Genomics (ISG) proposed four courses that are being created for the new Genetic Counseling PSM program, launching in the next academic year. Since the field of genetic counseling is rather niche, the department needed to create more courses that cover content more extensively than currently existing courses. All courses will be taught online and asynchronously, and some may have a seven-week schedule rather than a full 14-week semester.

Dean Holsinger asked if students outside of this smaller program would be able to take these new courses, and Gyure confirmed that with instructor consent, they would be able to. Charles Mahoney asked Gyure if there was justification for the course labeled CAR 22-12706 to be seven weeks long, yet still be worth three credits. Gyure answered that the course content isn't as in-depth, and will therefore be covered quicker and faster, but still rather vast.

There were more conversations between the committee regarding the course labelled CAR 22-12706. It was agreed that Dean Holsinger and Associate Dean Bernstein will be in contact with Gyure to gather more information as to why this particular course should be shorter, yet worth the same number of credits as full semester long courses.

A vote was held for the remaining courses labelled CAR 22-12726, CAR 22-12729, and CAR 22-12728. A motion to approve was made by Etan Markus and seconded by Betsy McCoach. The Executive Committee voted to approve the proposal unanimously.

9. Presented for consideration and voting – *Modify/Change existing degree or certificate program (GPAR 23-NORA-H14OCV) Mechanical Engineering (M.S. and Ph.D.)*
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|-------------------------------|------------------------|
| a. Sponsoring Department:     | Mechanical Engineering |
| b. Sponsoring School/College: | School of Engineering  |
| c. Presenter:                 | Julian Norato          |

Julian Norato from the School of Engineering proposed a change to the Mechanical Engineering program. Currently, the program has a multitude of “core courses” that students must take to fulfill degree requirements. Additionally, students are found to take even more necessary courses if they specialize in a concentration, leading to them having to take a decent number of courses they don't find useful or applicable to their aspirations and research. Norato stated that the department has found students have opted to study elsewhere due to this current, inflexible structure. The proposed change would remove many of these required core courses and provide students with more freedom in class selections.

Mitchell Green asked a question regarding how students would be guided to take certain courses that would be useful to their research. Norato stated that the student's advisory committee would meet with them after their general exam of their program to recommend the rest of the courses in which they enroll. Dean Holsinger asked for clarification as to when the department typically holds their general exam, because if it falls too late into a student's academic career, this change wouldn't be productive. Norato stated that the general exam takes place around the end of a student's second semester, so this new process would be functional. A motion to approve was made by Etan Markus and seconded by Charles Mahoney. The Executive Committee voted to approve the proposal unanimously.

10. Presented for consideration and voting – *Modify/Change existing degree or certificate program (GPAR 23-BAKE-DTKISQ)* Masters of Business Administration

- a. Sponsoring School/College: School of Business
- b. Presenter: Jose Cruz

11. Presented for consideration and voting – *Modify/Change existing degree or certificate program (GPAR 23-GU-QM13J)* PMBA and OMBA

- a. Sponsoring Department: Marketing
- b. Sponsoring School/College: School of Business
- c. Presenter: Jose Cruz

**Note:** Items numbered 10 through 11 were presented together for consideration and voting.

Jose Cruz from the School of Business proposed a couple of changes the school is making to their MBA program. The first proposal focuses on an already approved change that was added to the Business Analytics program, and additionally adding that change to the MBA program. Secondly, Cruz discussed a concentration name change from "Digital Marketing" to "Marketing" to align with the goals and interests of current and future business students.

There were no questions from the committee. A motion to approve was made by Betsy McCoach and seconded by Mary Anne Amalaradjou. The Executive Committee voted to approve the proposal unanimously.

12. Presented for consideration and voting – *Modify/Change existing degree or certificate program (GPAR 23-MADA-74UWQT)* Teacher Certification Program for College Graduates

- a. Sponsoring Department: Educational Psychology
- b. Sponsoring School/College: Neag School of Education
- c. Presenters: Dorothea Anagnostopoulos  
Joe Madaus

Dorothea Anagnostopoulos and Joe Madaus from the Department of Educational Psychology presented the addition of a new transition course for students in the Teacher Certification Program for College Graduates. This new course would only be for the

special education cohort and would be aimed at giving those students more background and preparation for internship placements.

Members of the Executive Committee questioned if this addition would keep the program competitive. Madaus stated this new course wouldn't put UConn outside of the regional credit average and would be more beneficial for students beyond state certifications. A motion to approve was made by Betsy McCoach and seconded by Mitchell Green. The Executive Committee voted to approve the proposal unanimously.

13. Discussion Items: "Best Practices and Mentoring Guide" (endorsement vote by the Graduate Faculty council on April 26)
  - a. A brief update from Dean Holsinger stated that this new document would be presented to the Graduate Faculty Council next week for a vote of endorsement, and it is expected that faculty will approve of it.
  - b. Mary Anne Amalaradjou added that a new companion document for graduate students is currently being worked on.
  
14. The meeting of the Executive Committee was adjourned at 4:12 p.m. The next meeting is currently scheduled for September 2023.
  
15. Update following email discussion on CAR 22-12706 as of May 8<sup>th</sup>, 2023.
  - a. After a meeting between Associate Dean Bernstein and Maria Gyure regarding the course in CAR 22-12706, where Gyure listed more details on its seven-week duration, an email vote was held to approve it. The Executive Committee voted to approve the proposal unanimously.