

Graduate Studies Council - GSC
Meeting Minutes [submitted by Carolina Borges]
04/01/2020

I – Roll Call

Present: Carolina Borges, Steve O’Brien, Tim Clydesdale, Mark Woodford, Alan Amtzis, Suzanne McCotter.
Absent: Michelle Ragunan, Michael Ellard, Zahra Memon, Lauren Foxworth [on maternal leave]

II – Approval of minutes from the last meeting

III – Open Discussions

- GSC members discussed and answered the request related to “Special Topics Courses” requested by CAP as follows:

Charge

In keeping with the timeline below, Steering requests that CAP formulate a policy on both undergraduate and graduate special topics courses. In doing so, CAP should consider whether one policy can apply to both the undergraduate level classes and to the graduate level course. CAP should begin work on this charge by asking GSC for its input on special topics courses. CAP should then weigh that information in its decision about formulating one policy for both undergraduate and graduate level classes or two policies, one for each degree level.

Both GSC and CAP should consider: a) whether to cap the number of times a special topics course may be offered before it needs to go through curricular approval or be discontinued and why b) how high the caps should be and why.

GSC Answer: There should be a policy for graduate courses. The cap should be that a course is offered no more than three times. After it has been offered three times, a curriculum committee should review it to determine if it should be a part of the permanent curriculum. In other words, has the topic become less of a trend and more of a foundation in the field? The process of establishing a special topics course as a regular course will begin after the special topics course has been taught twice.

- Action needed: forward it to CAP (Keli Fazio)

III – New Discussions that need action

- None.

