I. Call to Order

Jon Welstead called the meeting to order at 10:30 a.m.

II. Announcements

Jon Welstead updated the subcommittee that all requested documentation has been received per the March 1st New Business agenda item of the Department of Architecture PhD Faculty Committee’s Request for Visiting Professor (Dr. Hilary Snow) to Serve on a Doctoral Committee of Kenneth Dahlin, PhD Student.

Tiffany Nation informed the subcommittee that this agenda item will be placed on the GFC April 17th meeting agenda under automatic consent.

III. Automatic Consent

A. A motion was made and seconded to approve the minutes from the March 1, 2017, meeting. It passed unanimously.

B. A motion was made and seconded to approve the Course Action Requests. It passed unanimously.

<table>
<thead>
<tr>
<th>Course</th>
<th>Action</th>
<th>Type of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 722</td>
<td>Change</td>
<td>Title, Description</td>
</tr>
<tr>
<td>ARTHIST 369</td>
<td>Change</td>
<td>Title</td>
</tr>
<tr>
<td>BUS ADM 774</td>
<td>Change</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>COUNS 702</td>
<td>Change</td>
<td>Title, Description, Prerequisite</td>
</tr>
<tr>
<td>ELECENG 457</td>
<td>Change</td>
<td>Description</td>
</tr>
<tr>
<td>INFOST 774</td>
<td>Change</td>
<td>Description, Prerequisite</td>
</tr>
</tbody>
</table>

IV. New Business

A. New/Substantially Revised Courses

**COMPSCI 547 (Jointly Offered w/INFOST 547)**

The Subcommittee offered the following recommendations to the syllabus:
(1) Clarify absence penalties for missed classes.

A motion was made and seconded to approve the course contingent upon the syllabus being revised and resubmitted. Motion passed unanimously.

**COUNS 751**

The Subcommittee offered the following recommendations to the syllabus:

(1) Clarification of insufficient time commitment.

Revision of insufficient time commitment which should be the equivalent of 144 hours. Requested clarification regarding the Credit Hours (Workload) section as it relates to the UWM time expectation.

See UWM Credit Hour Policy 2838
http://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf#zoom=75&page=2

“Study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.” 48 hours x 3 = 144 hours.

(2) Clarify time commitment breakdown.

(3) Clarify absence penalties for missed classes.

(4) Revise to include assignment due dates in course schedule.

(5) Revise to include description of assignments.

(6) Clarify what form does a “case conceptualization” take? Clarify how this differs from a “paper”.

(7) Clarify workload breakdown of amount of time reading vs. writing the paper vs. preparing the case conceptualizations.

(8) Clarify and revise **Accommodation** section of syllabus:

**Learners with Special Needs:** I wish to fully include all students in this class. If you have an identified disability that may affect your performance in this class, schedule an appointment (no later than the second class) so that provisions can be made to insure that you have an equal opportunity to meet all the requirements of this course. All discussions will remain confidential. Students who require further assistance should contact the Accessibility Resource Center (ARC) at 229-6287. More information is available at http://www4.uwm.edu/sac/.

A motion was made and seconded to approve the course contingent upon the syllabus being revised and resubmitted. Motion passed unanimously.

**COUNS 755**

A motion was made and seconded to approve this course. Motion passed unanimously.

**INFOST 547 (Jointly Offered w/COMPSCI 547)**

The Subcommittee offered the following recommendations to the syllabus:

(1) Clarify absence penalties for missed classes.
A motion was made and seconded to approve the course contingent upon the syllabus being revised and resubmitted. Motion passed unanimously.

**INFOST 722**

The Subcommittee offered the following recommendations to the syllabus:

1. **Revision of insufficient time commitment:**
   
   Revision of insufficient time commitment which should be the equivalent of 144 hours. Requested clarification regarding the Credit Hours (Workload) section as it relates to the UWM time expectation.

   See UWM Credit Hour Policy 2838
   
   [http://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf#zoom=75&page=2](http://www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf#zoom=75&page=2)

   “Study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours for class contact in lectures, for laboratories, examinations, tutorials and recitations, and for preparation and study; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.” 48 hours x 3 = 144 hours.

2. **Clarify time commitment breakdown.**

3. **Clarify recommended reading vs. required reading regarding Bates and Harriman** (Bates and Harriman are listed as required reading in the course schedule (pg. 7 and two places on pg. 11). Clarify if these chapters will be available on D2L, or will they be required from the textbooks that are only recommended?

4. **Minimal technical requirements or computer skills should be identified. Contact information for technical help needs to be stated.**

   A motion was made and seconded to approve the course contingent upon the syllabus being revised and resubmitted. Motion passed unanimously.

V. **New Business**

B. **Program Changes**

1. **Doctor of Philosophy in Communication (OPC #2302)**
   
   A motion was made and seconded to approve the change to this program. Motion passed unanimously.

2. **Master of Science in Curriculum and Instruction (OPC #2347)**
   
   A motion was made and seconded to approve the change to this program. Motion passed unanimously.

3. **Master of Science in Education Psychology (OPC #2332)**
   
   A motion was made and seconded to approve the change to this program. Motion passed unanimously.

C. **General Good and Welfare**

VI. **Adjournment**

   The meeting adjourned at 11:22 a.m.