The University of Kansas
College of Liberal Arts & Sciences
COMMITTEE ON GRADUATE STUDIES

AGENDA
April 25, 2013, 11:00AM
STRONG HALL – ROOM 210

Note: Order of agenda is intentional.

I. Approval of the April 11, 2013, Minutes

II. Petitions & Program Changes Subcommittee Report
   A. PUAD, MPA (conference call)
   B. MUSE, MA
   C. GERM, PhD
   D. GERM, MA

III. Curricular Changes Subcommittee Report
   A. New courses: GERM 700; GERM 702; PUAD 857; PUAD 858; PUAD 859; PUAD 882; PUAD 897; PUAD 898
   B. Course changes: FREN 720; GERM 701; GERM712; SLAV 740
   C. Course deletions: PUAD 896

IV. Policies, Procedures & Awards Subcommittee Report
   A. Proposed Revision to the Time Limit Extension Petition Process in the College (See Addendum)

V. Old Business

VI. New Business
I. Approval of the April 11, 2013, Minutes

The University of Kansas
College of Liberal Arts & Sciences
COMMITTEE ON GRADUATE STUDIES

MINUTES
April 11, 2013, 11:00AM
STRONG HALL – ROOM 210

Members Present: Eve Levin (Chair), Omofolabo Ajayi-Soyinka, Paulyn Cartwright, Byron Caminero-Santangelo, Allison Gabriele, Tanya Hart, Ed Morris, Milena Stanislavova, Abbie Hodgson (Graduate Student), Paul Johnson, Patrick Terry (Graduate Student)

Others in attendance: Kristine Latta (COGA), Cindy Lynn (COGA)

The meeting was called to order by Dr. Levin at 11:04 a.m.

Minutes
A motion was made and seconded to approve the March 28, 2013 minutes of the Committee on Graduate Studies, as written. The motion was approved unanimously.

Report of the Policies, Procedures & Awards Subcommittee
(Dr. Cartwright reporting)

The subcommittee reviewed award recommendations for the Kate Stephens Fellowship. The recipient name will remain confidential until notifications are made.

The work of the PPA subcommittee has been refocused in order to review the time limit extension petition process by collecting feedback from departments. This will be coordinated with that of the Bold Aspirations Goal 2 Implementation Committee. The Dean’s charge to identify best practices that hold the most promise for reducing doctoral student time to degree and improving doctoral completion rates at KU will be carried over to next year.

Report of the Petitions & Program Changes Subcommittee
(Dr. Gabriele, reporting)

A motion was made and seconded to approve the following program change. The motion was approved unanimously.

A. LING, PhD Admission proposal.

Dr. Gabriele provided additional explanation and justification in support of the change in admissions requirements.

Report of the Curricular Changes Subcommittee
(Dr. Johnson, reporting)

A motion was made and seconded to approve the recommendation from the subcommittee for curricular changes to the following courses. The motion was approved unanimously.

A. New courses: ECON 791; FMS 745; FMS 774; FMS 777
There being no further business, the meeting was adjourned by Dr. Levin at 11:18 am.

**Upcoming Meetings**

The next meetings of the CGS Subcommittees are **April 18, 2013**.

- Curricular Changes, **11:00 a.m. - 12:30 p.m., via email**
- Petitions & Program Changes, **11:00 a.m. - 12:30 p.m., via Blackboard**
- Policies, Procedures, and Awards, **11:00 a.m. - 12:30 p.m., 210 Strong Hall**

The next meeting of the Committee on Graduate Studies is **Thursday, April 25, 2013, 11:00 a.m., 210 Strong Hall**.

*Respectfully submitted by Cynthia Lynn, COGA*
III. Petitions & Program Changes Subcommittee Report

A. Program change: PUAD

PUAD, MPA

The requested changes to this degree or certificate program are:

(OLD) Current Number of Hours Requirement: The master’s degree is awarded after successful completion of 38 credit hours of course work. This includes 28 hours (9 courses) of required core courses that all students complete; 9 hours (3 courses) of electives tailored to the student’s interests and/or track; and 1 hour of practicum, for which students attend a series of practitioner seminars and workshops. In addition, all students must pass a written master’s examination (final paper) to complete the requirements for the M.P.A. degree. Once a student begins the program, all degree requirements must be completed within 7 years.

(NEW) Proposed: The master’s degree is awarded after successful completion of 43 credit hours of course work. This includes 31 hours (10 courses) of required core courses that all students complete, and 12 hours (3 courses) of electives tailored to the student’s interests and/or track. In addition, all students must pass a written master’s examination (final paper) to complete the requirements for the M.P.A. degree which is part of the PUAD 897 core course. Once a student begins the program, all degree requirements must be completed within 7 years.

The change(s) to this program will first take effect Fall 2013 and first appear in the 2014-2015 academic catalog.

JUSTIFICATION
There are two major changes that we are proposing. First, we will be eliminating the PUAD 831 one credit hour Public Administration Practicum course. We will be replacing this course with PUAD 897 Public Administration Contemporary Issues and Competency Assessment (3 cr). The new course includes what used to be in PUAD 831 and adds content related to competency assessment and the MPA Final Essay. We are not proposing to eliminate PUAD 831 until 2016 since we will have students who will be graduating under the old requirements for a few years. Second, we propose to increase the number of hours from 38 credit hours to 43 credit hours. The extra hours will come from the replacement of PUAD 831 (1 hour) with PUAD 897 (3 hours) and the addition of one more three-hour elective course. The increase in hours is related to bringing our program into line with the discipline. In our last accreditation review we were asked to look at increasing the number of hours in our degree.

B. Program change: MUSE

MUSE, MA

The requested changes to this degree or certificate program are:

(OLD) Current graduate admission requirement: The applicant must hold a baccalaureate degree and have at least a B (3.0 on a 4.0 scale) grade-point average in previous academic work to be considered for admission to regular graduate status in the program. Admission is based on the applicant’s undergraduate record, 3 letters of recommendation, a statement of academic objectives, writing sample, and Graduate Record Examination scores. Acceptance is decided by the faculty advisory committee in consultation with
the department responsible for administering the student’s chosen disciplinary or interdisciplinary track. Students may apply to be admitted for either the fall or spring semesters.

(NEW) Proposed: The applicant must hold a baccalaureate degree and have at least a B (3.0 on a 4.0 scale) grade-point average in previous academic work to be considered for admission to regular graduate status in the program. Admission is based on the applicant’s undergraduate record, 3 letters of recommendation, a statement of academic objectives, writing sample, and Graduate Record Examination scores. Acceptance is decided by the faculty admissions committee.

(OLD) Current Number of Hours Requirement: 42

(NEW) Proposed: 36

(OLD) Current Examination Requirements Requirement: Master’s Examination The comprehensive master’s examination, taken during the student’s final semester of coursework, is designed to test the candidate's mastery of subject disciplines and museum principles and practices, focusing on the student’s internship and other coursework. The exam is typically oral, although some academic tracks offer a choice between an oral or written exam.

(NEW) Proposed: Final Product and Examination (3 credit hours) Each student will be responsible for a final product, developed through research or other creative activity, that demonstrates the student’s ability to engage conceptually and professionally with the discipline of museum studies. Examples of appropriate products include research papers, exhibitions, educational curricula, web sites, social media applications, and films. Upon satisfactory completion of the final product and required credit hours, each student must successfully defend their final product as part of the final examination of their work. The comprehensive master’s examination focuses on the student’s final product, while also testing the candidate's mastery of museum principles and practices, and relevant subject disciplines indicated by the student’s record. The exam is oral, with the examination committee comprised of the student’s M.A. Committee.

(OLD) Current Courses Requirement: M.A. Degree Requirements The M.A. degree in Museum Studies at the University of Kansas requires a total of 42 credit hours at the graduate level: 18 hours of required Museum Studies courses 18 hours of courses in one of the participating academic departments/tracks: American studies, anthropology, geology, history or natural history (ecology and evolutionary biology) 6 credit hours of supervised internship Required Museum Studies courses All students pursuing the M.A. in Museum Studies must take the following six required Museum Studies courses. (Numbers in parentheses indicate credit hours.) MUSE 701, Museum Management (3) MUSE 702, The Nature of Museums (3) MUSE 703, Introduction to Museum Exhibits (3) MUSE 704, Principles and Practices of Museum Collection Management (3) MUSE 705, Introduction to Museum Public Education (3) MUSE 706, Conservation Principles and Practices (3) All students must take 18 credit hours in one of the following Tracks: American Studies track Anthropology track Geology track History track Natural History track All students must complete 6 credit hours in a supervised internship of 500 contact hours.

(NEW) Proposed: M.A. Degree Requirements The M.A. degree in museum studies requires 36 credit hours at the graduate level. Students in the Museum Studies Program complete courses in six areas: 1. The Museum Studies Core 9 cr. 2. Museum Professional Areas 9 cr. 3. Museum Conceptual Domains 6 cr. 4. Electives 6 cr. 5. Museum Experience (Internship) 3 cr. 6. Final Product (Research) 3 cr.

1. Museum Studies Core (9 credit hours) MUSE 702, The Nature of Museums (3 cr. Fall) This course provides an overview of the kinds of museums, their various missions, and their characteristics and potentials as research, education, and public service institutions responsible for collections of natural and cultural objects. MUSE 780, Special Topics: The Culture of Museums (3 cr. Spring) This course highlights classic texts and current directions in museum studies. MUSE 782 Seminar in Current Museum Topics (3 cr. Fall) This course involves an in-depth examination of specific topics currently of concern to museums and museum professionals. It serves as a third-semester capstone course in which each student develops and refines their research/final projects.
2. Museum Professional Areas (9 credit hours) Students will develop expertise in one of the principal specialties of museum work by completing at least two courses in that area, at least one of which must be a Museum Studies (MUSE) course. Many courses in other departments could fulfill requirements; it is the responsibility of students, and their advisors, to insure that individual courses meet program requirements based on the general relevance of the course and assurance that the student’s work in the class will be applicable to museum studies by meeting with instructors and examining syllabi. LEADERSHIP AND MANAGEMENT. Courses cover areas such as administration, policy, fund raising, and legal issues related to the management of non-profit organizations. MUSE 701 Museum Management (3 cr.) Examples of Courses in Other Departments and Programs: LAW 867 Law and the Arts MEMT 823 Introduction to Arts Administration MGMT 715 Management of Organizations PUAD 828 Nonprofit Management and Policy PUAD 830 Administrative Ethics PUAD 855 Financial Management for Public and Not-for-Profit Organizations. INTERPRETATION. Interpretation includes developing skills in exhibition design and installation, graphics, and marketing, public programs, as well as innovative approaches to new and emerging technologies. MUSE 703 Exhibition Planning and Design (3 cr.) MUSE 705 Museum Public Education (3 cr.) Examples of Courses in Other Departments and Programs: ADS 712 Design Strategies and Methods BIOL 720 Scientific Illustration JOUR 552 Print and Online Design THR 618 Scenography COLLECTIONS. Courses provide opportunities to develop expertise in the practices and policies associated with the management and care of the range of materials in museum collections. MUSE 704 Principles and Practices of Museum Collection Management (3 cr.) MUSE 706 Conservation Principles and Practices (3 cr.) MUSE 707 Practical Archival Principles (3 cr.) Examples of Courses in Other Departments and Programs: ANTH 520 Archaeological Ceramics ANTH 582 Ethnobotany ANTH 648 Human Osteology BIOL 603 Systematic Botany BIOL 746 Principles of Systematics GEOL 725 Paleontology of Lower Vertebrates TD 504 History of Textiles UBPL 760 Historic Preservation Planning COMMUNITY CONNECTIONS. Courses enable students to develop skills in public programming, curriculum planning, visitor studies, audience development, and volunteer management. MUSE 705 Museum Public Education (3 cr.) Examples of Courses in Other Departments and Programs: ABSC 719 Experimental Field Work in Community Settings C&T 808 Qualitative Research Curriculum Inquiry COMS 855 Qualitative Research Methods in Communication Studies HIST 601 Oral History VAE 750 Introduction to Art Museum Education

3. Courses focusing on Museum Conceptual Domains (6 credit hours) The conceptual domains of museum work address in depth the conceptual and theoretical foundations of museums. Courses that emphasize conceptual domains will place museological subjects in broader historical and intellectual frameworks. Students may take courses which may be offered in one or several disciplines. Courses will be selected based on the general relevance of the course, and assurance that the student’s work in the class will be applicable to museum studies.

4. Electives and Other Museum Studies Courses (6 credit hours) Students are expected to deepen their knowledge of the field by taking courses in a subject area pertinent to their area of specialization. Courses will be selected with the approval of the student’s committee chair, as well as the course instructor.

5. Museum Experience (3 credit hours) While enrolled in the Museum Studies program, students are required to gain at least 500 hours of museum experience, of which at least 250 hours must be in an approved, professionally supervised internship.

6. Final Product and Examination (3 credit hours)

The change(s) to this program will first take effect Fall 2013 and first appear in the 2014-2015 academic catalog.

JUSTIFICATION

The Program has remained essentially unchanged since it was first established over 30 years ago (1981). The revisions bring the program into line with the profession as well as contemporary expectations for Museum Studies training.
C. Program Change: GERM

GERM, PhD

The requested changes to this degree or certificate program are:

(OLD) Current Program Requirement: In addition to the general requirements for the Doctor of Philosophy degree concerning research skills, the oral comprehensive examination, the dissertation, and the final examination, a student must meet the following specific departmental requirements:

1. Normally a minimum of 27 credit hours (excluding GERM 999 Doctoral Dissertation) beyond that required for the M.A. 3 courses should be in the student’s specialization; 6 courses should be in other areas. Students in philology or linguistics must have 2 courses in post-1400 literature; students in post-1400 literature must have two courses in philology or linguistics.
2. A reading knowledge of French and another modern language, Latin, or Greek. Students specializing in medieval philology or older literature must select Latin as the second language for reading knowledge.
3. At least 1 semester of half-time teaching or the equivalent (normally GERM 800 is required concurrently with the first semester of teaching).
4. A 3-part written departmental preliminary examination. To be admitted to the Ph.D. oral comprehensive examination, the candidate must have passed all parts of the Ph.D. preliminary examination.

(NEW) Proposed: In addition to the general requirements for the Doctor of Philosophy degree concerning research skills, the oral comprehensive examination, the dissertation, and the final examination, a student must meet the following specific departmental requirements:

1. Normally a minimum of 27 credit hours (excluding GERM 999 Doctoral Dissertation) beyond that required for the M.A.; for students in German Applied Linguistics, some of the courses may be taken outside of the department. Students in literature and culture and students in Germanic philology may choose a minor up to 9 credit hours of coursework outside the department in consultation with their advisor. This minor may consist of coursework combined with a project. The 9 hours of the minor are included in the required 27 credit hours. Required Courses: One research seminar in the area of specialization; Approved elective courses in the area of specialization; Approved elective courses for the outside minor area (depending on specialization); Reading knowledge in one foreign language other than German. Prior to the portfolio evaluation an approved course in a foreign language for one semester or an equivalency exam must be completed.
2. Demonstrated reading knowledge in one foreign language other than German. Students specializing in medieval philology or older literature must select Latin as the second language for reading knowledge.
3. At least 1 semester of half-time teaching or the equivalent (normally GERM 800 is required concurrently with the first semester of teaching).
4. a) A portfolio evaluation in the third semester of study after successful completion of 18 credit hours of coursework. Upon passing the portfolio evaluation and fulfilling all degree requirements, students advance to the comprehensive examination in the fourth semester of their doctoral studies. b) A comprehensive written and oral examination in the fourth semester upon completion of all required coursework (27 credit hours in German Studies; for students in German Applied Linguistics and for students with a minor option, some of the courses will be taken outside of the department) and fulfillment of all degree requirements. The comprehensive examination consists of a 2-part written departmental preliminary examination based on the student’s submitted portfolio followed by an oral examination.
(OLD) Current Research Skills Requirement: For Germanic Languages and Literatures doctoral students, this requirement is met by the following:

- GERM 701, GERM 710, GERM 800, GERM 801, GERM 855, GERM 900

Demonstrated reading knowledge of French and one other modern language, Latin or Greek

(NEW) Proposed: For Germanic Languages and Literatures doctoral students, this requirement is met by the following:

- GERM 800, GERM 801, GERM 855, GERM 900

Demonstrated reading knowledge in one foreign language other than German.

The change(s) to this program will first take effect Fall 2013 and first appear in the 2014-2015 academic catalog.

JUSTIFICATION
The Department proposes these changes: to provide step by step mentoring focused on developing a viable dissertation proposal, timely completion of requirements and degree. In this regard, it is the purpose of the third semester evaluation to assess the candidate’s progress toward the degree and assist in making improvements, if necessary; to focus all course work on developing a dissertation proposal of high quality; to prepare students for a broader range of professional opportunities by adding an interdisciplinary minor option to the degree.

D. Program Change: GERM

GERM, MA

The requested changes to this degree or certificate program are:

(OLD) Current Courses Requirement: Nonthesis Degree* 30 credit hours of graduate work in German. This requirement may be reduced for students in high standing. GERM 701, GERM 711, GERM 721, and at least 1 literature course from each of the following periods:

- Age of Goethe or Romanticism,
- 19th century,
- 20th century,

or, in exceptional cases, equivalent seminars (GERM 960-GERM 966) must be included in the minimum. Equivalent courses may be substituted with the approval of the departmental graduate committee. The remaining 12 hours may be taken from departmental course offerings in literature, philology, and linguistics at the graduate level.

(NEW) Proposed: Nonthesis Degree* 30 credit hours of graduate work in German. This requirement may be reduced for students in high standing. GERM 700, GERM 702, and GERM 712, and at least 1 literature course from each of the following periods:
• Age of Goethe or Romanticism,
• 19th century,
• 20th century,

or, in exceptional cases, equivalent seminars (GERM 960-GERM 966) must be included in the minimum. Equivalent courses may be substituted with the approval of the departmental graduate committee. The remaining 12 hours may be taken from departmental course offerings in literature, philology, and linguistics at the graduate level.

The change(s) to this program will first take effect Fall 2013 and first appear in the 2014-2015 academic catalog.

JUSTIFICATION
GERM 700 and 702 are new courses. GERMAN 700 will be taught together with the corresponding courses in French (French 720) and Slavic (Slavic 740). This will enable us to share resources and offer this basic introductory requirement during the fall semester of each academic year. Supporting statements from all three departments have been sent to COGA. GERMAN 702, a one-hour tutorial in conjunction with GERMAN 700 will provide field-specific knowledge and mentoring for the practice of responsible research skills as students write the German research paper for the shared course. GERMAN 712, an existing course, lays the foundation for GERMAN 711 and GERMAN 721 and is thus better suited as a required course; the other two courses may be taken as electives.

IV. Curricular Changes Subcommittee Report

The Curricular Changes Subcommittee recommends the following new courses, course changes, and course deletions to the CGS:

A. New courses: GERM 700; GERM 702; PUAD 857; PUAD 858; PUAD 859; PUAD 897; PUAD 898

GERMANIC LANGUAGES AND LITERATURES

New course: GERM 700

GERM 700 INTRODUCTION TO GRADUATE STUDIES IN GERMAN (3) An introduction to the skills required of students enrolled in graduate degree programs in German Studies; areas covered include 1) introduction to literary theory and criticism, 2) bibliography and research methods, including database management software, 3) preparation and presentations of a research/conference paper, 4) technology training, including web design, on-line portfolio, and digital humanities, and 5) professional ethics and awareness of the academic market and alternative careers. We will also be working on practical, professionally useful goals, such as how to (better) make use of technology, how to create a CV and modify it for different positions, how to write an abstract, and how to produce a conference paper. Course requirements will include a variety of smaller assignments and two larger projects, a web-based professional portfolio and an 8 to 10-page conference paper. LEC.

Grading: A-F, W and I

This course fulfills a requirement for the M.A. degree.

This new course will be first offered Fall 2013, and then Every Fall Semester thereafter.
JUSTIFICATION
This course will replace the current 701 course as a requirement for the M.A. degree.

New course: GERM 702

GERM 702 TUTORIAL -- INTRODUCTION TO GRADUATE STUDIES IN GERMAN
(1) This course will be taken in conjunction with German 700 INTRODUCTION TO GRADUATE STUDIES IN GERMAN. Students enroll in this course with a faculty mentor in the German department based on the area in which they will write their research paper for German 700. It is the purpose of this tutorial to provide in-depth guidance specific to the field of German to students throughout the semester as they write their research papers, to help them develop their analytical and responsible research skills, which will serve as a model for longer term papers and theses. RSH.

Grading: A-F, W and I

This course is a degree requirement in the following way: This course is required for the M.A. degree.

This new course will be first offered Fall 2013, and then every Fall semester thereafter.

JUSTIFICATION
This course is taken as a field-specific course in conjunction with German 700.

As a one-hour tutorial, German 702 will provide field-specific knowledge as well as mentoring of individual research papers; it will provide mentoring in the practice of responsible research skills as students write the German research paper for the 700 course. Since the 700 course meets with students from other fields, students in German will need to acquire additional field-specific knowledge as a foundation for their career.

SCHOOL OF PUBLIC AFFAIRS AND ADMINISTRATION

New course: PUAD 857

PUAD 857 Performance Management and Governance
(3) This course examines the practice and governance challenges of performance management and budgeting in the public sector. Topics covered in this course include: a) the governance context of performance measurement and management; b) the historical and theoretical foundation of performance measurement and management; c) the global trend of performance-oriented reforms; d) the practice and politics of performance measurement and management; and e) governance and ethical issues in managing for results. None LEC

Grading: A-F, W and I

This new course will be first offered Fall 2013, and then every year or every other year thereafter.

JUSTIFICATION
This course is an elective. In order to respond to the current needs of governmental agencies to understand their performance and costs, we are developing a new set of courses. Once these courses are approved, we plan to create a graduate certificate with the courses. Students will be able to take these courses as a stand along elective, as part of the MPA degree, or as part of the graduate certificate.

New course: PUAD 858

PUAD 858 Performance Audit
(3) This course examines the practice of performance audit at the national, state, and local levels. Topics covered in the course include: a) the concept of performance audit and the
roles of auditors in performance management; b) performance audit systems and standards at the national, state and local levels; c) performance audit methodologies and techniques; d) the establishment of audit criteria; e) the concept and practice of risk and vulnerability analysis; f) the reporting and communication of performance audit results. None LEC.

Grading: A-F, W and I

This new course will be first offered Fall 2013, and then every year or two years thereafter.

JUSTIFICATION
This course is an elective. In order to respond to the current needs of governmental agencies to understand their performance and costs, we are developing a new set of courses. Once these courses are approved, we plan to create a graduate certificate with the courses. Students will be able to take these courses as a stand along elective, as part of the MPA degree, or as part of the graduate certificate.

New course: PUAD 859

PUAD 859 Service Management (3) This course provides an introduction to service management in the public sector and will focus on providing students with the conceptual understanding and skills to design, promote, manage, and deliver public services. The course will integrate concepts of service management with quality assurance, business process analysis, and project management. Through this course, students will develop a better understanding of methods for improving responsiveness and accountability to organizational goals and mission. None LEC.

Grading: A-F, W and I

This new course will be first offered Fall 2013, and then each year or two years depending thereafter.

JUSTIFICATION
This course is an elective. In order to respond to the current needs of governmental agencies to understand their performance and costs, we are developing a new set of courses. Once these courses are approved, we plan to create a graduate certificate with the courses. Students will be able to take these courses as a stand along elective, as part of the MPA degree, or as part of the graduate certificate.

New course: PUAD 882

PUAD 892 Public Administration Internship (3) A part-time supervised professional work experience designed to provide students the knowledge, background, and practical experience in public service. A written summary of the experience including a job description, projects the student, and a reflective statement on integrating the internship with theoretical issues regarding public administration. This course brings theory and practice together. None FLD.

Grading: S/U, W and I

This new course will be first offered Fall 2013, and then each year thereafter.

JUSTIFICATION
This course is an elective. We are creating this course to formalize our internship in the first year of our City and County Leadership Internship Option Program. The course will be linked to our new competencies document and relate the internship to progress with competency development.

New course: PUAD 897
PUAD 897 Public Administration Contemporary Issues and Competency Assessment (3) This course exposes students to the contemporary issues in public management and analysis of competencies for public management in four theme areas. Students will participate in discussions of issues and in three assessments of their preparation to lead public organizations. Students will complete the MPA Final Essay which focuses on integration of course and work experience in relation to the values theme of the MPA program. None LEC.

Grading: S/U, W and I

This new course will be first offered Fall 2013, and then each year thereafter.

JUSTIFICATION
This course is a degree requirement in the following way: This course is required for the MPA degree. Current students will take the current required course PUAD 831. This course implements a new accreditation requirement for competency assessment. It will replace the current PUAD 831 in our MPA program.

New course: PUAD 898

PUAD 898 Leadership, Professionalism, and Citizen Engagement (3) This course explores connections between facilitative political and administrative leadership, professional expertise, and citizen engagement. It will explore politics and the political arena; administrative/technical expertise and the relationship between the arenas of politics and administration. It will present the concept of citizen engagement and adaptive work, complicating as well as enriching public policy making and implementation. None LEC.

Grading: A-F, W and I

This new course will be first offered Fall 2013, and then each year thereafter.

JUSTIFICATION
This course is an elective. This course is being added in order to bring the important topic of civic engagement into our curriculum.

B. Course changes: FREN 720; GERM 701; GERM712; SLAV 740

FRENCH & ITALIAN

Course change: FREN 720

(OLD)
FREN 720 Introduction to Graduate Studies in French (3) An introduction to the skills required of students doing graduate degrees in French literature; areas covered are 1) introduction to literary theory and criticism, 2) bibliography and research methods, and 3) training in preparation of critical essays and theses. Required of all M.A. candidates unless specifically released by department. LEC.

Grading: A-F, W and I

This course is a degree requirement in the following way: Required course for MA and PhD degrees

(NEW)
FREN 720 Introduction to Graduate Studies in French (3) This course is an introduction to the skills required of students doing graduate degrees in French; areas covered include 1) introduction to literary theory and criticism, 2) bibliography and research methods, including database management software, 3) preparation and presentations of a research/conference paper, 4) technology training, including web design,
on-line portfolio, and digital humanities, and 5) professional ethics and awareness of the academic market and alternative careers.

The change(s) to this course will first take effect Fall 2013 and the course will be offered every Fall semester thereafter.

JUSTIFICATION
The curricular change will allow French to offer the course each year, rather than every other year. This allows us to offer the course each fall for all incoming MA students making sure that they can take best advantage of this course's information and skills in the following semesters of study. This will have only a positive effect on graduate students, and no current student will be inconvenienced by the change.

We are proposing this change to cross list this course, so that the department can offer it every fall semester and give incoming MA students a proper introduction to the field starting with their first semester. Although the primary instructor maybe from outside the department, French students will work additionally in consultation with the Director of Graduate Studies so that discipline specific material can be introduced and evaluated as appropriate. Core methods and bibliographic strategies are similar across the three disciplines, and can efficiently be taught to cohorts from all three departments at the same time.

GERMANIC LANGUAGES AND LITERATURES

Course change:  GERM 712

(OLD)
GERM 712 THE STRUCTURE OF MODERN STANDARD GERMAN (3) A descriptive study of the phonetics/phonology and grammar of contemporary Standard German. Special emphasis on problems of teaching German to English-speaking students. LEC.

Grading: A-F, W and I

This course is an elective

(NEW)
GERM 712 THE STRUCTURE OF MODERN STANDARD GERMAN (3) A descriptive study of the phonetics/phonology and grammar of contemporary Standard German. Special emphasis on problems of teaching German to English-speaking students. LEC.

This course is not an elective.

This course is a degree requirement in the following way: This course is required for the M.A. degree.

The change(s) to this course will first take effect Fall 2013 and the course will be offered every other Fall or Spring semester thereafter.

JUSTIFICATION
This course is central to the M.A. program and is already taught on a regular basis. GERMAN 712 lays the foundation for other courses and is thus needed as a required course.

SLAVIC LANGUAGES AND LITERATURES

Course change:  SLAV 740
SLAV 740 Bibliography and Methods (3) An introduction to the technical problems of literary and philosophical research in the field of Russian studies. LEC.

Grading: A-F, W and I

This course is not an elective

This course is a degree requirement in the following way: Required course for MA degree in SLL.

(NEW)

SLAV 740 Bibliography and Methods (3) This course is an introduction to the skills required of students doing graduate degrees in Slavic languages and literatures; areas covered include 1) introduction to literary theory and criticism, 2) bibliography and research methods, including database management software, 3) preparation and presentations of a research/conference paper, 4) technology training, including web design, on-line portfolio, and digital humanities, and 5) professional ethics and awareness of the academic market and alternative careers. We will also be working on practical, professionally useful goals, such as how to (better) make use of technology, how to create a CV and modify it for different positions, how to write an abstract, and how to produce a conference paper. Course requirements will include a variety of smaller assignments and two larger projects, a web-based professional portfolio and an 8 to 10-page conference paper.

The change(s) to this course will first take effect Fall 2013 and the course will be offered every Fall semester thereafter

JUSTIFICATION
The curricular change will allow Slavic to offer the course each year, rather than every other year. This allows us to offer the course each fall for all incoming MA students making sure that they can take best advantage of this course's information and skills in the following semesters of study. This will have only a positive effect on graduate students, and no current student will be inconvenienced by the change.

We are proposing this change so that the department can offer it every fall semester and give incoming MA students a proper introduction to the field starting with their first semester. Although the primary instructor maybe from outside the department, SLL students will work additionally in consultation with the Director of Graduate Studies so that discipline specific material can be introduced and evaluated as appropriate. Core methods and bibliographic strategies are similar across the three disciplines, and can efficiently be taught to cohorts from all three departments at the same time.

C. Course deletions: PUAD 896

SCHOOL OF PUBLIC AFFAIRS AND ADMINISTRATION

PUAD 896 Field Project Report (1-) A major independent research project in lieu of a thesis for the M.P.A. degree. Prerequisite: Completion of all other course requirements for the degree.
IND.

Grading: A-F, W and I

This course will be deleted beginning Fall 2013.

JUSTIFICATION
This course is an elective. Due to the changes in the MPA program we are moving away from individual project reports and to a competency model; hence this course is no longer needed.

II. Policies, Petitions & Awards Subcommittee Report

A. See Addendum

V. Old Business

VI. New Business