Graduate Policy & Affairs Committee (GPAC)

Elizabeth Bifuh-Ambe, John Brown (absent), Johanna Choo, Ramraj Gautam, Michael Graves (absent), Scott Latham, Nese Orbey (absent), Noah Van Dam, Kevin Petersen**(absent), Mai Nguyen[1], Nancy Ludwig[1], Deborah White[1]
** Ex-officio, [1]non-voting

MINUTES
GPAC Meeting March 18, 2024, at 3:30-5:00 PM
Alumni Hall 102

1. **Minutes from the February 20, 2024 Meeting** (Scott Latham) https://uml.curriculog.com/proposal:1807/form Motion to approve by Noah Van Dam, seconded by Ramraj Gautam. Approved (yes 5, no 0, abstain 0).

2. **Program Proposals** (Scott Latham)

   1. **Graduate Certificate in Pharmaceutical Sciences** (*Brent Shell*) – Change Plan https://uml.curriculog.com/proposal:1682/form Motion to approve by Noah Van Dam, seconded by Ramraj Gautam. Approved (yes 5, no 0, abstain 0).

3. **Course Proposals** (Scott Latham)

   1. **BUSI.6890 Internship in Business Administration** (*Michael Obal*) – New Course https://uml.curriculog.com/proposal:1549/form Chancellor Chen has made internships central at UMass Lowell. Scott Latham expressed concerns that there is no explicit faculty involvement in this internship. He mentioned that at the undergraduate level the faculty work with the student throughout the semester from recruiting, to mentoring and coaching. Scott mentioned that it is a change in curriculum and he is concerned that there is no faculty involvement in SIS. Michael Obal shared that they collected survey data from over 100 students and found that internship was a weakness for the MBA. He mentioned that the MBA Council is not tied to any specific department, and they want to open this course for CPT credits for international students. Yi Yang mentioned that there are many types of internships that can be tied to a department, but BUSI is not tied to a department, it is at the college level. BUSI is supervised by the Associate Dean and the internship is tied to MBA General Option students only. Yi

shared that the course could involve a faculty member: "The approval and supervision of the internship will be led by the Assistant Dean of the Manning School of Business and potentially in collaboration with a full-time Manning faculty member." Scott asked if the course was approved by all Business faculty as this is a curriculum change and in addition to pedagogy concerns, faculty workload is an issue. Scott mentioned faculty with terminal degrees at the graduate level. Johanna Choo asked who would be grading the course. Yi/Michael stated the coordinator currently Asst. Dean Famighette will be grading. Noah Van Dam asked about Engineering at the graduate level. Yi/Michael shared that ENGN.6010, 6030, and 6040 are taught by Career staff. Is there a difference between COOP and internship? Scott said he would support the course if it were attached to a faculty member, especially at the graduate level. GPAC wants to ensure the pedagogy and curriculum are sound. Approved (yes 2, no 1, abstain 2).

2. **COMP.7010 Computer Science Research** (*Mohammad Arif Ul Alam*) – Change Course https://uml.curriculog.com/proposal:1764/form Approved (yes 5, no 0, abstain 0).

3. **PHYS.5330 Introduction to Quantum Information** (*Hugo Ribeiro*) – New Course https://uml.curriculog.com/proposal:1709/form Approved (yes 4, no 0, abstain 1).

4. **PHYS.5330L Introduction to Quantum Information Lab** (*Hugo Ribeiro*) – New Course https://uml.curriculog.com/proposal:1740/form Approved (yes 4, no 0, abstain 1).

4. **Discussion**
   1. **Syllabus Template** (*Noah Van Dam*) Noah would like GPAC to consider a standardized template across the university that is not mandatory. When GPAC reviewed new courses for approval there were some inconsistencies in the syllabi. The minimal requirements for a syllabus template are provided to faculty members who are interested to use as a guideline. Basically, course overview, grading, and scheduling standardization. Ramraj Gautam suggested a separate document for process and an example template for syllabi (E.g. XYZ template). He suggested removing the example for grading and keep the meta data. Debbie White suggested adding learning outcomes to the template. Noah will make changes and send to GPAC for review so it can be sent to Faculty Senate for approval.

Next GPAC Meeting: Friday (Monday Schedule) April 19, 2024 at 3:30-5:00pm via Zoom
https://uml.zoom.us/my/kevinpetersen

Meeting adjourned at 4:35pm.