University Council on Graduate Study  
September 11, 2007 
Minutes  
3:00-5:00 p.m.  
817 CL

Attending: Patricia Beeson (Chair), Ray Burdett (SHRS), Nicole Constable (A&S), Robert Devaty (A&S), Judith Erlen (NUR), Eleanor Feingold (GSPH), Robert Gibbs (PHARM), Amanda Godley (Education), Barbara Repasi Heron (Registrar), R. Donald Hoffman (Dental), Sandra Honick (SOM), Margaret Mahoney (LAW), Evelyn S. Rawski (A&S), Mark Roberts (SOM), Mae Smethurst (A&S), Martin Weiss (SIS), Tuba Pinar Yildirim (GPSA), Stephanie Hoogendoorn (Provost’s Office)

Guests: Thomas Allen (European Union Center of Excellence), Jessica Burke (GSPH), Robert Donnorummo (Center for Russian and East European Studies), Larry Feick (UCIS)

I.  Introductions  
Vice Provost Beeson asked each Council member to introduce himself or herself.

II. Approval of Minutes, May 8, 2007  
The minutes of the May 8, 2007 meeting were approved as written.

The 2006-2007 Annual Report was approved as written. It will be posted to the UCGS website and available to the community.

IV. Program Proposal: Certificate Program in European Union Studies  
The graduate-level certificate program in European Union Studies was developed by the European Union Center of Excellence and the Center for Russian and East European Studies in UCIS and will be open to all students currently enrolled in a master’s or doctoral program at the University of Pittsburgh. The purpose of the proposed certificate is to provide students with a cohesive program of study on the EU that will prepare students for success in academic, business, governmental, and other environments. Students in the program will gain an understanding of both the internal dynamics of EU institutions, processes, policies, and member states, as well as the EU’s external relationships with other world regions.

Dr. Robert Donnorummo (Center for Russian and East European Studies, REES), Dr. Larry Feick (UCIS), and Dr. Thomas Allen (European Union Center of Excellence, EUCE) attended the meeting to present the proposal and answer questions from Council members. They explained how this new certificate will be narrower in intellectual focus than the existing graduate certificates offered by EUCE and REES and that this certificate complements the West European Studies graduate certificate. Graduate advisors of both the EUCE and REES will have the ability to jointly advise certificate students but EUCE will perform the PeopleSoft data entry functions for all enrolled certificate students. This proposed program has the full support of UCIS including its new leadership.
A council member asked how students will be advised. Dr. Donnorummo replied that he would advise the Eastern and Russian students and that Dr. Allen would advise the Western European students.

A council member asked how the language requirement will be satisfied. Dr. Donnorummo replied that approximately 45% of the students are native speakers and that all area centers require students to either complete three years of foreign language or to demonstrate equivalent proficiency. The motivation for the requirement is that the students can converse, read, and write but not necessarily be fluent. The level of fluency will vary by student and their needs. Council asked if the University can provide courses for this language requirement. The presenters responded that while the University cannot provide instruction for all language areas, there are enough choices to complete the certificate. A language requirement encourages students to study abroad. Since the University attracts many foreign students, many will already have the necessary skills.

A council member asked how students will be accepted for admissions. The presenters responded that they will accept interested students with broad interests.

A council member asked how the research paper will be assessed. The presenters responded that several professors would approve the research paper.

The presenters of the proposal were excused. Council members asked that the proposal include a plan for assessment of student learning outcomes that is consistent with the new University guidelines by the end of the term. The program was approved unanimously.

V. Program Proposal: Master of Science Degree Program in Prosthetics and Orthotics

The Master of Science in Prosthetics and Orthotics is a professional master’s degree proposed by the Department of Rehabilitation Science and Technology in the School of Health and Rehabilitation Sciences. Orthotics and Prosthetics is the evaluation, design, fabrication, and custom fitting of artificial limbs and orthopedic braces. The American Academy of Orthotics and Prosthetics recently recommended that the entry-level degree in the profession change from separate bachelor’s degrees in orthotics and prosthetics to a combined master’s degree that includes internships in order to better prepare practitioners to work as a member of a complete rehabilitation team of doctors and other professionals. The demand for orthotics and prosthetics professionals is expected to grow significantly as the current population of Baby Boomers ages, and there are currently only seven programs in orthotics and prosthetics in the United States. Students who complete the MSPO program will be qualified for employment in hospitals, private practice settings, or in orthotics and prosthetics manufacturing and development facilities.

Dean Clifford Brubaker and Dr. Ray Burdett attended the meeting to present the proposal and answer questions from Council members. They explained how this program is specifically an entry-level program for clinicians that will take five terms to complete. It is expected that there will be a shortage of practitioners within ten years. Currently, Northwestern University offers the closest program. Dr. Burdett explained the plan of study over five terms. Hanger Orthopedic Group will provide the lab space and equipment needed for the new courses.
A council member asked who will develop the proposed ten new courses. Dr. Burdett responded that the responsible faculty will consist of one existing faculty member, two new faculty members to be hired, and adjunct faculty who have the required technical specializations. They would like to hire these faculty members in fall 2008.

A council member asked what an appropriate paper is and if it is a thesis. Dr. Burdett responded that the paper could either be a thesis or for example, a scholarly review of the latest technology. Council asked about the list of courses regarding thesis credit versus scholarly paper.

A council member asked about the plan to utilize lab space at Hanger. Dean Brubaker answered that if Hanger could not provide the necessary space and equipment that they would seek access to resources from another orthopedic company or perhaps the school would build labs for their use.

A council member asked if the accrediting body requires the large number of credits that this program requires. Dr. Burdett responded that this program has been reviewed by the accreditation body, National Commission on Orthotic and Prosthetic Education. It takes one year to complete certificate programs in either prosthetics or orthotics separately. When students complete this proposed certificate program, they will only need to complete their residency requirement in order to become certifiable.

A council member asked if the degree awarded will be a Master’s of Science or a professional Master’s. Dean Brubaker responded that the degree awarded will be a Master’s of Science in Prosthetic and Orthotics consistent with recommendations from the professional societies.

The presenters were excused and Council continued their discussion of this proposal. Vice Provost Beeson clarified that using adjuncts for this program was acceptable because they would provide technical expertise obtained as a practitioner. One council member expressed concern about financing the lab space.

Council asked that the proposal be revised to include clarification of the number of terms of study required and of the thesis versus non-thesis (research paper) track. Additionally, the proposal should include a plan for assessment of student learning outcomes that is consistent with the new University guidelines by the end of the term. Council voted unanimously to approve the proposal with a provision that a revised proposal addressing their above concerns is submitted to Vice Provost Beeson.

VI. **Program Proposal: Certificate Program in Community-Based Participatory Research and Practice**

Community-Based Participatory Research and Practice (CBPRP) is an approach that actively involves community members as a way to address public health issues. CBPRP researchers collaborate with community representatives to assess community concerns and needs in relation to specific health issues. Students in this graduate-level certificate program will gain the skills and knowledge necessary to engage community members, employ local knowledge in the understanding of health problems and the design of interventions, and involve community members in the processes and products.
Dr. Jessica Burke attended the meeting to present the proposal and answer questions from Council members. She explained that community is defined to be any group that has a shared unit of identity, as opposed to geographic. The certificate program includes coursework in community development, community leadership, and research methods and a year long, 360 hour internship with a local community agency.

A council member asked how the internship will be evaluated. Dr. Burke responded that the student will develop a portfolio within the weekly seminar class. Council asked for the requirements or expectations of the portfolio. Dr. Burke responded that there could be a list of milestones but that a student cannot be held to the timeline because in some cases it might take one year to develop a working relationship. Vice Provost Beeson asked for examples of goals for the internship. Dr. Burke responded that the 16 outcomes listed in the proposal would be desired goals and that these outcomes can be categorized into four global objectives. Council suggested that the proposal include a statement of what the student should be able to do after completing the certificate.

Dr. Burke was excused and Council continued to discuss the proposal. A council member stated the need to realize that the agency is active in the research process. Further, the internship may not lead to a research project. Public Health already has existing internship forms that are used to evaluate students. Council decided to table the vote on the program. Council members requested further clarification about the proposal, including:

1. motivation for the proposal and general goals for the program in terms of what skills students will possess and careers they will be prepared to pursue;
2. details on the internship requirement including learning outcomes as a result of the internship and how the internship will be assessed, including by the agency hosting the internship; and
3. specifying the admissions requirements rather than referring to the general GSPH admissions guidelines.

Additionally, the proposal should include a plan for assessment of student learning outcomes that is consistent with the new University guidelines by the end of the term.

VII. Other Business
A. Cool Pittsburgh! Web site
This Web site will be going live in the near future. The goal of this site is to advertise Pittsburgh as an attractive, livable city for graduate and professional students. Please tell your admissions and recruiting staff about this site when it becomes available.
B. **Endorse statement to include the Council of Deans approved Assessment Procedures as part of the academic program proposal submission process**

There was no discussion about the procedures. Council unanimously approved to adopt the Assessment Procedures.

C. **Update on Regulations Governing Graduate Study Description**

Vice Provost Beeson provided an update of the revisions of the Regulations Governing Graduate Study. The document was circulated. The main revisions were:

1. The wording about the issuance of visa documents was changed to reflect current policy from the Office of International Study.
2. Language about other research doctoral degrees and other professional doctoral degrees was clarified.
3. Graduate programs, except first professional programs, have to use the full range of the grading scale (A, B, C, and F) and you have to use the full range of the scale. The only exception is that you can have a set of core classes where students must receive an A or B in order to complete program requirements, as opposed to earning course credit.
4. The document will no longer be printed but will be available online as a pdf document.

The document will be circulated one final time before it is sent to Provost Maher for approval.

D. **Announcement about a potential OIS program on international recruitment**

The Office of International Services is interested in offering an international recruitment and marketing program. Over the course of a couple of hours, OIS Admissions could cover the fundamentals of international recruitment, recruitment ethics, non-traditional financial aid options and a look at international recruitment post 9-11. Council members would be interested in hearing from OIS. Additionally, they had the following questions:

1. How to be selective about international graduate students?
2. How to conduct group interviews abroad?
3. How to evaluate degrees?

Members noted that this information could be helpful if made available on a Web site.

E. **Subcommittees**

Vice Provost Beeson reviewed the two subcommittees for the upcoming year. Student Affairs will complete previous year’s work on Parental Policy for teaching assistantships, teaching fellows, graduate student assistants, and graduate student researchers. Council’s recommendation will be sent to the Council of Deans for their consideration. The subcommittee will report to Council after it meets and finalizes its report.

The Student Affairs Subcommittee will consider adopting standardized online surveys. In 2007 the GPSA surveyed the graduate and professional students online and received approximately 450 responses. The committee should think carefully about the questions and might even consult the Association of American Universities for suggested questions. Each school could personalize the survey with specific questions.
The Graduate Procedures Subcommittee will discuss the possibly of offering dual degrees with foreign institutions and how the University of Pittsburgh could offer such programs. If the committee thinks this degree program is valuable, then the committee should develop guidelines for such programs.

The subcommittee will also develop a standard template for graduate letters of admission in order to ensure consistency of language across the university.

The meeting was adjourned at 5:00 p.m. The next meeting of Council will take place on November 13, 2007.