

UNIVERSITY OF MINNESOTA  
Graduate School

Minutes of the Executive Committee Meeting  
Thursday, January 19, 1978  
11:30 a.m., Dale Shepherd Room Campus Club

Members present: Faculty representatives--Professors Franklyn Knox, Larry L. McKay, Peter J. Reed, Lanny D. Schmidt, Mahmood A. Zaidi; student representatives--Donna Gomien, Karen Hawley, Joe McLaughlin, Eric Yost; administrative representatives--Deans Warren Ibele, Chair, Edward Foster, Kenneth Zimmerman; civil service representative--Sharon Stinson; guests--Professors Glen Berryman, Fred Jacobs, Morris Nicholson; support staff--Andrew Hein, James C. Nichol, DeeAnn Olson, Myrna Smith; secretary--Beverly Miller

I. FOR ACTION

A. Approval of the Minutes of the Meeting of December 15, 1977

The minutes were approved as submitted.

B. Proposal for a Ph.D. Degree in Education with Emphasis in General Education Aspects of the Vocational Fields

As Professor Robert Schreiner, Chairman of the Education and Psychology Policy and Review Council, was not present the proposal was carried forward to the February meeting.

C. Proposal for UNITE Videotape Offerings of 5000 Level Courses for Graduate Credit

Dean Ibele introduced Professor Morris Nicholson who was present to answer questions about the proposal. Professor Nicholson described the technology of the UNITE program which he said involves about 20 Institute of Technology courses and 200 students per quarter. The quantitative nature of the instruction, he said, lends itself to videotape delivery. There is less need for interactive instruction, and neither students nor their performance suffer. He said that the registration question had been considered, as these programs are now carried through CEE Independent Study. Although registration through regular Graduate School mechanisms would pose some problems, this could be done. The Physical Sciences Policy and Review Council had recommended dropping use of the CEE Independent Study mechanism.

Professor Nichol asked how the resident tutors mentioned in the proposal were to be identified. Professor Nicholson responded

that he would be doing this on the basis of credentials submitted to the course instructor. Primary effect of having a tutor is one of motivation, not as a replacement for the instructor. Dean Ibele asked whether the tutors would have master's degrees in engineering. Professor Nicholson replied that they might not have master's degrees but would have as much as 10 years experience. They would all have bachelor's degrees.

Dean Zimmerman asked whether approval of the tutors through the Limited Teaching Status mechanism of the Graduate School might be desirable. Professor Schmidt responded that this had been rejected because it was believed that this was more likely to suggest that the tutor was considered a substitute for the instructor.

Professor Schmidt said that the Physical Sciences Policy and Review Council, while recognizing the possibility that abuses could occur, did approve the proposal unanimously with the understanding that these courses would be treated as any other and would be offered at the same time that the course was being offered "live." Professor Knox asked whether any 8-level courses were involved. Professor Nicholson said that there were not; closer contact with the instructor, they believe, is necessary with 8-level courses.

The proposal was approved as submitted. (Copy of proposal attached with these minutes.)

D. Proposal for Master of Business Taxation Degree Program

Professors Glen Berryman and Fred Jacobs, who were present to answer questions concerning the proposal, were introduced by the Dean. Professor Berryman reviewed the background for the proposal and the demand which has been developing for about 15 years. With this program the faculty are attempting to respond to these needs and to the recommendations of the Task Force on Outreach. A review has been made of other programs in the state and none exist in this area; the University Law School does not have any such program in the planning stages. Professor Jacobs said that the proposal had been developed in the context of the recommendations of the Odland Committee, and the faculty have worked closely with CEE. Although the evening MBA program was looked into as a possible vehicle, it had been decided that this would not be appropriate. There might have been accreditation problems if a degree with this high a level of specialization were introduced into the MBA program.

There was a discussion of the appropriateness of the title, Master of Business Taxation, and whether it might not be too restrictive.

Professor Zaidi reported that the vote in the Social Sciences Policy and Review Council to approve the proposal was 12 to 3 with 6 abstentions. He said that he was not sure of the reason for the high number of abstentions but he personally thought it might have been related to a question which was raised as to whether the proposal had the support of the faculty in the college. Dean Ibele said that he had received a letter from Dean Williams assuring him that the proposal had met with faculty approval.

There was some further discussion about the title of the degree and the proliferation of such highly specialized programs.

The proposal was approved unanimously.

Dean Hein pointed out that administrative difficulties associated with offering a graduate degree through CEE might involve some time and expense to resolve.

## II. FOR INFORMATION

### A. Call for Constitutional Assembly

Dean Ibele said that a call for a Constitutional Assembly to seek approval of an amendment dealing with the organization of Duluth graduate programs for governance purposes would be going out in spring quarter. If other possible amendments are anticipated this would be a good time to offer them.

### B. Report from the Council of Graduate Students

Donna Gomien reported that President Magrath was to make a presentation to graduate students on matters related to retrenchment and the University's commitment to graduate education. COGS was also sponsoring a tax workshop on February 6 and 20.

### C. Confirmation of Next Meeting Date, Tuesday, February 21, 1978

The dates for future meetings were confirmed as:

Winter Quarter: February 21 and March 16  
Spring Quarter: April 20, May 18 and June 8



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GRADUATE SCHOOL

OCT 11 1977  
Office of the Dean

October 7, 1977

TO: Dr. Warren E. Ibele, Dean Graduate School  
FROM: Dr. ~~Morris S. Nicholson~~ Nicholson, UNITE Academic Coordinator  
RE: UNITE Videotape Offering of 5000 Level Course for Graduate Credit

As you suggested in your letter dated February 12, 1976, I have redrafted the proposal I forwarded to you to grant graduate credit for graduate students taking courses by UNITE videotape in a form that addresses the issues identified in your memorandum of April 21, 1977 to Directors of Graduate Studies. This proposal is enclosed. Should you or any of your colleagues have any questions regarding this proposal or have any recommendations for modification of the procedures outlined, I will be happy to discuss the proposal with you.

In earlier correspondence I forwarded you a copy of Stanford's experience with Tutored Videotape Instruction which was published in Science March 18, 1977. I have not enclosed this article with this proposal. If any of your colleagues wish copies of it I will be happy to send one to you.

## A PROPOSAL FOR GRADUATE CREDIT OF UNITE VIDEOTAPE COURSES

This is a description of the UNITE videotape mode of instruction for students at locations which cannot be reached by live interactive UNITE broadcasting. It is proposed that students registered in graduate school who successfully complete courses by this mode of instruction be granted graduate credit for such courses.

### BACKGROUND

In 1971 the Institute of Technology, in cooperation with industry, instituted the UNITE (University Industry Television for Education) program for offering regular I.T. courses to UNITE company employees at their plant locations. The primary intent of the UNITE program was to provide a means for fully employed engineers and scientists, wishing to pursue graduate degrees, to take those courses which are suitable for television instruction at their plant location. These courses are largely 5000 level courses but some 8000 level courses are offered via UNITE. All programs scheduled for UNITE broadcasting are approved by the departments prior to scheduling. The UNITE system is an interactive television system where students may talk to the instructor by audio microwave. The students are registered as regular day students, they pay the same fees, receive all of the handouts, complete regularly assigned homework and take examinations at the same time under proctored conditions as do on-campus students. Thus the UNITE system is an electronic extension of the regular classroom. About one half of the UNITE audience are regular graduate students. Analysis of the grades of these students indicate they perform as well as on-campus students.

### UNITE VIDEOTAPE PROGRAM

In 1974 we instituted a UNITE videotape program to make regular day classes available to employees of companies which are beyond our broadcast range. This program is similar to the Stanford Tutored Videotape program (Science, March 18, 1977), and the Colorado State University ERG program and the M.I.T. program. Arrangements have been made to take these courses for credit through Independent Study.

Companies select the course or courses in which their employees are interested from the UNITE offering. These are videotaped and sent to the company along with handouts and problem assignments. After five days the tapes are returned to the University, erased, and used again. At the end of the quarter all the remaining tapes are erased.

A determination is made as to whether or not students at the plant location wish to take the courses for credit. Although a number only wish to audit these courses, some wish to take them for credit. When students wish to take courses for credit those requests are brought to the attention of the instructor. If he accepts the responsibility for instructing these students, they register through Independent Study. There are several reasons for this. First, it provides a specific means of relating the student to the faculty member. It also provides a means of reimbursing the faculty member of the special responsibility of instructing this student. This student is free to call the instructor during assigned office hours for tutoring. Due to the time delay involved in mailing

the videotapes and return of the homework and examinations, it is difficult to meet regular day class deadlines. The Independent Study mode uncouples the remote student from day class deadlines. The instructor is reimbursed for this inconvenience and overload resulting from this time delay.

All students who have taken UNITE videotape course for credit to date have completed them with grades of A or B.

#### COURSE LEVEL

Except for the fact the student views the instruction by videotape, all other aspects of instruction will be the same as for traditional students. The classroom offering of the UNITE videotape program is identical with the regular day class. Thus, the instructors of 5000 level courses are members of the Graduate School faculty. The problem assignments are identical. Finally, identical examinations are taken under proctored conditions under the direction of the company UNITE videotape coordinator.

#### PROGRAM LEVEL

The UNITE videotape courses do not constitute or imply new programs. Students taking UNITE videotape courses for graduate credit will be persuing regular M.S. programs.

A. NEED FOR THE PROGRAM There is an increasing number of engineers who have identified a need to persue advanced degrees as a part of their plan for professional development. This need was part of the reason for the offering of the Master of Engineering program. Although many of these reside in the Twin Cities some work in other areas such as Owatonna, Rochester, Duluth and LaCrosse, Wisconsin. In order to reduce the time for on-campus course work, it is proposed that graduate credit be granted for 5000 level courses taken by UNITE videotape.

B. ADMISSION When students wish to receive graduate credit for UNITE videotape courses, they will have to have been admitted to the Graduate School through the regular procedures. They will have to conform to the Graduate School requirements for program approval. They will all have graduate advisors. The student's advisor will approve the taking of the videotape course in advance. It is proposed that this be accomplished by having the advisor countersign the Independent Study application form. The registration will be coordinated by the UNITE office.

C. FACULTY As indicated above, UNITE videotape courses are regular 5000 level day courses. The instructor is assigned to the class by the department. Thus he should normally be a member of the Graduate School faculty.

D. PROGRAMS FOR NON-TRADITIONAL STUDENTS The UNITE videotape offering is not viewed as a new program offering. It is only a special mode of delivery of instruction to reach students in remote locations to meet the need indicated above.

E. FACILITIES AND RESOURCES The UNITE videotape offering primarily will be of interest to companies with a relatively large number of engineers. Such companies will have adequate libraries and computer facilities for employee use as is the case with regular UNITE companies. One of the keys to continued motivation and achievement in UNITE videotape students offering has been on-site peer group discussion and contact with resident tutors. It is proposed that a resident tutor will be identified for each course offered via UNITE videotape. Normally he will be present at all videotape showings to stop the tape and ask questions raised by the videotape presentation and to answer questions of the students.

F. ADMINISTRATION UNITE videotape students records are currently being maintained by Independent Study. Grades will be transferred to day school records in the same manner that is being used for University Television courses broadcast on Channel 2.

G. TUITION AND FEES The same tuition and fee structure will be used as for the day school graduate students.