UNIVERSITY OF MINNESOTA
GRADUATE SCHOOL

Minutes, Graduate School Executive Committee
Meeting of Wednesday, December 9, 1992
1:15 p.m., Room 303 Johnston Hall

Present: Faculty representatives--Professors Edward Cushing, Laël Gatewood, Kevin Janni, Nancy Johnston, Riv-Ellen Prell; Administrative representatives--Deans Mark Brenner, Andrew J. Hein, Anne C. Petersen (chair), Kenneth Zimmerman; General Research Advisory Committee representative--Professor G. David Tilman; Graduate School Fellowship Committee representative--Professor Charles Louis; Student representatives--Brenda Johnson, Cecil Smith, Rabun Taylor, Walter Wenda; Civil Service representative--Judy Howe; staff--Myrna Smith; guests: Dr. Helen McDermott, Dean Dennis Savaiano, Professor Joanne Slavin; secretary--Vicki Field

I. FOR ACTION

A. Proposal to Offer the Master of Science (M.S.) Degree (Plans A and B) in Nutrition at the Rochester Center

Executive Committee members resumed discussion of the Nutrition proposal in light of extensive supporting documentation that had been provided subsequent to the November 24 meeting. Professor Cushing stated that the Biological Sciences Policy and Review Council had voted its overwhelming support for the proposal on November 6. Professor Slavin, Associate Dean Dennis Savaiano from the College of Human Ecology, and Dr. Helen McDermott from the Rochester CEE Center all spoke on behalf of the proposal. Committee members engaged in a brief discussion in which program costs, technical aspects of the televised course delivery system to Rochester, the particular biochemistry course to be taught face-to-face at Rochester, and the nature of linkages with the Mayo Clinic were of principal concern. Dean Zimmerman commented on the Mayo Clinic's commitment of library and other resources to the Nutrition M.S. program. Dean Savaiano elaborated on participation of Mayo faculty in the program.

Following the discussion, Executive Committee members voted unanimously to approve the Nutrition proposal, which will be forwarded to Senior Vice President Infante. Professor Gatewood asked that the Nutrition faculty report back to the Executive Committee in about a year with respect to the program's success at Rochester.

(PROPOSAL ATTACHED TO MINS.)

II. FOR DISCUSSION

Role and Responsibilities of the Graduate School Executive Committee

Vice President Petersen commented on the preliminary recommendations of the Committee to Review the Graduate School, which include a recommendation for an executive council of the Graduate School (similar to its current Executive Committee) that

would focus less on routine matters and more on larger issues affecting graduate education. Executive Committee members expressed general support for a committee with this role. Ms. Johnson reiterated the Council of Graduate Students' (COGS') concern that graduate students continue to be represented by election on any restructured Graduate School committees. A brief discussion ensued in which the importance of the Graduate School Dean/Vice President for Research was recognized in advocating for graduate education within the institution. Vice President Petersen expressed her strong commitment to graduate education and stated that advancing the quality of graduate education at Minnesota must remain central in deliberations of the recommendations that the Committee to Review the Graduate School will make. The Executive Committee will play a key role in this process, she added.

III. FOR INFORMATION

A. Proposal to Offer the Ed.D. Degree in Educational Administration and in Vocational Education in an Experimental Mode to Train for Administrative Leadership in Two-Year Institutions

Vice President Petersen commented on this experimental program, as described in the September 28, 1992, memorandum to her from Professors William Ammentorp and George Copa. Timing constraints surrounding publicity of the program this fall and its desired implementation in the 1993 winter quarter led to her provisional approval of the program, with the understanding that a full proposal will be presented to the relevant Policy and Review Council and the Executive Committee in fall 1993, she said. A brief discussion followed Vice President Petersen's remarks that included consideration of the extent of CEE involvement in delivery of the experimental program. (PROPOSAL ATTACHED TO MINS.)

B. Dean's Report

Vice President Petersen commented on several items circulated with the agenda (these included Graduate School enrollment statistics for fall quarter 1992, information on Graduate School fellowship, faculty research and Hill Professor funds, and a draft proposal to the Bush Foundation to increase diversity in graduate programs). Admissions increased this year over last, but enrollment of new students is down slightly; this may suggest that adequate graduate student support is not available, Vice President Petersen said. Professor Tilman asked that the enrollment figures be provided in summary form for a ten-year period. Professor Gatewood suggested that student support data be included in this report. Vice President Petersen also elaborated on the Bush Foundation proposal, which seeks to develop a "pipeline" from identification through transition to employment for graduate students of color at the University of Minnesota. Mentioned in her presentation were plans to strengthen relationships between University programs and Historically Black Colleges and Universities, funding issues, and

(BUSH FOUNDATION PROPOSAL ATTACHED TO MINS.)

effective approaches for recruiting graduate students of color. A brief discussion of this issue followed Vice President Petersen's presentation.

C. Report from the Graduate School Fellowship Committee

Professor Louis reported that letters inviting nominations for Doctoral Dissertation Fellowships had just gone out, and he commented on graduate programs' perception of the importance of these awards vis-à-vis first-year Graduate School Fellowships. Vice President Petersen expressed her concern about further eroding of the funding base as a result of the federally mandated change in the way the University calculates the tuition fringe benefit rate for graduate assistants. A brief discussion ensued of the likely consequences of the change when it takes effect July 1, 1993, and how the institution will seek to lessen the impact. A loss of over 300 graduate assistants is anticipated.

D. Report from the General Research Advisory Committee

Professor Tilman drew attention to several reports on Graduate School grant-in-aid research funding for 1992-93 that had been distributed at the Executive Committee's November 24 meeting, and he briefly reviewed this information. About 45 percent of the total funding requested was awarded in the competition administered by the General Research Advisory Committee; for the Health Sciences Research Advisory Committee, this amount was approximately 35 percent.

E. Report from the Council of Graduate Students

Ms. Johnson, COGS president, distributed and then reviewed a written report that highlighted graduate student concerns (among them, ensuring affordable graduate education at the University of Minnesota, expanding health care benefits to all graduate and professional students, requiring examination of new University and Graduate School policies for their impact on graduate students, improving COGS' effectiveness in advocating for graduate students, and improving diversity at the University). Vice President Petersen asked Ms. Johnson to discuss within COGS the recent HECB student financing proposal to increase tuition at public higher education institutions and to provide additional student financial aid at the undergraduate level. The proposal would have serious negative effects on the University and would disproportionately affect certain groups, including graduate students, she said. Ms. Johnson indicated that informal COGS discussions show no support for the HECB proposal.

F. Report of Board of Regents Actions Regarding Degree Program Additions, Deletions and Name Changes

Dean Zimmerman reported that the Board of Regents had approved the following Graduate School items since the Executive Committee's meeting on May 27, 1992:

- the request to discontinue the Ph.D. degree in **Anatomy** (meeting of June 12, 1992);
- the proposal for a free-standing minor in **Building Science** for the M.A./M.S. and Ph.D. degrees (meeting of June 12, 1992);
- the proposal for a free-standing minor in **Interpersonal Relationships Research** for the Ph.D. degree (meeting of June 12, 1992);
- the request to change the name of the Classical Studies graduate program (M.A. and Ph.D. degrees) to **Ancient and Medieval Art and Archaeology** (meeting of July 10, 1992);
- the proposal for a free-standing minor in **Medieval Studies** for the master's and Ph.D. degrees (meeting of September 11, 1992).

Final approval of the Master of Liberal Studies (M.L.S.) degree program at Duluth is expected this week. The proposal for an M.A. and Ph.D. degree program in Rhetoric and Scientific and Technical Communication was given preliminary endorsement at the Regents' meeting on October 9; final approval is expected next month. The Rhetoric proposal will come back to the Executive Committee in the winter quarter for consideration of the collaborative arrangements with other University units in the program's delivery, Dean Zimmerman said.

IV. OLD BUSINESS

No old business was reported.

V. NEW BUSINESS

No new business was reported.

The meeting was adjourned at 2:47 p.m.

Respectfully submitted,

Vicki Field, Assistant to the Dean

September 24, 1992

To: Ken Zimmerman

From: Joanne Slavin Joanne Slavin

Attached in the proposed nutrition program offering for the Rochester Center. Please bring it to the attention of the proper councils for approval.

Thank you.

September 24, 1992

To: Biological Sciences Policy and Review Council

From: Joanne Slavin, DGS, Nutrition

Re: Graduate Nutrition Program offerings at Rochester

Introduction:

We seek approval for both Plan A and Plan B M.S. degrees in nutrition at the Rochester Center. We have followed the guidelines of the Richard Jones committee report for off campus graduate programs. In nutrition, we currently have a Ph.D. in nutrition, a Plan A M.S. degree, a Plan B M.S. degree, and a master's degree with clinical emphasis for registered dietitians (Plan B). Students in Rochester may enter any of the master's programs if they have the necessary prerequisites and can find an advisor. We expect that most of the Rochester students will be Plan B master's students with clinical emphasis. The nutrition graduate program currently has 40 faculty members and 64 students.

A. Need for the program. The Rochester community has a large population of both dietitians and physicians who are interested in obtaining advanced degrees in nutrition and will be admissible to the Graduate School that are the target group for the nutrition graduate program. Helen McDermott at the University Center in Rochester has met with prospective graduate students and has a list of interested students. Dietetic interns are trained yearly in Rochester and could continue in school and complete a graduate nutrition program in Rochester. We project that 8 - 12 students could potentially enter the program each year, based on the responses to the proposed program to date.

B. Admission. The admission to the program will be the same as the admission criteria used for all graduate students in nutrition.

C. Faculty. Students may choose to work with any of the faculty on the nutrition graduate faculty. We have appointed Dr. Pat Palumbo, a Mayo physician as a member of the nutrition graduate faculty and will consider other faculty members in Rochester who meet our guidelines for membership to the Graduate Faculty. If a student plans to complete a Plan A degree, they would need to find an advisor based in Rochester to provide laboratory or other needed support. Plan B master's students will complete library research or a small research project and could be advised by nutrition faculty based on the Twin Cities campus.

D. Courses and Programs. The core nutrition course sequence FScN 5622, FScN 5623, and FScN 5624 will be required of all students and we plan to teach these courses through the UNITE system starting fall quarter 1993. The graduate nutrition faculty who teach these courses have agreed to teach the courses where the courses can be transmitted to Rochester through the UNITE system. One core course is taught each quarter. These courses will be taught as part of the normal teaching load of faculty. Other courses available in Rochester include Stat 5021 and Bioc 5001 which would also serve as courses for a graduate program. Plan B students would need more courses, but these courses could be other graduate courses available in the Rochester area that could be transfered into their graduate program. We recognize that 60% of the courses would need to be taken within the Graduate School.

A **Plan A** master's degree program would include:

FScN 5622 - Macronutrient metabolism - 4 credits

FScN 5623 - Vitamin and mineral biochemistry - 4 credits

FScN 5624 - Protein and energy metabolism - 4 credits

Biol 5001 - Biochemistry - 4 credits

FScN 8101 - Nutrition seminar - 3 credits

FScN 8745 - Seminar - 1 credit

Stat 5012 - Statistical analysis - 5 credits

Elective supporting program class - 3 credits

Thesis credits - 16

A **Plan B** program would include:

FScN 5622 - Macronutrient metabolism - 4 credits

FScN 5623 - Vitamin and mineral biochemistry - 4 credits

FScN 5624 - Protein and energy metabolism - 4 credits

Stat 5021 - Statistical analysis - 5 credits

Biol 5001 - Biochemistry - 4 credits

FScN 8621 - Independent Study - 6 or more credits

FScN 8101 - Seminar - 3 credits

FScN 8745 - Seminar - 1 credit

other electives to equal 44 credits

E. Facilities and resources. Rochester students would have access to the Goddard Library at the University Center in Rochester. The Goddard Library can request reference materials from other libraries if such references are not available in Rochester. Dietitians and physicians who are employed at the Mayo Clinic or advised by Mayo Clinic faculty will have access to Mayo Clinic library facilities. Computer facilities are available to registered students at the University Center in Rochester. Students who wish to pursue laboratory projects will need to arrange facilities and resources with their graduate advisor.

F. Administration. The program will be integrated into our existing program. Therefore, students will need to follow the same requirements as our students in the Twin Cities area. Because there are no additional resources devoted to this program, students will need to complete the required final oral exams in the Twin Cities. Students will also be required to give a final seminar FScN 8745 in the Twin Cities. All record keeping and administration will be handled in the Department of Food Science and Nutrition which administers the Nutrition Graduate Program.

G. Tuition and fees. Students in Rochester will pay the same graduate tuition and fees as students in the Twin Cities do and will register directly in the Graduate School through the mechanisms available at the Rochester Center.

UNIVERSITY OF MINNESOTA

Office of the Vice President for Research and Dean of the Graduate School

322 Johnston Hall
101 Pleasant Street S.E.
Minneapolis, MN 55455-0421
612-625-3394
Fax: 612-626-7431

November 30, 1992

Professor Joanne Slavin
Director of Graduate Studies
Food Science and Nutrition
225 Food Science and Nutrition Building
St. Paul Campus

Dear Professor Slavin:

This letter follows the Graduate School Executive Committee's discussion on November 24 of the proposal to offer the M.S. degree in Nutrition at the Rochester Center. As you know, the committee tabled a motion to approve the proposal, pending the receipt of additional information that responds to specific questions raised about the program's availability at Rochester. The program should thus plan to address the following points in writing to me by this Thursday, December 3:

1. The proposal states that no additional resources will be devoted to this program. Letters from appropriate units (e.g., the Rochester CEE Center, the Department of Food Science and Nutrition, units outside the Department whose courses will be required as part of this program) should be provided to support this claim. In this connection, an elaboration of the Rochester CEE Center's involvement in and contribution to the proposed program would also be helpful.

2. Library resources to support this program are described in item E. of the proposal. Assurance is needed that these resources are adequate for both Plan B students as well as those who elect to complete a Plan A master's thesis.

3. There is no discussion in the proposal of possible duplication of the Nutrition M.S. degree program, as it will be offered at Rochester, with other similar programs in the Rochester area. What is the geographic area to be served by the program, and what similar degree opportunities, if any, exist in this area?

4. To what extent have the faculty who will participate in this program had experience using the UNITE system to deliver graduate courses? For those faculty who have had no experience with UNITE, how will training be provided?

5. The proposal identifies only one faculty member at Mayo, Dr. Pat Palumbo, who can advise Plan A master's students in the Rochester area. Has he agreed to do so? Are there other Mayo faculty who have expressed interest in participating in the program and who can qualify for graduate faculty membership in Nutrition, or will all other advising be provided by current Twin Cities faculty?

Your response to these questions will be circulated to members of the Graduate School Executive Committee prior to the meeting on December 9 (1:15 p.m., 303 Johnston Hall). This information will also be crucial to the proposal's subsequent successful review by the University's Board of Regents and the Minnesota Higher Educating Coordinating Board.

I look forward to your response and to favorable action on the proposal on December 9.

Thank you for your assistance.

Sincerely,

Anne Petersen

Anne C. Petersen, Ph.D.
Vice President and Dean

ACP/vf

cc: Professor Edward Cushing
Dean Kenneth Zimmerman

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Department of Food Science and Nutrition
Colleges of Agriculture and Human Ecology

Food Science and Nutrition
1334 Eckles Avenue
St. Paul, MN 55108-6099
U.S.A.
612-624-1290
Fax: 612-625-5272

December 3, 1992

Anne C. Peterson, Ph.D.
Vice President and Dean
322 Johnston Hall
Minneapolis Campus

Dear Dr. Peterson:

This letter responds to your November 30, 1992 letter which requests additional information about the M.S. degree in Nutrition at the Rochester Center. This letter was written at noon on December 3, 1992. If additional letters are received at the Graduate School pertinent to this subject, they should also be attached to this letter.

Responses to your points are as follows:

1. A letter from the Dr. Frank Busta, Department Head, Department of Food Science and Nutrition, is attached to document the departmental support for the proposed M.S. in Nutrition program in Rochester. A letter of support from Don Sudor, Chair, Greater Rochester Area University Center, is also attached. Carol Lund, Director of the Rochester Center, has submitted a letter of support for the program. Helen McDermott, the Program Director at the University of Minnesota Rochester Center, has written a letter which details the development of the M.S. in nutrition program in Rochester and its relationship with the Mayo Clinic. Details about the supporting courses offered in Rochester are also given.

2. The M.S. students will register as students at the University Center in Rochester and thus have access to the Goddard Library, as described in the proposal. More details about the students' access to library facilities are given in Helen McDermott's letter, the last paragraph on page 2.

3. The issue of duplication of programs is addressed well by the attached letters from Margaret Gall, president of the Rochester District Dietetic Association (RDDA) and Connie De Lorme, past-president of the RDDA. Dr. McDermott documents further that the proposed program does not duplicate any existing programs in the area.

4. The faculty who will teach the core nutrition courses, Dr. Linda Brady, Dr. Dan Gallaher, and Dr. Mindy Kurzer are familiar with the UNITE system. Drs. Gallaher and Kurzer have visited the Rochester Center and observed an engineering course being taught with a link to the Twin Cities.

They are willing to work with the Rarig Center and colleagues in Engineering who have experience with the system to assure that our graduate courses are adapted to work through long distance education. As noted in Helen McDermott's letter, the Rochester Center has extensive experience with the UNITE system, and last year offered a Public Health Nutrition course through the system. This course, PubH 5932 could serve as a nutrition course for students in the nutrition graduate program.

5. Currently only one faculty member at Mayo, Dr. Palumbo, is a member of the graduate faculty in nutrition. He became a member of the graduate faculty to advise graduate students in nutrition at Rochester. We are aware of other professionals with either Ph.D. degrees in nutrition or M.D. degrees who are in Rochester and could serve as potential advisors for our students. Students could also elect to have an advisor in the Twin Cities. Many of the Plan B students will probably choose a faculty member in the Twin Cities who has expertise in their particular area of interest. We are willing to add more graduate faculty members in the Rochester area, but do not feel that it is appropriate until Dr. Palumbo has more students than he wants to advise.

I hope this letter and the attached responses answer the questions raised by the committee. I will be available for further questions at the December 9, 1992 meeting.

Sincerely,

Joanne L. Slavin, Ph.D., R.D.
Professor of Nutrition
Director of Graduate Studies in Nutrition

attachments
1. Frank Busta letter
2. Don Sudor letter
3. Carol Lund letter
4. Helen McDermott letter
5. Margaret Gall letter
6. Connie De Lorme letter

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Department of Food Science and Nutrition
Colleges of Agriculture and Human Ecology

Food Science and Nutrition
1334 Eckles Avenue
St. Paul, MN 55108-6099
U.S.A.
612-624-1290
Fax: 612-625-5272

TO: Graduate School Executive Council

FROM: F. F. Busta, Head, Department of Food Science and Nutrition

DATE: December 3, 1992

SUBJECT: Nutrition Graduate Program Activity in Rochester

It has come to my attention that the Graduate School Executive Council has expressed some concerns about Nutrition Graduate Programs with students in the Rochester, Minnesota area of the state. This comes as a surprise because of the University's commitment to long distance education for our many programs. Our Intercollegiate Graduate Program in Nutrition constitutes a significant effort in the Graduate School and has been growing steadily over the last several years. Demands for variations of the program continue to exist and the Graduate Program has responded appropriately to these needs. This memo is written to indicate strong support from the Department of Food Science and Nutrition for the offering of several of our courses long distance through continuing education in Rochester.

We have been discussing the potential of long distance relationships with students and adjunct faculty in the Rochester area for several years. We have offered courses in Rochester with faculty having graduate school limited teaching status for a number of years. Several of our faculty have agreed to teach courses in the 4:00 - 6:30 p.m. slot during the day to accommodate students who work full-time here in the Twin Cities and outstate. Our graduate faculty also have agreed to offer these courses through Unite or other long distance education systems where they exist and appropriate demands are indicated. It is our understanding that a significant number of students are interested in pursuing M.S. programs in Nutrition at the University of Minnesota and are based in the Rochester area. To facilitate their pursuing a graduate program in Nutrition we have agreed to offer courses long distance to assist them in their educational program. We have identified a graduate faculty member in the Rochester area to assist in this effort. However, we feel that many of the faculty in the graduate program in Nutrition are ready to work with students outstate to help them in their education. It is also our understanding that the CEE office in Rochester has arranged for the Unite connections to match our scheduled times. I trust that this letter of support for a Nutrition Instruction and Programmatic Activity in Rochester will assist the Council in endorsing this effort so that we can get the program underway.

If you have further questions, I would be pleased to respond. Please contact me at 624-3086 or by fax 625-5272.

G R A U C

Greater Rochester Area University Center

A Minnesota Non-Profit Corporation Linked to Higher Education

220 S. Broadway, Rochester, Mn. 55904
(507) 252-1737

December 1, 1992

Kenneth Zimmerman, Ph. D.
Associate Dean, Graduate School
325 Johnston Hall
101 Pleasant St. S. E.
University of Minnesota
Minneapolis, MN 55455

Dear Dr. Zimmerman:

I am writing in support of a proposed graduate program in nutrition to be offered at the University of Minnesota Rochester Center.

Several years ago GRAUC sponsored a survey of high school and community college students in Rochester to help identify a possible need for nutrition education in the Rochester area. The response to the survey was positive in expressing a need for such a program. In addition I know that the University of Minnesota Rochester Center has done a survey of needs in graduate Health Science Education with the same result. The proposed Master of Science in Nutrition program will help fulfill that need.

To the best of our knowledge no other provider of higher education in southern Minnesota is considering such a program--there is none offered now.

This program proposed in collaboration with Mayo Clinic is certain to be of the highest quality and one that the Greater Rochester Area University Center can support without hesitation.

Sincerely,

Don Sudor

Don Sudor, Chair
Greater Rochester Area University Center

cc: Ms. Carol Lund
P. J. Palumbo, M. D.

UNIVERSITY OF MINNESOTA

DEC 3 1992

Rochester Center
Continuing Education and Extension

855–30th Avenue S.E.
Rochester, MN 55904-4945
507-280-2828
1-800-947-0117
Fax: 507-280-2839

December 2, 1992

Kenneth C. Zimmerman
Associate Dean
Graduate School
325 Johnston Hall
101 Pleasant Street SE
Minneapolis MN 55455

Dear Ken: Ken

As you know from the numerous discussions we have had, the Rochester Center has invested staff time and other departmental resources to encourage the potential offering of the Master of Science in Nutrition in Rochester. It is my intent to continue to provide this level of departmental support for the degree should it be approved by the Graduate School.

Sincerely,

Carol Lund

Carol Lund
Director

CL:tah

UNIVERSITY OF MINNESOTA

DEC 3 1992

Rochester Center
Continuing Education and Extension

855–30th Avenue S.E.
Rochester, MN 55904-4945
507-280-2828
1-800-947-0117
Fax: 507-280-2839

DATE: December 2, 1992

TO: Members of the Graduate School Executive Committee

FROM: Helen McDermott, Ph.D.

RE: Master's degree in nutrition for Rochester students

As Program Director at the University of Minnesota Rochester Center, I have been working with faculty of the department of Food Science and Nutrition on making the University of Minnesota master's degree in nutrition available in Rochester.

It was not long after I began working at UMRC (August 1989) that I heard mention of the need for more academic programs in nutrition in Rochester (we had long been offering some courses for the St. Mary's dietetic internship program here). I first met with Frank Busta, chair of the Food Science and Nutrition department, in March of 1990 to discuss the possibility of bringing nutrition courses to Rochester. The result was that we added a couple of courses, one undergraduate and one graduate, to our curriculum--both taught by an adjunct faculty member who lives in Rochester and who holds the Ph.D. in nutrition from the University of Minnesota.

That summer I organized a group of faculty from the various providers of higher education in Rochester (Winona State University Rochester Center, Rochester Community College, Riverland Technical College, the Mayo Clinic) to discuss the need for undergraduate and graduate education in nutrition in this area, to see if a collaborative program could be put together, and to make sure that if the University of Minnesota brought courses here we would not be competing with existing programs. We agreed that a needs assessment would be useful, so I put together a survey which was distributed to 1700 selected high school, community college, and WSU students. The results suggested that there is a good amount of interest for certain course areas, but not yet enough for a major. The committee agreed that if upper division courses were to be offered, the University of Minnesota should provide them, Winona having no plans to do so.

I learned that Mayo had been interested for some time in developing their own master's degree in nutrition, so in the fall of 1990 I went to see Dr. Pat Palumbo to discuss the possibility of working together. In July of 1990 I had put out a survey of graduate-level course/program needs in the health sciences which was distributed to approximately 4000 health workers (mostly nurses) in Rochester. Of the 713 responding, 456 were likely to take graduate courses in the health sciences from the University in the next 2 years, and 70 would do so in nutrition. Of these 456 respondents, 285 or 63% would take courses towards a graduate degree.

Dr. Palumbo was delighted to see the possibility of the University and Mayo working together, and I was able to arrange for four faculty members from the

Food Science and Nutrition department to come to Rochester and meet with him. The result of this meeting, which took place in February of 1991, was an agreement to make a formal proposal that the University of Minnesota offer the master's in nutrition in Rochester with the Mayo Clinic providing the necessary clinical work for the students.

As the development of the degree has proceeded on the main campus I have attempted to assure its success in Rochester by setting up meetings between various parties from Mayo, the University, and the community, and by spreading the word to potential students. In April of 1992 some thirty dietitians at Mayo came to an informational session on the master's degree; the numerous calls for information that we have received from dietitians in southeast Minnesota indicate further a considerable interest in the degree.

Our role at the Rochester Center will be to continue to act as liaison between the University, Mayo, and the community. We will publicize the program, oversee the day-to-day operation of the UNITE courses (collection of homework, copying and distribution of handouts, giving exams, etc.), take registrations according to day school procedures which our registrar routinely uses for the Institute of Technology master's programs here. I will continue to seek out courses which will serve as electives to students; I expect we will offer more Public Health Nutrition courses, for example (last year we offered PubH 5932, Nutrition: Adults and the Elderly, over the UNITE system). The numerous courses which support the five master's degrees in education offered in Rochester will provide some electives also.

In addition to the above I will be happy to continue to see that the required biology and statistics courses be made regularly available to students. It was originally thought that the required biochemistry course would be offered by the Mayo Medical School, but that turned out not to be possible. Norma Allewell, chair of the Biology department, recommended that I talk to biology professor John Anderson about teaching in Rochester; he agreed to come to Rochester to teach biochemistry for fall of 1992. We might offer that or a similar course next fall; faculty availability does not seem to be a problem. Professor Rob Brooker is quite agreeable to offering Biology 5004 (Cell Biology) in Rochester, and the Food Science and Nutrition department considers that an acceptable substitute for the biochemistry course. Professor Brooker will offer that course here in spring 1993. On the recommendation of Kinley Larntz, chair of the Applied Statistics department, I was able to schedule an adjunct professor from Rochester to teach the required statistics course, Stat 5021. She taught the course last spring and will do so again the spring of 1993. If she is unable to teach the course in following years, a University of Minnesota Ph.D. in Statistics at IBM Rochester is available and would be acceptable to the Applied Statistics department.

With the assistance of Tom Shaughnessy, University Librarian, we have developed a system for obtaining University of Minnesota library resources for students. Basically, reserve materials are loaned from the main campus to Rochester for a given course for the quarter during which the course is taught (in some cases duplicate copies are needed, if the course is also being taught on the main campus); other items may be obtained using the Interlibrary Loan service. Students here use the Goddard Library, as do all students at our new University Center Rochester. The Goddard Library is equipped with a LUMINA terminal. In addition, Dr. Palumbo has indicated that the Mayo libraries will be available

to all students in the nutrition program.

Finally, I will point out that the new building in which we are housed has been constructed to accommodate various kinds of distance education technologies including a T-1 line. Since the College of Human Ecology is building a classroom for T-1 transmission, we may eventually be able to offer courses for the master's program using this means.

Mayo Clinic Rochester, Minnesota 55905 Telephone 507 284-2511

Section of Clinical Nutrition

December 2, 1992

Kenneth Zimmerman, Ph.D.
Associate Dean Graduate School
325 Johnston Hall
101 Pleasant Street, SE
Minneapolis, MN 55455

Dear Doctor Zimmerman:

I am writing in support of the Master of Science Program in Nutrition for the Rochester area through a joint program of the University of Minnesota Graduate Program in Nutrition and the University of Minnesota Rochester Center.

I am currently employed as a clinical dietitian at Mayo Clinic. In addition to my patient care responsibilities, I am enrolled in the graduate level biochemistry class, Biol 5001, a course requirement for the Master of Science Program in Nutrition. I enrolled in this class with full intention to pursuing an advanced degree in nutrition. I am planning to take the required statistics class spring quarter.

I have been employed at Mayo Clinic for over four years. When I first heard of the opportunity to obtain an advanced degree in nutrition in Rochester, I was very excited since no program currently exists in this area. As president of the Rochester District Dietetic Assocation (RDDA) with 70 plus members, I highly support implementing a Master of Science Program in Nutrition for the Rochester area so RDDA members and others who desire an advanced degree in nutrition could achieve this goal.

Sincerely,

Margaret Gall, R.D.

Margaret Gall, R.D.

MG:am

DEC 2 1992

MINNESOTA DIETETIC ASSOCIATION

513 NE 22 St
Rochester, MN 55906-4291
November 25, 1992

Kenneth Zimmerman,
Associate Dean, Graduate School
University of Minnesota
325 Johnston Hall
101 Pleasant St
Minneapolis MN 55455

Dear Kenneth Zimmerman;

On behalf of members of the Minnesota Dietetic Association who are seeking higher education in Southeastern Minnesota, I ask that your committee recommend the proposed Master of Science in Nutrition, planned as a joint effort between the University of Minnesota and the Mayo Clinic.

Currently, no institution of higher education offers a program to meet the post baccalaureate need for a Master of Science in Nutrition in this part of the state. I had been asked by dietitians in this area five years ago to see what could be done to implement such a program. Winona State University also serves the Rochester area; but, they told me that since the University of Minnesota already had the Nutrition graduate program in the state, they would have an impossible time getting approval from the board of higher education for such a program. There was no need to reinvent the wheel because the University on Minnesota program is excellent and would meet the needs of this community. Mayo Clinic has excellent research facilities and there is agreement locally that a joint effort would best serve the community by using resources that already exist. The number of full-time employed, potential students for a Master of Science in Nutrition in this geographic area was the impetus for my request that the University of Minnesota implement such a program coordinated through the Rochester Center of the University of Minnesota.

It is my opinion that the University of Minnesota has the expertise, and Rochester has both the facilities and students necessary for a Master of Science in Nutrition degree if the University of Minnesota allows a partnership with Mayo Clinic. Approval of the Master of Science in Nutrition program for the Rochester area is needed. Please allow these potential students to have the opportunity for educational excellence.

Sincerely yours,

Connie L. De Lorme

Connie L. De Lorme PH.D., R.D.
Specialist in Human Nutrition Sciences
Immediate past president, MDA

Winona State University

DEC 04 1992

WSU-Rochester Center
Highway 14 East
859 30th Avenue SE
Rochester, MN 55904-4997

December 2, 1992

Kenneth C. Zimmerman, Ph.D.
Associate Dean, Graduate School
325 Johnston Hall
101 Pleasant Street Southeast
Minneapolis, MN 55455

Dear Dr. Zimmerman:

I am writing in support of the proposal to offer the University of Minnesota master's degree in nutrition in Rochester, and also to assure you that there will be no duplication of offerings. Winona State University does not intend to propose such a degree at our Rochester location.

I am pleased to support the University of Minnesota master's degree in nutrition for two reasons: 1) it will enrich academic offerings in Rochester; 2) it will provide a model for collaborative programming between institutions.

Sincerely,

Mary Rieder

Mary Rieder, Ph.D.
Director
Winona State University, Rochester Center

Mayo Clinic

Rochester, Minnesota 55905 Telephone 507 284-2511

P. J. Palumbo, M.D.
Endocrinology
and Internal Medicine

December 2, 1992

Joanne Slavin, DGS
Director, Graduate Studies
Department of Food Science and Nutrition
University of Minnesota
1334 Eckles Avenue
St. Paul, MN 55108

Dear Doctor Slavin:

I am honored and pleased to be an adjunct member of the graduate faculty of the Department of Food Science and Nutrition of the University of Minnesota.

I enthusiastically support and endorse the Master of Science degree program in Nutrition to be offered by the University of Minnesota at the Rochester campus in conjunction with the Mayo Clinic. The UNITE program is available to us for University of Minnesota courses. We have a large clinical staff in Nutrition interested in pursuing continuing education and advanced degrees as part of career development and job satisfaction. I am willing to advise graduate students in Nutrition as part of this program as well as offer clinical courses (tutorials) in Nutrition at the Rochester campus. The extensive resources of the Mayo library with satellite facilities in the affiliated hospitals and the resources of the computer center in the Learning Resource Center of Mayo Medical School are available to students pursuing the Master of Science degree in Nutrition on the Rochester campus.

Thank you for the opportunity to be a part of these very exciting and expanding educational programs offered by the University of Minnesota on the Rochester campus.

Sincerely,

P. J. Palumbo

P. J. Palumbo, M.D.

PJP:kw
cc: Dr. Kenneth Zimmerman
Dr. Helen McDermott

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Department of Vocational and Technical Education
College of Education

Room 210
1954 Buford Avenue
St. Paul, MN 55108
612-624-1221

September 28, 1992

Memorandum

To: Anne Petersen, Dean, Graduate School

From: William Ammentorp, Professor and Director of Graduate Studies, Educational Policy and Administration
George Copa, Professor and Chair, Vocational and Technical Education

Subject: Proposed Ed.D. Offering for Administrative Leadership in Two-Year Institutions of Higher Education

RATIONALE:

Two-year institutions are an important component of higher education in the United States and especially Minnesota. As these institutions develop and deal with an increasingly complex environment, they require more highly skilled administrative leadership. At present there are no programs or advanced degree offerings that speak to the career development needs of individuals already in or seeking these administrative leadership positions in Minnesota. This proposal outlines a University of Minnesota response to these needs as a joint endeavor by the Departments of Educational Policy and and Administration and Vocational and Technical Education in the College of Education.

Our plan is to offer opportunities for study toward the Ed.D. degree in an experimental mode. By cooperating with individuals active in two-year postsecondary institutions, we hope to design doctoral level instructional and research experiences appropriate for this clientele. We anticipate a cohort of 20-30 participants from Minnesota in the resulting offering in the first year. The program is expected to attract a national and international audience in the future.

OBJECTIVES:

The proposed innovative program will result in:

1. Offering of existing Ed.D. programs with some modification designed to train for administrative leadership in two-year institutions of higher education.

2. A delivery system which uses various forms of educational technology and instructional formats to provide a high quality learning experience.

PROPOSAL:

To realize these objectives the Departments propose to work within existing Ed.D. degree frameworks and graduate courses. Some modification of Departmental requirements may be necessary as well as changes of emphasis in selected courses. Our view is that in no case would the anticipated changes require action by the Graduate School.

An integral part of the program is a leadership component which will assist students in developing leadership skills in parallel with their other academic studies. The leadership component will include an assessment and career counseling activity to link instruction and research to personal goals and the world of practice.

TIMELINE AND ACTIVITIES:

Fall Quarter, 1992

1. Administrative Leadership Development Committee — The proposed program will be guided by an Administrative Leadership Development Committee comprised of leaders in administrative roles in two-year institutions of higher education and University faculty. This Committee will identify needed educational and research experiences and will participate in the participant selection process.

   ACTION NEEDED: THE GRADUATE SCHOOL WILL NEED TO WORK CLOSELY WITH DEPARTMENTAL REPRESENTATIVES ON THIS COMMITTEE TO ENSURE THAT THE PROGRAM MEETS THE STANDARDS FOR DOCTORAL STUDY.

2. Selection of Initial Cohort of Participants — A selection process will be developed in consultation with the Administrative Leadership Development Committee to select the first cohort of participants. Participants will need to meet criteria for admission to the Graduate School. Some modification in criteria will be granted by the Graduate School, especially as relates to undergraduate grade point average, in recognition of professional accomplishment and other forms of evidence of potential for graduate study. A cohort of 20-30 students will be selected for the first group of participants.

   In order to begin this program at the start of Winter Quarter, which is a high priority of the Minnesota Technical College System and the faculties in Educational Policy and Administration and Vocational and Technical Education, it appears impossible to meet the October 23 deadline of the Graduate School for completed admission requirements. Our plan is to formally announce the program on October 5. We believe it will be difficult for some applicants to get original transcripts by the October 23 deadline. Therefore, we propose that the Graduate School accept incomplete applications as meeting the October 23 deadline in the case of this program for this year. Most of the applicants will also need to take the Graduate Record Examination and have scores

available prior to our making admission acceptance recommendations to the Graduate School. Our plan regarding the GRE is to use the new Computer-Based Testing Program for the GRE, which is to be accessible in mid-October. Using the Computer-Based Program, ETS suggests that we should have GRE scores for applicants by November 30. In view of these time constraints, we propose that for this initial cohort of applicants, we be permitted to process the admission recommendations as a cohort for Winter Quarter admission with a deadline of December 15.

ACTION NEEDED: THE GRADUATE SCHOOL WILL NEED TO PERMIT FACULTY IN THE PROGRAM TO MODIFY THE CRITERIA FOR ADMISSION TO RECOGNIZE ADDITIONAL EVIDENCE OF POTENTIAL FOR GRADUATE STUDY. THE GRADUATE SCHOOL WILL PERMIT INCOMPLETE APPLICATIONS AS REGARDS A COMPLETE SET OF ORIGINAL TRANSCRIPTS FOR THE OCTOBER 23 DEADLINE FOR WINTER QUARTER ADMISSIONS. THE GRADUATE SCHOOL WILL PERMIT US TO PROCESS ADMISSION RECOMMENDATIONS AS A COHORT FOR WINTER QUARTER AND THAT THESE RECOMMENDATIONS MEET A DECEMBER 15 DEADLINE TO THE GRADUATE SCHOOL WITH VERY PROMPT ACTION BY THE GRADUATE SCHOOL THEREAFTER.

Winter Quarter, 1993

1. Begin Ed.D. Program Course Offerings — Existing Ed.D. degrees in Educational Policy and Administration (Ed.D. in Educational Administration) and Vocational and Technical Education (Ed.D. in Vocational Education) will be modified to reflect instructional and research needs identified by the above Committee. A common core of courses will be selected for the two Ed.D. program. Students will have a choice of electing one or the other program. The programs will both project an emphasis on administrative leadership in two-year institutions of higher education. Where appropriate, changes in courses and course emphasis will also be made. First course offering in the program will begin in Winter Quarter, 1993. It is expected that one course will be offered each quarter and two courses during the summer session. The courses will be offered through the Office of Special Services in the Department of Vocational and Technical Education as a way to facilitate the coordination of special times, places, and formats for instruction.

ACTION NEEDED: DEPARTMENTS WILL NEED TO REVIEW AND MODIFY ED.D. REQUIREMENTS TO ACCOMMODATE THE SPECIAL NEEDS OF THE PARTICIPANTS. SELECTED COURSES WILL ALSO NEED TO BE ADAPTED. THE GRADUATE SCHOOL WILL NEED TO PERMIT THE COURSES IN THIS PROGRAM TO BE OFFERED THROUGH THE OFFICE OF SPECIAL SERVICES IN THE DEPARTMENT OF VOCATIONAL EDUCATION AND BE APPLIED DIRECTLY TO GRADUATE PROGRAMS.

2. Experiment with Instructional Design and Delivery — Innovative forms of instructional design and use of educational technology will be used to deliver this program. Off campus seminars, independent study, and distance education will be examined and tested as to their utility for meeting program and student goals.

   ACTION NEEDED: THE GRADUATE SCHOOL WILL NEED TO PERMIT 8000-LEVEL COURSES TO BE OFFERED OFF-CAMPUS, WAIVE THE NORMAL MEANS TO MEET RESIDENCY REQUIREMENTS, AND DISPENSE WITH THE EXISTING LIMITS ON CREDITS TAKEN OFF-CAMPUS (SUCH AS COURSES TAKEN OFF-CAMPUS THROUGH CEE OR THE OFFICE OF SPECIAL SERVICES IN THE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION). THESE EXCEPTIONS WILL BE RATIONALIZED BY THE USE OF A COHORT OF STUDENTS, CONTINUITY IN INSTRUCTIONAL PLANNING, SPECIAL FORMS OF INTERACTION WITH FACULTY, AND A MIX OF ON- AND OFF-CAMPUS COURSES.

SUMMARY:

By the end of Spring Quarter, 1993, participants will have competed a minimum of three quarter credits of the leadership component and six credits of other studies. At that point, the Departments will evaluate and modify the design so that it can become a part of regular University offerings. Where necessary, elements of the design requiring approval will be submitted to those Departmental, College, and Graduate School entities concerned.

cc: Robert Bruininks
Dale Lange
Gary Leske
Karen Seashore-Lewis
Ken Zimmerman

Increasing Institutional Effectiveness

Executive Summary

The University of Minnesota is committed to increasing the diversity of its students, staff and faculty, particularly to insure that the University can benefit from a diversity of ideas. The program proposed to the Bush Foundation will move the University closer to reaching that goal. The project focuses on one segment of the University's student population: graduate (i.e., post-baccalaureate) students of color. This group is key for developing future faculty and professionals, and enhancing the knowledge base through diversity.

Much has changed since the University designed solutions to promote diversity in the 1960's. An awareness of the need for diversity has grown in many of the 200 graduate programs of the University, with many initiatives developed to address this need. Recent scholarship also has emphasized the importance of viewing as an integrated educational process the sequence of identification, recruitment, retention to graduation, and transition to employment of graduate students. This project recognizes these new realities with a student-centered approach.

The aim of the proposed project is to develop a coordinated and effective developmental "pipeline" from identification through transition to employment for graduate students of color at the University of Minnesota. The "pipeline" consists of components which, taken together, constitute a coherent educational process. The project incorporates the following features: (1) a developmental approach to the "pipeline;" (2) the coordination of current programs across the University; (3) the identification and evaluation of the most effective approaches; and (4) the integration of effective new approaches into ongoing practice at the University. Put simply, the project aims to make our efforts more effective. Although the focus of these efforts is largely qualitative, we expect that they will result in enrollment and graduation rates of at least 10% for students of color compared to the total graduate student population.

A student-centered, developmental approach to graduate student involvement with the University, from identification to employment, exposes gaps in the "pipeline" and suggest solutions. The project's goals are to improve University effectiveness in delivery of programs for graduate students of color, increase the rates of participation throughout the "pipeline," especially graduation, and improve the campus climate at the University for graduate students of color. It is our hope that this project will develop a model that can improve the educational process for all graduate students at the University of Minnesota.

Dr. Anne C. Petersen, Dean of the Graduate School and Vice President for Research, will administer the project. She will be assisted by an advisory committee composed of faculty, including directors of post-baccalaureate programs, and graduate students of color.

IDENTIFICATION

Recruiting Trips

Currently, there is little coordination of recruiting trips among graduate programs. Also, there is little evaluation of the effectiveness of particular fairs in terms of quantity and quality of potential students seen. No set of priorities guides which fairs should be covered and why. The Graduate School will establish a recruiting committee composed of graduate program representatives that will coordinate recruiting trips and report to the Coordinating Committee.

Summer Research Opportunity Programs

Summer research opportunity programs bring talented undergraduates to campus during the summer to work on research projects with faculty members. These programs have grown to over ten in number and serve about 200 students annually. This growth occurred largely because of the initiative and commitment of departments, graduate programs and undergraduate colleges. However, the programs also have significant administrative responsibilities. A staff position reporting to the Coordinating Committee will be created and perform the routine administrative tasks. The coordinator would not administer the programs per se but would perform routine tasks and allow the departments and faculty to concentrate on their programs' learning and research aspects.

Additional Methods of Identification

Funds will be provided to allow graduate programs to subscribe to the Graduate Record Examination (GRE) Minority Locator Service. The University will participate in Project 1000 whose goal is increasing the number of students of color, especially Hispanic and American Indian, in graduate programs. Our graduate programs will be advertized in publications whose principal audience is people of color.

Applications and Financial Aid Workshops

Graduate application and financial aid workshops will be offered regularly throughout the Upper Midwest region. The goal would be to inform students, especially students of color, about the application and financial aid processes.

Relationships with non majority colleges and universities

Several units of the University independently have established relationships with Historically Black Colleges and Universities. These relationships cover a range of activities including summer research opportunities for undergraduates, student and faculty exchanges, and research collaboration. These relationships would benefit from coordination and resources. The Coordinating Committee will fund summer research opportunities for HBCU students, travel grants to faculty, fellowships to HBCU students and faculty, especially those holding only the master's and other activities that the Committee feels will benefit the relationship between the University of Minnesota

and the HBCU. Graduate programs, departments, colleges and other units that seek funding to establish an HBCU liaison would apply to the Coordinating Committee. The Committee will review requests in terms of established goals and priorities of the University, structure of the relationship, adequate time and resources to make the relationship work, other relationships with the same school and the evaluation mechanism. The eventual goal will be the development of an effective working model of relationships with non majority institutions which can be adapted also to predominately Hispanic and American Indian schools.

RECRUITMENT

Funding Students of Color

The University will seek funds internally to create new Minority and Disadvantaged Student Fellowships.

Campus Recruitment Visits

The University will commit additional travel funds for prospective students to visit the campuses.

Office of Equal Opportunity in Graduate Studies Procedures

The current recruitment efforts of OEO will be evaluated in terms of quality and quantity of students generated.

RETENTION

Receptions for Students of Color

One consistent observation of students of color at the University of Minnesota is their sense of isolation. To overcome this sense of isolation, the OEO sponsors a reception which provides an opportunity for students to meet and begin relationships with other students of color. Furthermore, to reach as many new students as possible, assist them in acclimating to their new status, and provide them with information on resources, a "Buddy" system will be established for all incoming students of color who wish to participate.

Writing Workshop for Students of Color

A writing workshop for students of color will be sponsored. The purpose of the workshop is to foster community among graduate students of color by offering one or more half-day programs to assist students in strengthening and developing their writing skills.

University Resources

Efforts will be made to inform students on a consistent basis of the University services available to them. These services include the Assessment and Achievement Center and the Student Counseling Center.

Director of Graduate Studies Meetings

A half-day meeting will be convened at least once a year for Directors of Graduate Studies or a faculty designate from each graduate program to describe and discuss mechanisms which would facilitate graduate students in the successful completion of their programs. These workshops would foster the sharing of successful procedures and practices across graduate programs from different parts of the University, and provide a mechanism whereby the concerns identified by various groups of graduate students could be addressed by members of the graduate faculty.

Supporting Innovation

The Coordinating Committee will administer a small grants program to encourage graduate programs to be innovative in developing strategies to identify, recruit, retain, and graduate students of color. Successful strategies will be shared with other graduate programs. The Committee will establish the priorities and goals of the competition but will emphasize retention including mentoring, developing new courses with a diversity emphasis, and improving the environment within graduate programs for students of color.

Monitoring student academic progress

The OEO will establish a data base to monitor the academic progress of graduate students of color both individually and in the aggregate.

GRADUATION

Professional Development

The Coordinating Committee will sponsor a competition for students of color who seek financial assistance to attend professional conferences, workshops, or seminars in their fields.

Relationship with local and regional corporations

Cooperative relationships will be expanded with local corporations to recruit, and retain and graduate students of color. These relationships would include cooperative recruiting trips between corporate representatives and faculty of the University, internships, and summer employment.