

Graduate Course and Program Review Committee
February 26, 2020
MINUTES

Present: Chad Baker, Nicole Pfannenstiel, Ollie Dreon, Leslie Gates, Charlton Wolfgang, Beth Powers, Duane Hagelgans, Cayleigh Winter, Tiffany Wright, Scott Warner, Tyrone Washington, Laura Granruth, Claudia Haferkamp, James Delle, Becky Mowrey, Susanne Nimmrichter, Kelly Kuhns, Robyn Davis, Leslie Gates.

- I. **Review and approval of January 2020 Minutes.**
 - a. B. Mowrey moved. L. Granruth seconded. Approved.

- II. **Updates and Announcements:**
 - a. Reminder of Future Important Grad Studies Dates:
 - i. Graduate Open House – April 1 from 5:30-7:30 pm in Lombardo Hall.
 - b. Middle States visit on Mar. 29, 30 and 31. Seven visitors will interview various departments around campus. J. Delle asked that everyone try to keep their calendars open. The Middle States Committee will present their preliminary report to the University on March 31.
 - c. J. Delle highlighted important points from Chancellor Dan’s recent memo. Millersville is in a good position but may be asked to cooperate in the following ways:
 - i. Carefully consider using fulltime faculty rather than hiring adjuncts.
 - ii. Look more closely at low-enrolled programs (may have to review sustainability of programs).
 - iii. Utilize a shared system framework within the PASSHE system to collaborate on new or existing programs. Concerns were raised about opening up sections for other PASSHE students, as well as the sharing of course and program information. J. Delle stated that we don’t have to hold seats for outside students if our courses are at capacity.

- III. **Graduate Curriculum and Policy Proposals (*GradCAP*):**
 - a. New Course Proposal 095: ENGL 681, History of Film (J. Craven)
 - i. ENGL 681 needs to be updated with the old language removed. The course title can change to include History of Film/(the focus area). There was discussion held regarding the use of flags and whether everyone is receiving the curriculum proposals prior to the meetings. This proposal will be RTA for the next meeting so that R. Davis can discuss the use of “history” in the title “History of Film” with the History department.
 - b. New Course Proposal 096: ENGL 683, Politics and Film (J. Craven)
 - i. ENGL 683 is a new course with a DL request. The cross-listing has gone away, and the title has been changed to take out the reference to media. The Communications Dept. is claiming ownership of media. B. Mowrey moved. T. Washington seconded. Approved. L. Granruth abstention.

- c. New Curriculum Proposal 030: M.Ed. in Learning and Teaching in Education Leadership, Music Concentration (J. Cernuto/M. Houlahan)
 - i. This is a new program proposal in conjunction with the M.Ed. for Leadership that will be directed towards faculty teaching in private institutions and to International students. Students in the program will obtain both their MA and certification. Mention was made for (M. Houlahan) to re-submit the proposal to T. Wright with all instances of the word “foreign” changed to “International.” B. Mowrey moved as amended. B. Powers seconded. Approved.
- d. Course Change Proposal 041: SPAN 587, Seminar in Latin American History, DL addition (M. Antolin)
 - i. T. Washington moved. S. Warner seconded. Approved.
- e. Course Change Proposal 042: SPAN 522, Composition, DL addition (M. Antolin)
 - i. T. Washington moved. S. Warner seconded. Approved.

IV. **Old Business:** tabled due to lack of time.

V. **New Business**

- a. Admission Letter (B. Mowrey)
 - i. A few dates in the letter need to be revised for accuracy, and a section of text needs to be updated. B. Mowrey pointed out that there is competing language on the website and in the Grad Catalog that should be updated. T. Wright asked that the information gets updated by each department within the Grad Catalog.
 - ii. A request was made for the addition of student email on the letter. B. Mowrey stated that not all Graduate students are in the system. C. Baker reported that unless he gets the letter back, the students aren't entered into the system.
 - iii. J. Delle announced that Grad Studies will begin using Slate for the intake of Grad student applications. The software should be up and running by the end of the semester. K. Kuhns asked if we can send student emails and letters in Slate rather than through U.S. Mail. C. Baker said, yes, that is possible.
- b. Commencement (B. Mowrey)
 - i. J. Delle reminded all to check their email about commencement and respond regarding hooding and serving on a short-term committee to select guest speakers. Additionally, he announced that the department will be working to get photos taken of each Grad coordinator with one of their students to place in Lyle Hall.
 - ii. There was discussion regarding a few issues with commencement due to the way graduates walk onto the stage, the lack of aisles, the President's desire to shake every hand, and generally the length of the program. J.

Delle will reiterate these points with Dr. Wubah since consensus was given on the need for two aisles and for two student speakers.

- c. GA Selection (B. Mowrey)
 - i. No discussion was held

- d. Other
 - i. T. Wright requested that _____ be allowed to attend the next two meetings to prepare for T. Wright to go on sabbatical.