

Graduate Course and Program Review Committee

Wednesday, April 29, 2020

Minutes

Present: Chad Baker, Jason Baker, Robyn Davis, James Delle, Ollie Dreon, Marc Felizzi, Leslie Gates, Laura Granruth, Claudia Haferkamp, Aileen Hower, Kelly Kuhns, Lucie Lehr, Julie Lombardi, Richard Mehrenberg, Susanne Nimmrichter, Nicole Pfannenstiel, Helena Tuleya-Payne, Scott Warner, Tyrone Washington, Tiffany Wright, Charlton Wolfgang, Sepi Yalda

1. Review and Approval of March 2020 Minutes:
 - a. K. Kuhns moved. T. Washington 2nd. Approved.
2. Updates and Announcements:
 - a. K. Rice will return as DSW Program Coordinator. L. Granruth will move to the MSW Coordinator position.
 - b. A message from B. Mowrey was read on the recent passing of her father.
3. Graduate Curriculum and Policy Proposals (*GradCAP*):
 - a. Course Change Proposal 041 (DL): RDED 620, Current Practices in Literacy Education (A. Hower)
 - b. <https://wiki.millersville.edu/display/CAP/EMEE+Course+Change+Proposal+041>
 - c. Was automatically approved for DL for the summer.
 - d. Potential to be DL in the future to provide flexibility to students.
 - e. It was suggested the cap number of 100 too high. Lower is better than higher.
 - f. H. Tuleya-Payne moved. T. Washington 2nd. Approved with modification of max enrollment number.
4. Old Business:
 - a. The Writing Center has partnered with Smart Thinking. Students can access it this summer. This service has been announced in social media.
5. New Business:
 - a. Financial Sustainability Issues
 - i. J. Delle shared that the Chancellors Office has asked each university to create a sustainability plan due to the financial stresses of Covid 19.
 - ii. The student-faculty ratio target will be 17/18-1, as in 2010-11.
 - iii. There are various strategies for streamlining.
 - iv. The burden does not fall on academic affairs alone.
 - v. Low enrolled courses will be targeted.
 - vi. Grad programs should remain viable.
 - vii. It was argued there are more grad programs now since 2010-11
 - viii. How will joint programs be affected since they typically have smaller class sizes.
 - ix. Increasing overall enrollments will help.
 - x. The new ratio is expected within in two years.

- xi. Faculty will need access to data to work on this effort. The dept chair can facilitate.
 - xii. There is the concern about new proposals in this climate. It will be difficult to be innovative.
 - xiii. Summer and winter programs will not be impacted.
 - xiv. CE hours are not part of the workload hours counted.
 - xv. MU is already strong so should come out of this still strong.
- b. Transfer Credit Guidelines
- i. Transfer credits are currently limited to 9 but should be increased to the PASSHE guideline of 30%. The limit of 9 is local policy.
 - ii. There is the concern of double dipping from another degree. A transcript from another institution unfortunately does not indicate which courses were used for a degree program, just which courses were taken.
 - iii. Allowing more credits would increase enrollments.
 - iv. Other universities may have courses we can't provide, so allowing more of these courses can strengthen our programs.
 - v. J. Delle will draft a new policy. A subcommittee should be formed to assist.
- c. Returning to Campus
- i. An innovation task force was formed to address instructors and students returning in the fall since social distancing may still be required or recommended. Perhaps there will new modes of instruction like online with classroom combined such as classroom plus video. Options are being explored.
 - ii. It will be very helpful to everyone to have a solid plan in place for fall no matter what is ultimately decided.
- d. Meeting Dates
- i. The last meeting in the fall may be conducted at a new date.
 - ii. Should we keep the last Wed of each month? Still ok for everyone?
- e. Certificates
- i. Certificate students expect a nice, professionally printed certificate upon completion. All that is offered now is a homemade certificate from CGSAL, and the process for obtaining signature is inefficient or difficult. Should the departments provide their own?
 - ii. Perhaps certificate/certification students should again be able to walk at the ceremony or have a separate recognition ceremony.

Meeting adjourned at 3:20 pm

Minutes respectfully submitted by Lucie Lehr