

# Graduate Course and Program Review Committee

## October 31, 2018

Present: Jason Baker, Robyn Lily Davis, Leslie Gates, Adam Grumbling, Duane Hagelgans, Megan Jones, Kelly Kuhns, Lucie Lehr, Jenny Monn, Becky Mowrey, Susanne Nimmrichter, Nicole Pfannenstiel, Elizabeth Thyrum, Helena Tuleya-Payne, Scott Warner, Tyrone Washington, Charlton Wolfgang, Tiffany Wright

The meeting was called to order by B. Mowrey at 2:00 PM

1. Review and Approval of Minutes
  - a. M. Felizzi moved. C. Wolfgang 2<sup>nd</sup>. Approved.
2. Announcements
  - a. B. Mowrey expressed her appreciation to T. Wright for chairing the September meeting.
  - b. B. Mowrey desires not to continue as GCPRC chair after December 2018; this is the 15<sup>th</sup> year she has chaired the Committee. Her intention is that a faculty member will be willing to Chair for the Spring semester and then perhaps continue for the next three – year chair term which will begin Fall 2019 with elections occurring this spring. Mowrey expressed enjoyment in serving as Chair but remains hopeful that another graduate coordinator or graduate faculty member will be interested in Chairing GCPRC this time. Any graduate faculty member may serve as Chairperson. GCPRC is a Faculty Senate Standing Committee and nominations and elections will be conducted by Senate. Interested faculty may contact B. Mowrey for more information regarding the position or simply inform Kat of their willingness to serve when the call for nominees is made in November.
  - c. The CGSAL and Friends Holiday Brunch will be held on Tuesday, December 4 from 11:30 am to 1:30 pm. Let Grad Studies know regarding your attendance plans.
3. New Business
  - a. Honors College students taking graduate courses:
    - i. Dr. Thyrum attended to discuss Honors College students taking graduate courses. Major restrictions and prerequisites prevent this. Currently they have the option of completing graduate courses via exemptions and with permission of the instructor. Megan Jones was in attendance and provided advisement regarding policy and approaches if there is a desire among departments to consider this request.
    - ii. Honors College students need 25 elective credits.
    - iii. The Honors College would like to be able to offer their students more options.

- iv. It is possible to add 5XX and 6XX course options to their audits, and with grade requirement.
- v. Note that undergrad students not in the Honors College are currently restricted to 5XX courses.
- vi. TBD: Is a policy change needed or just add requirements to individual programs?
- vii. TBD: Should we restrict this to upperclassmen? Instructors are reviewing the individuals anyway.
- viii. TBD: May need a third permission form for undergrad taking grad course (which will allow the 6XX course). Only Honors College undergrad students will be offered 6XX courses.
- ix. TBD: New policy vs. individual program requirements?
- x. Coordinators are asked to discuss these issues with their departments and report at the next GCPRC meeting.

#### 4. Old Business

- a. Graduate non-degree holds at nine credits:
  - i. This procedure (not a policy) should have been further discussed by this group.
  - ii. The new procedure intended to force the student to contact CGSAL before registering for more than nine credits to discuss program intentions, if any.
  - iii. Does this however deter professional development students from registering?
  - iv. Old practice was to send out reminder letters but was not effective.
  - v. One idea is for CGSAL to send the list out to program coordinators before hold is added so that exemptions can be pre-identified.
- b. Incomplete Grades:
  - i. The effort is to reduce the number and be able to enforce policy.
  - ii. May be best to begin enforcement automatically in the next academic year and deal with current I grade students individually, as in a cleanup project.
  - iii. If enforced, can we send out prompt of some kind to warn of the pending F grade? Give the student ample chance to request an extension. This would avoid unnecessary dismissals.
  - iv. Audit enforcement mechanism alternatives need to be explored with M. Jones.
  - v. Dismissal impact and financial aid penalties have to be considered.
  - vi. Graduate Catalog language will need to be reviewed.
- c. No show admits:
  - i. This is specific to capped - cohort programs.
  - ii. J. Monn, T. Wright, M. Felizzi, and C. Haferkamp are encouraged to meet as a subcommittee and report back with suggested resolutions.
- d. Grad - CAP update:

- i. Slow and steady progress. Committee: Ollie (chair); Kat Walsh; Becky Mowrey; Jim Delle; Kim Broskie. It would be helpful to add a GC or two who recently submitted significant curriculum proposals such as new degrees and / or program revisions.

Meeting was adjourned at 3:25 PM by B. Mowrey  
Minutes respectfully submitted by L. Lehr