

Graduate Course and Program Review Committee

January 24, 2022 via Zoom 92988806411

Minutes

Present: Chad Baker, Jason Baker, Robyn Davis, Bertha DeJesus, James Delle, Ollie Dreon, Ann Gaudino, Laura Granruth, Aileen Hower, Lauren Kaiser, Julia Kane, Zach Kelly, Susan Kopecki, Kelly Kuhns, Lucie Lehr, Julie Lombardi, Rich Mehrenberg, Cayleigh Minter, Nicole Pfannenstiel, Beth Powers, Karena Rush, Scott Warner, Tyrone Washington, Tiffany Wright, Charlton Wolfgang, Sepi Yalda

1. Slate Training:

- a. Slate will go live by the next meeting.
- b. It will be more functional and easier to use than the old processes.
- c. You can access using your MU credentials.
- d. C. Baker opened up the testing view for training –
 - i. The goal statement is included or is an attachment.
 - ii. Recommendations will be names and contact info only. The custom form link is available on the left side menu.
 - iii. Transcripts can be clicked on for viewing here. Holds multiple transcripts.
 - iv. Additional materials link is located on the left side menu as well.
 - v. Program Review Form on the right side –
 1. Fillable form for decision and is “sent” from here.
 2. Alternative start term field will be added.
 3. Conditional admission area exists here.
 4. The application is still reviewed one more time after being sent back.
 - vi. We will continue to share files with other schools of dual programs just as we have been. Perhaps external logins to Slate can be shared in the future.
 - vii. There are currently weekly inquiry reports being sent out. A prospective student is listed there for two weeks. Inquiry reports are sent so that coordinators have the opportunity to reach out to the potential students; first contact.
 - viii. The old process will continue until those existing applications are done their cycle.
 - ix. Coordinators will have access to applications before they are completed.
 - x. It is not yet known if Slate will be our main repository for documentation.
 - xi. If there are problems with Slate then we have the old system to fall back on temporarily. Slate is already an industry leader so success is anticipated. Any rogue application links on the MU website will be deleted as they are discovered.

2. Review and Approval of the December 2021 Minutes:

- a. S. Warner motioned. J. Lombardi second. Approved.

3. Updates and Announcements:

- a. There was a fiber optic outage at the Ware Center that has since been repaired.

- b. There has been good progress on our Courseleaf digital catalog. It should be online by mid spring. Coordinators will have the opportunity to review their programs.
 - c. Steve DiFillipo (IT) and Janice Moore (CGSAL) have left MU for other positions. Josh Hartraft will fill in for Steve, and Rebecca Boyer will fill in for Janice. This spring Andy Welaish from the Library will be working with CGSAL on summer courses and handling the Ware Center. All departments are encouraged to set up summer courses as soon as possible. If there are any staffing or other issues please contact J. Delle.
 - d. Billing early has been a concern. MU is working with school districts and hospitals on possible direct billing.
 - e. The lumped fees issue is still being worked on.
 - f. The GA allocation process will now be yearly. Positions will be closely looked at this round, especially program impact, duties and learning outcomes.
 - g. Graduate Commencement will be held outdoors again this year. Friday, May 6. It is not yet known if coordinators will be hooding their graduates.
4. Graduate Curriculum and Policy Proposals (*GradCAP*):
- a. Course Change Proposal 044: MATH 610, Problem Solving Seminar –
 - i. Add DL so it is more widely accessible.
 - ii. <https://wiki.millersville.edu/display/CAP/MATH+Course+Change+Proposal+044>
 - iii. S. Warner motioned. B. Powers second. Approved.
5. Policy and Related Items:
- a. BSEM to MSEM was approved by UCPRC. This particular program is attracting community college applicants so is “stacking” nicely.
 - b. K. Kuhns motioned. A. Hower second. Approved.
6. Old Business:
- a. MEd Core subcommittee report is not ready but the committee has been active and doing good work.
 - b. Thanks to those who participated in the winter academic appeals (GAAC).
7. New Business
- a. Supporting International Students –
 - i. Since visas restrictions can be strict we need to help these students more.
 - ii. There is a concern that the increase in DL will cause problems.

Meeting adjourned at 3:32 p.m. Minutes respectfully submitted by L. Lehr