# Graduate Course and Program Review Committee
October 28, 2020
Minutes

Present: Jason Baker, Richard Clark, Robyn Davis, James Delle, Ollie Dreon, Leslie Gates, Laura Granruth, Ann Gaudino, Aileen Hower, Kelly Kuhns, Lucie Lehr, Julie Lombardi, Justin McFail, Richard Mehrenberg, Susanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Karen Rice, Karena Rush, Helena Tuleya-Payne, Scott Warner, Tyrone Washington, Charlton Wolfgang, Sepi Yalda

1. Review and Approval of Minutes from September 2020 meeting:
   a. Motion to approve: B. Powers motion. J. Lombardi second. Approved.

2. Curricular Action Items:
   a. EMEE Course Change Proposal 072
      https://wiki.millersville.edu/display/CAP/EMEE+Course+Change+Proposal+072
      i. Add DL to EDUC 661.
      ii. Motion to approve: K. Kuhns motion. T. Washington second. Approved.
   b. EMEE Course Change Proposal 051
      https://wiki.millersville.edu/display/CAP/EMEE+Course+Change+Proposal+051
      i. This was submitted in Sept 2018 but was not sent to Senate.
      ii. No vote needed. It is placed back into the system.
   c. EDFN Course Change Proposal 035
      https://wiki.millersville.edu/display/CAP/EDFN+Curriculum+Change+Proposal+035
      i. Changes EDFN 530 to ACTE 625.
      ii. MATH 610 as elective to STEM students.
      iii. Motion to approve: A. Hower motion. H. Tuleya-Payne second. Approved.
   d. EMEE New Curriculum Proposal 043
      https://wiki.millersville.edu/display/CAP/EMEE+New+Curriculum+Proposal+043
      i. A new Literacy/Instructional Coach PreK-12 Endorsment
      ii. Gives another option to Reading Specialst students who do not want to go into administration.
      iii. Motion to approve: J. Lombardi motion. B. Powers second. Approved.
   e. NURS New Course Proposal 044
      https://wiki.millersville.edu/display/CAP/NURS+New+Course+Proposal+044
      i. NURS 508 is a new course, Advanced Clinical Knowledge
      ii. For non NP students.
      iii. Meets accreditation requirements.
      iv. Motion to approve: B. Powers motion. J. Lombardi second. Approved.

3. Dean's Updates and Announcements:
   a. End of fall 2020 semester-
      i. The Dean is proud of the faculty for meeting the challenges.
      ii. Fall performance has been encouraging for going forward.
   b. Expectations for spring semester-
      i. The spring schedule is set.
      ii. Sixty multi-modal courses are set. They will be installed by the end of the fall term. This will allow for practice.

      iii.   CAE and Online Programs are revamping Camp Idea as Project Pedagogy+ to help develop pedagogy for multi-modal and distance learning. It is a work group/support group.

      iv.   Fall DL proposals should be submitted.

      v.   It is expected summer institutes will have the choice of face-to-face or online. You can start planning now. Food service is unknown at this time.

4. Discussion Items:
   a. Incomplete Grades-
      i. CGSAL sent letters to all students with incomplete grades and a list to grad coordinators. No letters have been sent to students since 2018. Incomplete grades are not currently automated to convert to F at the graduate level.
      ii. Graduate policy should not necessarily mirror undergrad in this area.
      iii. A cap on time allowed to hold an I grade is good.
      iv. If we have an existing policy then we should follow it.
      v. Can there be another grade created instead of converting to F? NG = no grade? Can we use AU?
      vi. Some departments have a formal I grade completion plan. In writing.
      vii. We must be consistent how we handle these cases, to not undermine the integrity of the graduate college.
      viii. Frist priority is to clean up. This before policy is enforced.
      ix. Perhaps one year auto conversion to F is more manageable than one term.
      x. L. Gates will ask the Registrar's Office about preemptive flexibility.
      xi. We will vote on this at a later meeting.
      xii. A continuation fee was also brought up.

   b. Procedure for Approving Accelerated Degree Programs-
      i. The relevant procedure for accelerated degree program approval has not been established in writing.
      ii. There is a big difference between undergrad and grad workflow.
      iii. Does a proposal need to go through both undergrad and grad CAP? They are separate paths.
      iv. A concern is if a proposal fails on one path. Complementary proposals may solve that problem.
      v. L. Gates, J. Delle and O. Dreon will draft the new language.
      vi. Current policy proposal: https://www.millersville.edu/about/administration/policies/pdf/academics/academic-policy-accelerated-bachelors-to-masters.pdf
   c. CAP Workflow for Minor Change Option-
      i. Faculty Senate requested we review this. It was removed from the undergrad process.
      ii. A workflow change would put GCPRC eyes on it.
      iii. If workflow changed to include GCPRC then it is not a policy change. If eliminated then it is a policy change.
      iv. The procedure can't contradict the policy.
      v. Vote on this next time. L. Gates will review the current policy. Motion to delay: T. Washington motion. L. Granruth second. Approved.

Minutes respectfully submitted by L. Lehr