

Graduate Course and Program Review Committee
Minutes
January 31, 2018

Present: Chad Baker, Tanner Carman, Victor DeSantis, Ollie Dreon, Marc Felizzi, Leslie Gates, Laura Granruth, Claudia Haferkamp, Duane Hagelgans, Kelly Kuhns, Lucie Lehr, Clarence Maxwell, Rich Mehrenberg, Jenny Monn, Becky Mowrey, Susanne Nimmrichter, Beth Powers, Scott Warner, Tyrone Washington, Judy Wenrich, Charlton Wolfgang, Tiffany Wright, Yufeng Zhang

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

1. Review and Approval of November 2017 Minutes:
 - a. D. Hagelgans moved. M. Felizzi 2nd. Approved.
2. Updates and Announcements:
 - a. The GCPRC web page needs updated. Not all documents are current. Leadership and GAAC are not accurately addressed, for example. Do not use as a point of reference until the updates are complete.
 - b. Open House will be on Tuesday, March 6, 2018 from 5:30-7:30 pm. Same format and again with boxed meals for coordinators. There will be a floor plan available.
3. Curriculum and Policy Proposals:
 - a. ENGL DL Conversions
 - i. Existing courses. Backbone to the certificate in writing program.
 - ii. Course are open to multiple degree programs.
 - iii. ENGL department should notify PASSHE of a change in delivery mode. Not a request for approval, rather a notification.
 - iv. J. Monn moved. S. Warner 2nd. Approved.
4. Old Business:
 - a. CAP/Electronic Curriculum Review Update
 - i. This is still being reviewed, to move the u/g process over to graduate.
 - ii. Back structure is developed but we still need to work through the process.
 - iii. IT's mapping must reflect the current processes.
 - iv. Our forms may be problematic.
 - v. We can benefit from the wisdom of what has already been done with undergrad.
 - vi. There is a recent BOG move to streamline the process. Chancellor's Office can give final approval. Now a single step process, done in real time on a rolling basis. So an opportunity to look at our own processes to also reduce time.
 - vii. It is important to the group to continue with meaningful conversations about each curriculum proposal. Changes can still be made by them committee.

- viii. Searchability/reduced loss in an electronic process is a plus, as is more efficient agenda planning.
 - ix. Question is do we move forward with this effort? Coordinators are asked to continue the conversation with their departments.
- b. GAAC
 - i. T. Wright is new co-chair with D. Hagelgans.
 - ii. All coordinators are eligible to help.
 - iii. Our local judiciary was approved to reduce face-to-face meetings. We can implement too. Only necessary if new information is introduced.
 - iv. Be sure “extenuating circumstance” is sufficiently explained in the guidelines. Personal statement assistance would be helpful to the process as well, especially in the absence of face-to-face meetings.
 - c. MED Core
 - i. A continued agenda item.
 - ii. J. Wenrich’s GA is seeking data from other PASSHE schools.
5. New Business:
- a. Graduate Application Review During Academic Breaks
 - i. Feedback sought from Graduate Admissions on how to change the process so there is continuity during breaks while still respecting faculty contracts.
 - ii. This is an effort to prevent registration and enrollment loss; to be timeful and responsive to students.
 - iii. Some program deadlines may have to be moved.
 - iv. Be sure there is representation in all programs during these times.
 - v. Off campus Onbase access is still an issue here.
 - b. Non-Degree Advisement
 - i. Questioned was non-matriculated students having advisement. Undergrad non-degree students do not. There should be consistency.

The meeting was adjourned at 3:25 PM
Minutes respectfully submitted by L. Lehr