

Graduate Course and Program Review Committee
Wednesday, January 25, 2017
Minutes

Present: Tanner Carmen, Ollie Dreon, Janet White, Ellen Long, Tiffany Wright, Scott Warner, Leslie Gates, Megan Jones, Barb Zimmerman, Duckhee Shin, Helena Tuleya-Payne, Claudia Haferkamp, Marcia Nell, Karen Rice, Becky Mowrey, Judith Wenrich, Clarence Maxwell, Yufeng Zhang, Chad Baker, Victor DeSantis, Bev Butch

1) Review and Approval of Minutes:

- a) S. Warner moved with the following change for the November 2016 minutes under Curriculum and Policy Proposals: EDTW 604 should be EDTE 604. J. White 2nd. All approved.

2) Updates and Announcements:

- a) Open House
 - i) Being held on Thurs. 3/2/17 at 5:30 p.m. in the Library. Coordinators are asked to attend or have a representative present.
- b) Faculty Senate
 - i) Looking for faculty representatives to go to Faculty Senate which is held the 1st and 3rd Tuesday of each month from 4:00 p.m.-5:45 p.m. in Osburn Hall, Room 200/201. Also looking for a graduate student representative. Let B. Mowrey know if interested or have a student.

3) Curriculum and Policy Proposals:

- a) WSSD 616 / 619 Internship DL Conversion – Megan Jones advised that the CIP code is needed from IR office. S. Warner moved. K. Rice 2nd. All approved.
- b) ENGL 630 Ethnic American Literature since 1940 – It was advised to change the Prerequisites to graduate degree seeking in English or by permission of the instructor. It was mentioned that other graduate students from history, foreign languages and other areas might wish to take this course if appropriate to their degree plan. S. Warner moved. O. Dreon 2nd. All approved.

4) Old Business:

- a) May 2017 Graduate Commencement Speakers
 - i) B. Mowrey advised that a student moment of reflection, and a faculty/alum commencement speaker names are needed by 2/10/17. CGSAL will be soliciting nominations by e-mail.
- b) Doctoral Ad Hoc Committee Report
 - i) Projects are moving forward. V. DeSantis is convening group as needed.
 - ii) The last meeting was with colleagues in Ed.D. which involved a discussion on how to pay dissertation payments. Registrars had a joint meeting to discuss how to expedite credits and grading.

- iii) Regalia combining school colors for the doctorate with MU and Ship and MU and KU. Oak Hall Cap & Gown has provided sample hoods.
 - iv) Planning is going on for a special event for the doctoral students to be recognized at their home institution and the partner institution since most of the Graduate Commencements are held on Friday night and doesn't allow for students or faculty to attend both.
- c) Admissions Concerns
- i) Coordinators are now being paper copied on the signed acceptance letters.
 - ii) List of incomplete applications will be sent out to coordinators. V. DeSantis advised that Graduate Studies students are calling the applicants that are incomplete and also encourages the coordinators to call as well. Coordinators will still only receive complete applications for evaluation purposes.
 - iii) International students - V. DeSantis is prescreening the complete applications before sending out to the coordinators to verify minimum requirements of admission are met.
 - iv) Deadline date will begin being inserted into the acceptance letter. A timely acceptance response is needed.
 - v) V. DeSantis handed out a staff listing with contact information for all GSAL staff. On 1/30/17 a new part-time data entry person will start. There is now a full complement of student assistants. A former GA developed a training manual for the student assistants to prevent incorrect information from being given out. Dedicated telephone line for callers to be able to leave a voice message recommended by B. Mowrey. Would allow staff to research a response before calling back. C. Baker advised that the student assistants have been instructed to let callers know they will research the answer and call them back with accurate information.
 - vi) How is a student notified that clearances are needed? Students are instructed in acceptance letter that clearances are needed. Field Services places holds on accounts until clearances are received. Academic advisors are unable to see holds.
 - vii) Open House - Need to have available Grad studies catalogs, cut sheets, View Book, materials on how to apply and cost. Food should be in adjacent room. A group of grad students should be available to talk to perspective students. Need to think through placement of programs.
- d) IRB Concerns
- i) The identified problem is the timeliness and capacity of the current IRB process is light of an additional 30-40 new protocols per year from the new doctoral programs.
 - ii) Draft new language to add doctoral subcommittee.
 - iii) Consider change to internal documents for expedited workflow.
 - iv) Have chair of IRB committee at future meeting to discuss.
- 5) New Business:
- a) Draft – Graduate Coordinator Inventory Responsibilities
 - i) Intention is to address expectations and find a baseline for job responsibilities.
 - ii) Will provide a level of certainty and uniformity for coordinators.
 - iii) Will be placed on future agenda to allow time for reflection and discussion among coordinators.

- b) GAAC
 - i) No appeals. Nothing to address.
- c) M.Ed. Core Managerial Data Analytics Course.
 - i) Professional skill set or relevant programs.
 - ii) Working on additional of cross departmental course.
 - iii) Course that non-educators would want to take.
 - iv) Currently don't have anything like this on campus.
- d) Graduate Student/Student Senate Funding
 - i) Funding structure – Brian Hazlett to attend future meeting.
 - ii) Concerns on grad students not being able to use fitness center without paying.
 - iii) Student Senate are all undergrads.
 - iv) Students and faculty are getting taken advantage of.

Meeting was adjourned by R. Mowrey at 3:35 p.m.