

Graduate Course and Program Review Committee  
Minutes  
**September 28, 2016**

Present: Jason Baker, Jon Bannan, Victor DeSantis, Leslie Gates, Heather Girvin, Claudia Haferkamp, Duane Hagelgans, Kazi Hossain, Lucie Lehr, Clarence Maxwell, Jenny Monn, Becky Mowrey, Marcia Nell, Susanne Nimmrichter, Michelle Perez, Karen Rice, Cynthia Taylor, Helena Tuleya-Payne, Scott Warner, Charlton Wolfgang, Tiffany Wright, Yufeng Zhang

1. Review and Approval of Minutes:
  - a. D. Hagelgans moved. J. Monn 2<sup>nd</sup>. All approved.
2. Updates and Announcements:
  - a. Faculty Senate Representative – Grad students still not well represented. Suggested each program generate one student and each could take a different date.
3. Curriculum and Policy Proposals:
  - a. SWK/SOWK 775: Dissertation Seminar – Language was adopted from Kutztown’s required course objectives. Course is a springboard for dissertation research. Students will mentor each other. T. Rice moved. M. Nell 2<sup>nd</sup>. All approved.
4. Old Business:
  - a. Thesis/Dissertation Documents – Required forms for theses and dissertation were reviewed. Updated forms should be brought to next meeting for final review.
    - i. Title changed to Thesis/Non-Thesis to include other project types. Revise \*\* to read “Suggested accompaniments to this form: as per your department requirements.”– thesis form only.
    - ii. Thesis “Advisor” will be changed to “Chair”
    - iii. Add word “signature” where signature is required – both forms.
    - iv. Add “Date of Approval” to Human and Animal Use - both forms.
    - v. Add “Expected Completion Date” to Proposal Form – both forms.
    - vi. We will use our form for joint program supervision of thesis or dissertation. Likewise we will honor a form from the partner institution.
    - vii. Change result “Failed” to “Not Approved” on Examination Report – both forms.
    - viii. Dissertation students will submit two Request forms since it fall overs two separate semesters with two separate course numbers.
    - ix. Several word substitutions and spelling corrections noted.
  - b. Fitness Center Update - Michelle Perez
    - i. Michelle reviewed background of the issue. Breakout of two fee areas made it less expensive for students & staff. Charge had been based on credits – PASSHE mandate.

- ii. With new rate grad and undergrad students must make up the difference to full time rate. It needs to be noted it is the same final rate, even if some are paying a difference. Those students are not getting charged “more”. This needs to be made clear to graduate students so they do not feel unwelcome.
- iii. Grad student full time definition is 9 credits, but PASSHE reporting requires the fee to be spread out to 12 credits.
- iv. Pucillo access does not solve the issue. Hours are too limited.
- v. One proposal is to charge all students full rate up to 9 credits.
- vi. Another idea is to include supplement charge as a benefit to GAs.
- vii. With the new tuition model, difficult to define full time!
- viii. Added to this conversation was the frustration of graduate student groups being allocated by Student Senate, despite the new funding model. Better would be a separate pool of funding administered by the GSO. Perhaps this will be the year graduate student funding gets sorted out.

Meeting adjourned at 3:30 p.m.