

Graduate Course and Program Review Committee
January 29, 2020
Minutes

Present: Chad Baker, Jason Baker, Robyn Davis, James Dell, Ollie Dreon, Marc Felizzi, Leslie Gates, Laura Granruth, Claudia Haferkamp, Aileen Hower, Lucie Lehr, Rich Mehrenberg, Becky Mowrey, Cayleigh Minter, Suzanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Scott Warner, Tyrone Washington, Charlton Wolfgang, Tiffany Wright, Sepi Yalda, Barbara Zimmerman

1. Administrative Support in Graduate Admissions – Dr. Prabhu visit
 - a. The Provost already spoke with the CGSAL staff
 - b. He first addressed the big picture and reminded of available resources issues. There are many transitions with a new president. It is time to solidify the direction of the staff changes that were first made.
 - c. CGSAL needed restructured and additional staffing.
 - i. J. Delle is now the permanent Graduate Dean.
 - ii. J. Moore will serve as Interim Associate Dean and remain Director of Online Programs, both an operation and a policy dean.
 - iii. A fulltime Management Tech position will be added to assist J. Moore
 - iv. A fulltime Admin Assistant position will transition from Adult Learning to Graduate Admissions and will assist with marketing efforts.
 - v. A full time CT2 position will be added to Graduate Admissions to oversee front desk and application processes.
 - d. These changes are not an end point but will make CGSAL solid and sound.
 - e. The graduate program is growing again. Important to the working population will be postgraduate credentials, micro-credentialing, interdisciplinary programs and degree tracks. This is what is working well and will help the university continue to grow.
 - f. We can now concentrate on helping our graduate students once they are enrolled; retention efforts. There are Noel Levitz and other survey stats available.
 - g. Marketing will be a big part of future success.
 - i. Two areas: branding and programs
 - ii. A new strategic marketing plan is needed. It will begin with clustering strategy vs. individual program marketing.
 - h. Coordinators' concerns shared:
 - i. We would benefit from combined tuition and fees on bills. This helps students with district reimbursement. A "per course" cost. Need to look at PASSHE policy on this.
 - ii. Course cancellation due to last minute registration (a payment issue). Suggested was a real time enrollment with later payment.
 - iii. Responsibilities are falling on one person. Graduate education needs to go to the forefront of the strategic plan. How can the university support both the coordinators and students?

- iv. Please highlight graduate programs at Convocation.
 - v. With increased enrollment we have more students who are challenged with graduate level writing. They need a different approach to getting the right help. The Writing Center needs more resources dedicated to this. J. Moore reminded us of the new SmartThinking contract.
 - vi. We need a comprehensive and systemized approach for international students. There are language, cultural and academic issues. Faculty need some type of training to better understand those needs. International services infrastructure is new at MU and is making good inroads.
 - vii. It is the hope that Graduate programs are recognized in Cabinet meeting discussions. V. Prabhu and J. Delle already serve as advocates in that group.
 - i. It was emphasized that graduate education is different from undergrad so our efforts need to be different.
 - j. V. Prabhu was asked to join us again for future meetings.
2. Review and Approval of January 2020 Minutes:
- a. S. Yalda moved. T. Washington 2nd. Approved. A. Hower abstention.
3. Updates and Announcements
- a. New Hire: Cindy Darin. She will directly support J. Delle and serve as an office manager for all of CGSAL.
 - b. Important Grad Studies Dates:
 - i. February 7, 2020 - GA allocation documents due
 - ii. Wednesday, April 1, 2020 - Spring Grad Open House – 5:30 – 7 in the Lombardo Center.
 - c. T. Wright will be taking a sabbatical next fall. An interim replacement is needed. Contact her if you are interested.
4. Graduate Curriculum and Policy Proposals (*GradCAP*):
- a. New Course Proposal 054: ESCI 522, Environmental Hydrology (S. Earma)
 - i. EDCI 322 was taught for many years. Grad students had to list as independent study. Creating the 522 course gives them more official credit. Adds a research project where they will work with data. Enrollment is too low for a standalone course. S. Yalda moved. M. Felizzi 2nd. Approved.
 - b. New Course Proposal 030: RDED 627, Special Topics in Reading (A. Hower)
 - c. New Course Proposal 031: RDED 628, Special Topics in Reading (A. Hower)
 - d. New Course Proposal 032: RDED 630, Special Topics in Reading (A. Hower)
 - i. It is difficult for teachers to get approved for courses of same number so different numbers and on a 4 year rotation. B. Mowrey moved. R. Mehrenberg 2nd. Approved all 3 courses as submitted
 - e. New Course Proposal 022: PSYCH 527, Childhood Disorders (K. Rush)
 - i. A needed elective for childhood disorders. Diagnosis and assessment based. Dual listed with 427. T. Washington moved. A. Hower 2nd. Approved.

- f. Course Revision Proposal 015: GERM 512, Phonetics (S. Nimmrichter)
 - i. Taught every few summers. This is requesting DL approval. This DL proposal serves as a great model for submissions. It's future proof. It is still viewable under "Finalized Proposals". B. Mowrey moved. L. Granruth 2nd. Approved.
- g. Curriculum Revision Proposal 029: MSW/MSEM Dual Degree (M. Felizzi)
 - i. More course choices and EMGT 618 will still be offered as an elective. L. Granruth moved. C. Wolfgang 2nd. Approved. M. Felizzi abstention.
- h. Curriculum Revision Proposal 058: MS in Integrated Scientific Applications (R. Clark)
 - i. A Space – Weather Concentration. It is already a certificate. S. Yalda moved. B. Zimmerman 2nd. Approved.
- i. DL Curriculum Proposal 108: ENGL 663, Applied Linguistics (Y. Zhang)
- j. DL Curriculum Proposal 110: ENGL 660, Teaching ESL Listening and Speaking (Y. Zhang)
- k. DL Curriculum Proposal 109: ENGL 664, Teaching English as a Second Language (Y. Zhang)
 - i. Send ENGL proposals back to department for "future proofing". The who-can-teach clause was questioned as well. B. Mowrey moved. O. Dreon 2nd. Not approved.
- l. Course Change Proposal 072: SWEN 671, Origins of Space Weather (R. Clark)
- m. Course Change Proposal 073: SWEN 672, Impacts of Space Weather on a Technical World (R. Clark)
- n. Course Change Proposal 074: SWEN 673, Effective Decision-Support for Space Weather Risks (R. Clark)
- o. Course Change Proposal 075: SWEN 674, Space Weather Broadcast Communication (R. Clark)
 - i. First two SWEN proposals are 5XX changed to 6XX. The second two are prerequisites to acknowledge those number changes.

Meeting was adjourned at 3:35 pm.
 Minutes respectfully submitted by L. Lehr.