

Graduate Course and Program Review Committee
January 30, 2019
Minutes

Present: Chad Baker, Jason Baker, Robyn Lily Davis, James Delle, Oliver Dreon, Marc Felizzi, Leslie Gates, Adam Grumbling, Aileen Hower, Lucie Lehr, Richard Mehrenberg, Jenny Monn, Becky Mowrey, Susanne Nimmrichter, Nicole Pfannenstiel, Helena Tuleya-Payne, Scott Warner, Tyrone Washington, Charlton Wolfgang, Tiffany Wright, Sepi Yalda

1. Review and Approval of Minutes:
 - a. B. Mowrey moved. T. Washington 2nd. Approved.

2. Updates and Announcements:
 - a. CGSAL Orientation will now be held in August only, on the Saturday before fall classes begin. The Orientation web page was updated to assist those who would have attended spring and summer orientation sessions. A summer Orientation is held in April for SOWK students only.
 - b. Graduate Open House will be held on Thursday, March 7 from 5:30 to 7:00 pm at (most likely) the SMC. C. Baker will send out additional information later.
 - c. Three fall/winter electronic appeals were held. Two resulted in reinstatement. T. Wright and L. Granruth are the GAAC chairs. Thanks to R. Davis, A. Hower and N. Pfannenstiel for assisting this round.
 - d. GAAC appeals changes have not yet gone through the Senate.
 - e. Current graduate faculty lists for each grad program are needed. Submit to T. Wright. The period is this academic year - May to May.
 - f. CSGAL is looking for recommendations for a graduate Commencement speaker. Soon-to-retire faculty have been the preference.

3. Graduate Curriculum and Policy Proposals: None

4. Old Business:
 - a. The Grad CAP system -
 - i. Ready to test in the next few weeks and should be completely ready by the end of the semester.
 - ii. It would be helpful if others provide some feedback.
 - iii. Similar to the undergrad system; all electronic.
 - iv. Proposals will now be submitted through MU Wiki – course change option.
 - v. Advantages are greater transparency, expedited flow and will create a digital repository.
 - vi. Some graduate policies are unique and will be better identified with this new system.
 - b. No Show Admits –
 - i. Programmatic, not a graduate college wide issue.
 - ii. The committee should now meet with the Grad Dean.
 - c. Incomplete Grades -
 - i. Existing incomplete grades will be handled case by case.
 - ii. How to handle cases moving forward still needs decided. Issues are dismissals, extension allowances and notification methods.

- iii. The GSAL office can assist with any existing cases that are not progressing. Failure to respond to the Graduate Dean will result in a dismissal.

5. New Business:

a. Writing Center Support for Graduate Students –

- i. What writing resources are available to graduate students?
- ii. Faculty should not have to teach graduate students how to write. The quality of writing will continue to suffer if other resources are not made available.
- iii. The English department does not have the funding to provide such assistance.
- iv. The Writing Center no longer has a graduate student on staff. There was no assistance available over winter session yet help was needed. In addition, the Center is not staffed during the summer sessions.
- v. The Center is being asked to do more with less.
- vi. The Center is set up well for serving online students.
- vii. It was suggested adding a graduate assistant to the Center staff, but this will not be possible until the next reallocation in 2020-21. Any writing assistance will have to be available both day and evening.
- viii. It was also suggested to have an intensive writing common course for graduate students, one that will take students to a higher writing level. No existing course covers all needs.
- ix. Perhaps each program can provide their own writing workshop since different programs have different writing needs.
- x. It would be helpful if all contributed to an open document that lists what each program's writing needs are. The more info, the stronger the proposal will be. The column "Writing Course Exist" should be added to identify who is already providing it.
- xi. Best scenario will be using existing campus structure to solve this issue.
- xii. Online Programs is considering purchasing Smart Thinking tutoring service which provides 24/7 real time assistance.

b. Graduate Program Applications -

- i. Provisional acceptances are possible if application pieces are missing.
- ii. A missing letter of recommendation should not hold up the entire process. A backup recommendation is helpful. Helpful if a reminder was sent to recommender.
- iii. Some transcripts are getting held up in Undergrad Admissions.
- iv. Some programs would like to track their own incomplete applications.
- v. Slate will improve the notification process. A physical letter will still be mailed out after several weeks.
- vi. Let's make the process more clear on both program and admissions web pages.

Meeting was adjourned at 3:20 PM by T. Wright
Minutes respectfully submitted by L. Lehr