

Graduate Course and Program Review Committee
Minutes
Wednesday, April 26, 2017

Present: Ollie Dreon, Leslie Gates, Nadine Garner, Heather Girvin, Claudia Haferkamp, Duane Hagelgans, Kelly Kuhns, Lucie Lehr, Ellen Long, Clarence Maxwell, Jenny Monn, Becky Mowrey, Marcia Nell, Susanne Nimmrichter, Beth Powers, Karen Rice, Cynthia Taylor, Helena Tuleya-Payne, Scott Warner, Kevin Weitzel, Judy Wenrich, Charlton Wolfgang, Tiffany Wright, Yufeng Zhang

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

1. Review and Approval of Minutes:
 - a. S. Warner moved, J. Monn 2nd. Approved.
2. Updates and Announcements:
 - a. Graduate Commencement reminder. Rehearsal is Thursday, May 11. Ceremony is Friday, May 12.
3. Curriculum and Policy Proposals:
 - a. Changes to Post – Bacc. in Early Childhood Ed. Prek-4
 - i. D. Hagelgans moved, S. Nimmrichter 2nd. Approved
 - b. ECHD 690 – Graduate Student Teaching
Discussion:
 - i. Student teaching at a graduate level.
 - ii. Help students who come into program with little experience
 - iii. Will help students become better teachers.
 - iv. CIP codes and some other info missing in proposal
 - v. L. Gates moved, O. Dreon 2nd pending provision of missing information on document. Approved.
 - c. PSYC 675 – Behavioral Assessment of Children & Adolescents
Discussion:
 - i. To meet NASP objectives.
 - ii. Student competency will be assessed by skills and how well they conduct themselves in assessments.
 - iii. New elements but what has been practiced for a while.
 - iv. J. Monn moved, N. Gardner 2nd. Approved.
4. Old Business:
 - a. Grad Coordinator Responsibilities:
Discussion:
 - i. Survey ranked priorities
 - ii. It was discovered 4 grad coordinators are receiving no compensation.
 - iii. Compensation is diverse. No consistency.
 - iv. There should be a base, then scaled.
 - v. Barry David will obtain compensation data.
 - vi. V. DeSantis drafted a grad coordinator job description. “Graduate Program Coordinators Description of Responsibilities”. Distributed for

- this meeting. Goal was to identify consistencies common to all graduate programs.
- vii. Next meet & discuss meeting is May 5. It is important that we participate in that conversation, to prevent them from writing something that is detrimental to our current practices and needs.
 - viii. Two areas of concern established: job description/compensation and transparency.
 - ix. Scalability will likely come down to size.
 - x. Problems using the department chair model.
 - 1. Contracts
 - 2. Accreditation tasks, and those vary
 - 3. 3 year turnover may not fit department structure. Can be renewed?
 - 4. Who will vote the new coordinator in?
 - xi. APSCUF may consider this a local concern. Still need to make them aware of it. V. DeSantis should take this to PASSHE deans as well.
 - xii. This action could set a state precedent so it needs to be well done.
 - xiii. We should be looking at other schools' current policies or practices.
 - xiv. There should be more transparency across the board! (meaning what other compensation is available to faculty)
 - xv. Union dues provide for expertise on these matters. We should seek their advice. We don't want negative unforeseen circumstances.
 - xvi. Compensation catch up for the non-compensated coordinators will go forward. Not just a one-time payment. Provost wants a finished grad coordinator job description before payment is made.
 - xvii. Grad coordinator job description needs tweaking. Examples are the word "ensure" is too big for the position, "maintain...records" requires clerical support, "encourages alumni" should fall under University Advancement, "provides academic advisement" is different for each department, and "dissertation..." involvement is voluntary. Be careful not to conflict with the CBA.
 - xviii. We don't want the meet & discuss group to arrive at premature decisions. There are many moving parts they need to be aware of. We would like to move forward in a more thoughtful, meaningful way. Best to table until fall (without standing in way of compensation to four coordinators).
 - xix. Motion to request that APSCUF - MU table the grad coordinator job description conversation until fall:
 - 1. O. Dreon moved, H. Tuleya-Payne 2nd. Approved.
 - xx. Motion to recommend to APSCUF – MU that the four currently uncompensated grad coordinators be compensated this summer regardless of the activities of administrators in reviewing the responsibilities of graduate coordinators:
 - 1. S. Warner moved, O. Dreon 2nd. Approved.
- b. Degree Candidacy:
- i. Four questions put forth for each program to consider.
 - ii. Policy language says this process is required.
 - iii. Language can make optional to each program. Audit can be reprogrammed.
 - iv. We will explore this in fall.

The meeting was adjourned at 3:28 p.m.
 Minutes respectfully submitted by L. Lehr