

GCPRC Minutes
Graduate Course and Program Review Committee
Wednesday, October 30, 2024, 2-3:30 PM
Stayer 104

Present: Ann Gaudino, Cayleigh Minter, Charlton Wolfgang, Deborah Tamakloe, Drew Hunter, Duane Hagelgans, Erin Moss, Julie Lombardi, Karena Rush, Kelly Rotondo, Lara Willox, Laura Granruth, Leslie Gates, Lynn Marquez, Nicole Pfannenstiel, Ollie Dreon, Rebecca Boyer, Scott Warner, Tiffany Wright (via Zoom), Alison Wells, and Amanda Amspacher.

1. **Review and Approval of September Minutes** (thank you Leslie Gates for taking minutes): [GCPRC Minutes 9.25.24.docx](#)
2. **Review and Approval of October Curriculum Minutes** which includes final vote tallies (thank you Karena Rush for taking minutes): [GCPRC Minutes 10.23.2024.docx](#)

Duane Hagelgans motioned to approve both sets of minutes. Scott Warner Seconded the motion. No discussion, nays, or abstentions. The minutes are approved.

3. Admissions Special Guests –

- a. **Dr. Doug Zander**, Associate Vice President of Enrollment Management & Dean of Admissions- shared the different Graduate Studies roles that moved to admissions.
- b. **Matt Davis**, Assistant Vice President of Enrollment Management & Chief of Operations, spoke on the Slate CRM System and the types of reports available. Some questions he asked:
 - i. Are they useful- consensus is yes
 - ii. What would you like to see- student information, and on-demand reports
 - iii. Who should receive them

Discussions were held on comparisons, needs, and wants for on-demand reports. Matt will share a form with basic admissions information for committee members to complete and add their special requests. Any questions can be submitted to him using his Millersville email address.

4. Announcements from Dean Lara Willox

- a. **Staffing Updates-** Graduate Studies & Adult Learning, working through responsibilities. The current process is transitioning. For questions, please use the Graduate Admissions email and allow them to triage to the person/area handling the specific topics.
 - i. Barbara Haverkamp- Director
 - ii. Alison Wells- Administrative Assistant

Discussions were held on including committee members with changes on the positions, and the searches.

- b. **Thesis and Dissertations policy**- copy shared as an attachment on 10/3/24 and sent to Dean's Council. Never acted upon. Needs revisited. Discussion held.
 - c. **GA allocation process**- transitioning to a new process. The number of GA's not changing. A subcommittee is needed to develop the new process.
 - i. Willing to serve? Laura Granruth, Duane Hagelgans, Drew Hunter, Karena Rush, Athletics representative needed, (Lara follow up)
- 5. **Announcements Local Agreements**
 - a. 24-25 Curriculum meetings, Spring scheduling
 - b. 25-26 Local Agreement in the works that will include the same 2-week approval timeline. Will be adding curricula meetings online.
- 6. **Continuing Business**
 - a. **MED Core Changes subgroup**
 - i. Willing to serve? Tiffany Wright, Scott Warner, Julie Lombardi, Ann Marie Licata (Tiffany will follow up with CORE Group)
 - ii. What can I/GCPRC do to help you develop an initial process? Continuing from last semester.
 - b. **Thesis and Dissertation subgroup -**
 - i. Map process
 - ii. Need volunteers with theses (Leslie Gates, Nicole Pfannenstiel), doctoral programs (Marc Felizzi, Tiffany Wright)
- 7. **Curriculum Items- Nicole to follow up**
 - a. None

Meeting was adjourned at 3:12 pm.

Respectfully submitted by Amanda Amspacher, Administrative Assistant, Office of the Dean, College of Education and Human Services, and School of Social Work