

Graduate Course and Program Review Committee

October 27, 2021

Minutes

Zoom meeting #4524214348

Present: Chad Baker, Cynthia Darin, Robyn Davis, James Delle, Ollie Dreon, Leslie Gates, Ann Gaudino, Laura Granruth, Aileen Hower, Lauren Kaiser, Julia Kane, Zachary Kell, Kelly Kuhns, Lucie Lehr, Julie Lombardi, Rich Mehrenberg, Susanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Scott Warner, Tyrone Washington, Tiffany Wright, Charlton Wolfgang

1. Review and Approval of September 2021 Minutes:
 - a. Motion to approve: K. Kuhns motion. T. Washington second. Approved.
2. Updates and Announcements:
 - a. There will be a Certification Recognition Ceremony on Friday, December 10, 2021 5-7p.m. For summer and fall 2021 completers. Students may bring up to 4 guests. A speaker is needed.
 - b. We are approaching a GA reallocation year. A formal notice will go out next month. The Provost will be reviewing the process and the funding. Learning outcomes will be a focus. With diminishing resources expect allocation changes from previous years. There is concern about budget projections if allocations are unknown in advance.
 - c. Coordinators were asked to remind their students of the Winter Session courses. Summer Session is being planned now, and the University is more open creative thinking and course design.
 - d. There were 32 attendees at the recent Graduate Studies Open House.
 - e. "Weekly Inquiry Report" from Slate will be sent out every Monday. It is a 14-day window of inquiries. Contact information is included. Students may be on more than one list. A more detailed instruction will be sent out.
3. Thesis-Dissertation-Scholarly Project Updates:
 - a. Discussion was in three parts: policy, guidance and process. No part should contradict another.
 - b. Policy –
 - i. [Thesis and Dissertation Policy discussion](#) – the revised policy document with changes was viewed.
 - ii. Dissertation and scholarly projects were added.
 - iii. Approve language in this revised policy and sent to Faculty Senate – A. Gaudino motion. N. Pfannenstiel second. Approved.
 - c. Guidance -
 - i. [Repository self-submission process](#)
 - ii. Students will soon be uploading their own documents:
 1. Culmination project/main document

2. Embargo request - [Culminating projects embargo form](#)
 - a. This is a new form
 - b. A sample list would be helpful, but the required chair's signature should trigger the conversation.
 - c. Embargo necessity questions should be directed to Library faculty.
 - d. An embargo is automatically released.
 - e. The student takes ownership of patents and copyrights.
 - f. J. Delle will run this discussion by University legal counsel.
3. Approval page/Examination report
4. Copyright permission letter
5. Software license
- iii. The CGSAL web page will need an ADA compliance document.
- d. Guidelines –
 - i. Policy language was removed.
 - ii. Language was updated. Some inaccuracies fixed.
 - iii. Former timeline and checklist conflicted. Now combined.
 - iv. The Thesis/Dissertation Examination Report should be revised to support the various outcomes. The signatures on this form can replace the requirement of the separate Approval Form.
 - v. Are actual signatures in the main document a privacy issue? Some think not. J. Delle will check with University legal counsel.
 - vi. [Revised MU Scholarly Writing Handbook](#)
4. Old Business:
 - a. EVERFI training for graduate students – this training adds yet another hurdle to students' requirements. This was mandated by the Chancellor's Office, not locally. Coordinators are advised to advise their students to complete it.
5. New Business
 - a. Fillable PDFs for graduate program requests have been created and will be posted on the CGSAL web page. An electronic workflow process is being researched. Options are DocuSign, OnBase or Slate. More information will be shared at the November meeting.

Meeting adjourned at 3:32 p.m. R. Davis motioned. S. Warner second. Approved.
 Minutes respectful submitted by L. Lehr