

# Graduate Course and Program Review Committee

## November 20, 2019

### Minutes

Present: Chad Baker, Jason Baker, James Dell, Leslie Gates, Laura Granruth, Adam Grumbling, Lucie Lehr, Rich Mehrenberg, Becky Mowrey, Cayleigh Minter, Suzanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Scott Warner, Tyrone Washington, Charlton Wolfgang

1. Review and Approval of Minutes:
  - a. T. Washington moved. M. Felizzi 2<sup>nd</sup>. Approved.
2. Updates and Announcements:
  - a. The meeting was chaired by N. Pfannenstiel.
  - b. The spring Grad Studies Open House is Wednesday, April 1, 2020 - 5:30 to 7:00 pm in Lombardo.
  - c. The compensation spreadsheet for coordinators will be distributed individually before break. More information is needed first.
  - d. The Assistant Dean of Grad Studies, Dr. Charity Welch, has resigned. There will be no break in the planning of summer institutes. It was noted to keep students informed of Ware parking procedures.
  - e. There will soon be a new administrative assistant in Grad Studies.
  - f. The Provost will attend the January meeting.
    - i. The initial content in the letter well summarizes coordinator concerns and can serve as the focus of discussion. T. Wright will resend it to the group. Other issues can be written down for his later review.
    - ii. Other suggested issues:
      1. More support in the Writing Center
      2. Adjuncts in CE at less pay but same credentials.
      3. International student support. If increases in numbers then an increase in infrastructure is needed.
      4. (Student request) Modifying course to be more applicable to the fields students go into. The end of course survey may need revised.
      5. GA pay needs increased to national standard.
      6. Increase in program marketing. (each program should be thinking about this in advance of spring budgeting)
      7. Donor revenue directed at Graduate Studies.
  - g. More marketing materials are planned. Send your ideas to J. Delle.
  - h. A shared course system is being tested with SU for online courses in online programs, and will be first implemented here in our joint programs.
  - i. A meeting is being planned for those who chair theses and dissertations. The purpose is to see where we are after one year in the new electronic process and to review any suggestion for the guidelines. Considering who is needed, a good time will be after the January GCPRC meeting.

- j. The Education of the Year flyer was passed around. MU has had a lean participation to date. We should nominate our phenomenal faculty! The link is hard to find. The deadline is December 16.
3. Graduate Curriculum and Policy Proposals (*GradCAP*):
- a. New Course Proposal 054: ESCI 522, Environmental Hydrology (S. Earman) -
    - i. This proposal was tabled until the needed documents are added (#2 A-F) and reviewed by staff in January. Perhaps T. Wright can edit. Faculty Senate not meeting before then so the spring 2020 start date will not be met anyway.
    - ii. The issue was also brought up of a flow in CAP; that the syllabus attachment was not prompted. This is also a warning to users to be careful with submissions. This should be mentioned at Faculty Senate.
    - iii. B. Mowrey moved. S. Warner 2<sup>nd</sup>. Approved.
  - b. New Course Proposal 095: ENGL 681, History of Film (J. Craven) -
    - i. Similar issue as with ESCI 522. Additional documentation is needed.
    - ii. Table until documentation submitted.
    - iii. T. Washington moved. L. Granruth 2<sup>nd</sup>. Approved.
    - iv. A discussion ensued on how to address the cross-listed course issue.
    - v. A suggestion was made for a separate working group for PB Cert students, where the course cross-list issue is common.
4. Old Business:
- a. Admin Support in Grad Admissions –
    - i. See notes on Provost’s visit above.
  - b. Writing Center Updates –
    - i. Individual writing plans can be drawn. This has been very helpful to students.
    - ii. There is ESL support.
    - iii. Yes, help is available electronically.
    - iv. There may be remote assistance available later.
    - v. An increase in international studies will strain resources.
  - c. Millersville Website and Graduate Program Representation –
    - i. A bigger graduate studies presence needed on the MU web page.
    - ii. Course cross referencing needs improved in program pages. UC&M is working on this.

Meeting was adjourned at 3:28 pm.  
Minutes respectfully submitted by L. Lehr.