

Graduate Course and Program Review Committee

December 1, 2021

Minutes – Zoom 4524214348

Present: Jason Baker, Richard Clark, Cynthia Darin, Robyn Davis, Bertha DeJesus, James Delle, Ollie Dreon, Leslie Gates, Ann Gaudino, Laura Granruth, Aileen Hower, Lauren Kaiser, Julia Kane, Kelly Kuhns, Lucie Lehr, Julie Lombardi, Rich Mehrenberg, Cayleigh Minter, Susanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Scott Warner, Tyrone Washington, Tiffany Wright, Charlton Wolfgang, Sepi Yalda

1. Review and Approval of Minutes:
 - a. L. Granruth motioned. S. Yalda second. Approved.
2. Updates and Announcements:
 - a. Updates –
 - i. Graduate Admissions is still testing Slate. All admissions offices will be using Slate. Training will be provided to program coordinators as soon as workflow is functional.
 - ii. The Graduate Catalog has been delayed. Data transfer issues remain. There is a meeting with CourseLeaf next week.
 - iii. More information forthcoming on master's course registration for undergraduate students in the new 4+1 programs.
 - iv. Graduate coordinator compensation updates were sent out. There are no changes at this time. 3-5 years trends will be looked at for future updates.
 - v. The Language and Cultures master's program will be placed in moratorium. The joint program with West Chester University was not successful. Interest in foreign language study has also decreased.
 - vi. If you have material for the spring 2022 graduate studies newsletter forward it to C. Darin: <https://forms.office.com/r/SmwBQ8b9QX>
 - b. Welcome Bertha DeJesus. She will serve as the DSW program coordinator beginning in spring 2022.
3. Graduate Curriculum and Policy Proposals (*GradCAP*):
 - a. PSYC New Course Proposal 082: PSYC 639, Selected Therapies: Existential and Humanistic Therapies (A. Bland) - <https://wiki.millersville.edu/display/CAP/PSYC+New+Course+Proposal+082>
 - i. This is needed for the clinical students.
 - ii. The plan is to run it as a synchronous.
 - iii. K. Kuhns motioned. T. Washington second. Approved
 - b. PSYC Course Revision 051: PSYC 537. Ethics and Professional Practice (add DL). (R. Behun) - <https://wiki.millersville.edu/display/CAP/PSYC+Course+Change+Proposal+051>
 - i. Add DL
 - ii. S. Warner motioned. J. Baker second. Approved.
 - c. PSYC Course Revision 055: SCCN 671, Guidance Program Development (add DL). (J. Baker) - <https://wiki.millersville.edu/display/CAP/PSYC+Course+Change+Proposal+055>
 - i. Add DL
 - ii. B. Powers motioned. J. Lombardi second. Approved.

- d. EDFN Curriculum Change Proposal 069: Music Leadership concentration of LDTL program (J. Cernuto) -
<https://wiki.millersville.edu/display/CAP/EDFN+Curriculum+Change+Proposal+069>
 - i. Add DL
 - ii. Revisions related to leadership needs in the music portion of that program.
 - iii. L. Granruth motioned. B. Powers second. Approved.
4. Policy and Related Items:
- a. Graduate student transfer credit policy-
 - i. The new policy voted on last year was never submitted so revisiting.
 - ii. Maximum credits allowed needs to be updated to 33% of total required to align with PASSHE policy. Credits can be rounded up if close.
 - iii. Note each program has the right to limit this amount further.
5. Old Business:
- a. MEd Core subcommittee report –
 - i. Discussion has been what are the important elements to it and how to enhance it.
 - ii. The group will meet again before the January GCPRC meeting.
 - iii. More are welcome to join the group!
 - b. Graduate Student Handbook –
 - i. The idea was born from discussions on the Thesis & Dissertation Guidelines.
 - ii. A Graduate Student Handbook should be college wide for consistency.
 - iii. We need some professional behavior standards and sanctions for those who meet them. Recent situations have been difficult without a written code of conduct.
 - iv. Current undergrad sanctions don't work for graduate students.
 - v. There are legal ramifications if there is no proper documentation.
 - vi. SOWK and NURS programs already have behavioral policies so can be used to develop an overall policy. It may be helpful to look at other PASSHE schools too.
 - vii. T. Wright will form a work group. Let her know if you are interested.
 - viii. O. Dreon shared a recent article from The Chronicle on professionalism policy.
6. New Business:
- a. Graduate Assistant Allocations –
 - i. The budget for upcoming reallocations has not changed.
 - ii. There is concern that some assistants are performing bargaining unit work.
 - iii. Also of concern is hearing of assistants who are not being fully utilized.
 - iv. Perhaps we need a basic GA job description that can be shared with all. A set of expectations.
 - v. J. Delle supports remote work if the tasks can be done.
 - vi. The coordinators expressed that reallocating where there is need would be better that eliminating to save costs.
 - vii. Allocations will be heavily based on the expressed need in the submitted job description.
 - b. Co-authorship with graduate students –
 - i. It is advised to discuss co-authorship with students before a project begins as a student may object to it. A conversation on contribution is necessary.
 - ii. A policy is needed. Intellectual property does not cover it.
 - c. Graduate Request Forms –
 - i. There are a few fillable pdf forms on the CGSAL web page.
 - ii. A workflow will be developed in Slate for most if not all request forms once Slate is done being tested.

- d. Meeting dates for spring 2022 –
 - i. 1/26/2022, 2/23/2022, 3/30/2022, & 4/27/2022
- e. Winter GAAC –
 - i. T. Wright will be seeking participation on the likely academic dismissal appeals in January.
- f. Spring meeting modality –
 - i. Survey link is listed. What is the best meeting modality for this group?
https://docs.google.com/forms/d/e/1FAIpQLSd50Ywr18aSE1hJX_mPZZhjIrKLm1ltpwNewFvzPEDVLDIzmg/viewform?usp=sf_link

Meeting adjourned at 3:34 pm

Minutes respectfully submitted by L. Lehr