

# Graduate Course and Program Review Committee

## Minutes

August 28, 2019

Present: Chad Baker, Jason Baker, Oliver Dreon, Laura Granruth, Adam Grumbling, Claudia Haferkamp, Lucie Lehr, Richard Mehrenberg, Becky Mowrey, Susanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Scott Warner, Tyrone Washington, Charlton Wolfgang, Tiffany Wright, Sepi Yalda, Barbara Zimmerman (guest)

1. Review and Approval of Minutes:
  - a. S. Warner moved. L. Granruth 2<sup>nd</sup>. Approved.
2. Announcements:
  - a. A recruiting events email was recently sent out by C. Baker. Coordinators or sub are expected at Open Houses but are welcome at all events listed.
3. Graduate Curriculum and Policy Proposals:
  - a. SOWK 774 – New Course Proposal
    - i. Comprehensive paper course was being taken as part of an existing course. Now it is a standalone course.
    - ii. Doc students need encouragement to write at a higher level.
    - iii. B. Mowrey moved. O. Dreon 2<sup>nd</sup>. Approved.
  - b. Review of how to find new proposals/CAP
    - i. T. Wright conducted a live online demonstration.
    - ii. CAP link is on the Associate Provost's web page.
    - iii. Only T. Wright has access to the dashboard. Everyone has access to proposals but not drafts.
    - iv. Proposals have two-week window for comments.
    - v. This is a new and better system. Benefits are:
      1. Record access
      2. Record history
      3. Transparency
      4. Expedition
    - vi. There is a CAP meeting next week, so issues found can be discussed there. J. Delle is the Grad CAP point person.
4. Old Business:
  - a. GAAC Governance Policy
    - i. Old policy found from 2010 that we were not using. A new policy is advised. We were using a procedures document.
    - ii. There should be more formalization. This is especially advised in case of legal issues.
    - iii. Middle States requires an open & transparent grievance policy.
    - iv. Subcommittee will create a rough draft policy. Members are N. Pfannenstiel, O. Dreon, L. Granruth, C. Wolfgang and T. Washington. J. Delle will deliver to Faculty Senate.
    - v. Institution memory is important.
    - vi. The undergrad policy is more formal and makes a good model.
    - vii. Should the Graduate Dean be part of the appeal?
    - viii. It was suggested to write in as much flexibility as possible.
    - ix. An appointed group of 5 members with 3 alternates is most agreeable to the group.
    - x. It was noted there is too much pressure to get appeals done quickly.
  - b. Admin Support in Graduate Admissions

- i. Grad Admission is now in Academic Affairs. C. Baker now reports to the Graduate Dean.
      - ii. There is no permanent staff assistant. With one GA and three student workers rotating in there is little consistency and at times a lack of coverage.
      - iii. A letter of support will be created for this effort. Data would be helpful if added. C. Baker is checking on other PASSHE school structures. J. Delle will deliver.
      - iv. Some restructuring is already planned for the CGSAL unit.
    - c. Writing Center Updates
      - i. An English Dept GAs is assisting with this effort of more support for graduate students.
      - ii. The goal is user friendly resources. The center does a “triage” service for incoming requests.
      - iii. O. Dreon shared a link from Indiana University on plagiarism. Included is a testing tool. A challenging test but it includes a certification at completion. Some of our doc students are currently using it.
5. New Business:
- a. Advisory/Alumni Boards at MU
    - i. Best practices are sought. Consistency is needed.
    - ii. Questions arise:
      - 1. What are their rules?
      - 2. Are they formalized? Is there a policy?
      - 3. How often do they meet?
      - 4. Is there compensation?
      - 5. Are members alums or industry leaders?
    - iii. It was suggested programs bring slides/web pages to share info on their boards with the group at future meetings.
    - iv. B. Mowrey will create a survey template.
  - b. 4+1 Program Local Policy Needed
    - i. Volunteers to help create a local policy are O. Dreon, N. Pfannenstiel and J. Baker.
    - ii. 4+1 is highly attractive and a great recruitment tool.
  - c. Grad CAP Policy
    - i. This policy is also needs formalized; one that parallels the undergrad policy.
    - ii. J. Delle will send the current draft to T. Wright. More work is being done at Faculty Senate.
  - d. Other Announcements – J. Delle
    - i. Reorganization in Academic Affairs
    - ii. J. Delle continues as Acting Graduate Dean
    - iii. Global Education’s move to Lyle Hall
    - iv. New Chief Diversity Officer
    - v. New VP for Development
    - vi. Chancellor’s Initiatives: Consolidation of services, collaboration of courses and new markets
6. Motion to adjourn at 3:15 pm:
- a. L. Granruth moved. T. Washington 2<sup>nd</sup>. Approved.

Minutes respectfully submitted by L. Lehr