

Graduate Committee Meeting Draft Minutes

Location: RVEC 107 (*our permanent home for the rest of the year*)

Date: Tuesday, 19 February 2019

Time: 3:30 - 5 pm

Meeting Minutes from the Past Year:

<https://drive.google.com/drive/folders/0B3tXuiCFGsrrM1Y3WkxEUTMwTHM>

Draft Minutes from January 2019 for your review:

<https://docs.google.com/document/d/1t7XLarlcWupY2ofUOCspNwzV-Ye893OYmMAaU40UIZ8/edit#heading=h.ps9a9wahfo1n>

1. Welcome and approval of minutes--

Moved (TS), 2nd (AS), and approved

2. Curriculum Proposals--Google Form will be sent Monday afternoon; please register a decision before the meeting if you are able, or use the form to guide you in the meeting.

- Bulk proposal for doctorate - moved (TS), 2nd (SK), approved
- MSED - moved (PJ), 2nd (TS), approved
- MAT - “conditionally approved dependent upon the replacement of ED 620 by 2/26/2019” - moved (TS), 2nd (SK), approved
- RHMC - moved (PJ), 2nd (TS), approved
- DHHE - moved (AS), 2nd (TS), approved
- MIS - moved (AS), 2nd (TK), approved
 - Discussion: is there anything distinguishing 500 from 600 level coursework?
Catalog definition does not distinguish quality.
 - Rules based on how grad programs grew originally.
 - Why is there a limit on number of 500 level courses that can apply toward degree??
- Course changes
 - BI 507 & 606 - withdraw and modify to appropriate number of credits.
“Conditionally approve dependent upon modification of max credit to match the policy/rule” - Melanie will contact them to resubmit - moved (TS), 2nd, approved
 - Remaining as submitted - moved (DF), 2nd (TS), approved

3. Other Business

- Amy Clark: Discuss Registrar Request
 - [See proposal/memo from email](#)
 - Based on research of other universities handle this - probationary, and 4 year time frame was selected as ideal
 - Questions
 - Articulation agreements - do not need on our catalog, we would handle that in a different way.
 - What about slash courses - if 500 have 0 enrollment, will be kept if 400 level has enrollment.
 - What about FYS - will have enrollment annually, FYS 107 and 207 even though topics change
 - What about 6 years that allow for more opportunities - 4 or 6 years would allow for it to be seen
 - Probationary period would allow for discussion prior to dropping courses that are not offered or do not make.
 - Good idea to clean up the catalog because it looks like we offer more than we do.
 - Decision about dropping can be initiated by the department/dean - aligned with the idea that programs “own” certain courses.
 - Voting item?? Curriculum committee - referred to graduate committee - next step curriculum committee again
 - Written feedback directly to Amy Clark and she will meet again with CC
 - Will vote in March or April

- Maria Peterson-Ahmad: Update on the Graduate Studies committee PLC
 - Becoming a doctoral institution
 - 8 on graduate studies PLC
 - Maintain rigor, moving forward, exit projects/requirement (examples)
 - Homework: 3 main pillars (NWCCU) - maybe become GLOs allowing room for specialized application
 - Core Knowledge
 - Applied Skills
 - Value System/Disposition
 - Action Research Manual (Melanie - share with all programs)
 - How to apply this concept to other programs
 - Creating a graduate mission statement - researching other programs, and looking at the “forward together”
 - What is WOU? What do we provide students? What do we do as a whole?
 - PLC will continue next year.
 - Outcomes - look at the difference between graduate and doctoral level coursework/programming

- Redefine GLO - graduate school is about specialization and not just more complicated/advanced ULOs
 - Will share documents and open discussion to all grad programs not only PLC
 - Value: programs should define their own needs/outcomes
- Melanie Landon-Hays: Discuss [memo](#) from Laurie Burton Group on Policy / policy
 - How to acclimate graduate faculty? Who are graduate faculty?
 - Who owns the policies? Who generates the graduate policies? How do they get modified? Is there a regular review cycle?
 - LS - grad committee discusses and votes; graduate faculty are in charge of policies, my office enforces them
 - Propose policy and modify it from grad committee
 - Catalog changes/review allowed for re-reading that would get to Provost's office as well as through graduate policies look as well.
 - Provost recommendation - look at policies and decide if they are reflective of what we want and if students can understand them.
 - Provost buyout/reassignment to focus on policy & handbook development for graduate faculty - alignment with outcomes, etc.
 - www.wou.edu/catalog - [academic regulations](#) - undergrad/grad
 - Policy is set, policy can be more restrictive but not less restrictive
 - **Goal** - making them accessible to students as well (easily found)
 - Review program policies - know where they are found, etc.
 - Little "p" policies need to be in the catalog
 - Marcom review letters sent to students - difference between undergrads and grads getting notification of acceptance.
- Amber Deets: Graduate Office Website Updates
 - Amber has a spreadsheet will share- Western Washington has policies/catalog - ideas that we could use, adopt/adapt -
 - www.wou.edu/grad
 - Prospective student is the audience - but also want to serve current students
 - Student Resources
 - Bottom of the main wou webpage "Employees" - Academic Affairs - Graduate Faculty Resources
 - NEW FACULTY - make sure graduate channel is showing up in your portal
 - Policies -
 - In catalog - yes
 - On grad studies [webpage](#) with some program specific policies
 - Include narrative/context for what and how to use and employ the policies

- Also make it clear that there are additional policies in the catalog
 - Have catalog link
 - Petition process
 - Resources
 - New program coordinators - make an appointment with grad office to learn the systems
 - Online orientation for grad students - working on it
 - Grad office - enforces policy, not generate
 - Policy proposal must through faculty senate process
 - Exit requirements - do these requirements reflect what is actually happening now or not? Can put the manual in there.
 - TO DO Add - "Manual is guidelines for formatting, final approval is from committee and chair"
 - Amber will share video orientation with grad committee (both videos)
- Adele Schepige: Make up of the Graduate Committee--future; DPT, other programs?

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Charge/Structure

- **Meets:** 3rd Tuesdays, 3:30 p.m.
- **Representatives:** LIB, BS, COE (1), LAS (1) and **one representative from each graduate program:** MA HIST, MM MUS, MA CJ, MS MIS (BE or CS), MSED, MS IT, MS SE, MAT, MS RMHC, MA IS, MA DHHE
- **Graduate Students:** Up to 2
- **Ex-Officio (non-voting):** Center for Academic Innovation representative, Graduate Studies Office (note taker), Graduate Office Assistant
- **Committee Chair:** Melanie Landon-Hays
- **Charge:** The Graduate Programs Committee includes membership representing each graduate program on campus and serves as an extension of the Faculty Senate on matters concerning graduate curriculum and university admission standards. It makes recommendations to the Faculty Senate concerning a) graduate courses; b) graduate program changes; and c) university graduate policies. In addition, the Graduate Programs Committee serves as an advisory committee to the Director of Graduate Programs. It reviews and decides upon graduate student petitions and advocates for graduate programs at WOU.
- *Term of Service on this committee is three years, except for ex-officio members.*
- (4:45 PM) Madeline Hannah: Writing Center, Graduate Student Focus
 - GA position funded by grad office funded by matriculation fees
 - Rosario - back up, works with Spanish speaking students and graduate assistants
 - Powerpoint available from presentation
 - Clear expectations

- Exit requirements should be clear
 - Assignments that link toward the exit requirement - make it clear and show how it connects
 - Online appointments - through the scheduler online - flexible hours
 - Portal - <http://www.wou.edu/writingctr/writing-center/>
 - <http://www.wou.edu/writingctr/graduate-services/>
 - <http://www.wou.edu/writingctr/our-staff/graduate-assistant/>
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- Upcoming Meetings:
 - Third Tuesday of every month at 3:30 in RVEC 107: March 19th, April 16th, and May 21st