

Graduate Committee Meeting Agenda

Location: RVEC 209

Date: Tuesday, 24 September 2019

Time: 3:30 - 5 pm

To see all meeting minutes from last year, please refer to the Google Shared Drive for our committee.

Draft Minutes from May 21, 2019 for your review:

<https://docs.google.com/document/d/1Qt0u70ES0mjFepb8H3gbCN-kNRGnjdgMFMYsQSfj7Q0/edit#>

Attendees: Melanie Landon-Hays, Amanda Smith, Tom Kelly (MAL), Denise Thew Hackett, Patrick Graham, Vivian Djokotoe, Tad Shannon, Maria Peterson-Ahmad, , Adele Schepige, Mary Bucy, Dave Foster, Dirk Freymuth
Beverly West, guest, Laura Lyon (observer), Linda Stonecipher (ex-officio)

1. Welcome and approval of minutes

- Adele moved to approved, and Tad seconded
- Approved unanimously
- Amanda Smith will take minutes
- Petitions sub-committee volunteers: Need 3 volunteers, respond via email to render decisions on petitions
 - Volunteers - Adele, Mary, and David
 - Melanie & Amanda as backups if needed

2. Student Academic Progress Discussion

- Amber Deets
 - Number of petitions allowed
 - Rationale - discussion re: number of times a student could petition - have some students petitioned 3-4 times who are then allowed back into programs. Should we put a cap on number of times.
 - Financial Aid/ Student Academic Progress Reports - 3.0 GPA, Fs, etc. Check for academic standing. Once a year check.
 - If given one more term of probational status, could they get to 3.0 requirement. There are 5 students who would not meet the financial aid requirements because they have accrued too many Fs.
 - At some point there is no way for students to dig them out of the GPA deficit.
 - Form attached to the minutes. Federal requirement that is set and shared with students at Financial Aid award.
 - Will add financial aid button to Grad Studies channel for reference.

3. Curriculum Approvals for Next Year

- TS - rewrite entire MIS program by December
- AS - MSEd - transcripting and degree wording - potentially a program title change or program change entirely
- Maybe a few courses for various programs

Commented [1]: invite Amy Clark to talk about transcripting and diploma wording

4. Dean of Graduate Studies and Research Search Update

- Goal - conclude by February 2020
- Review completed by Oct 7; phone interviews before Thanksgiving; on campus interviews January
- 40 applicants

5. Federal regulations update--Beverly West

- New federal regulations that require us to provide licensing/certification info to out-of-state students.
 - Information sent via email ahead of meeting
 - "States Authorization" - governs where we can have students enrolled here and residing in other states - i.e., online
 - Took effect 7/1/2019 - may change
 - Member of NCSARA - reciprocity, allows us to offer courses to students in other states without legislature involvement
 - Disclosures we are required to make regarding Professional Licensure
 - See powerpoint from Bev.
 - Required for financial aid eligibility - as an institution

6. Accelerated Master's Program Beginning Conversation

- ~~Amy Clark (tentatively scheduled)~~ Next time; didn't get to her schedule on time. :)
- "Undergraduates may take up to fifteen (15) credit hours of graduate coursework at their undergraduate tuition rate if they have been admitted to the Accelerated Master's Program."
 - WOU 2019-20 Academic Year Fee Book, p. 26
 - 4+ degree option is viable (look at OSU accelerated masters)
 - <https://gradschool.oregonstate.edu/accelerated-masters-platform>
 - Count as transfer credits toward the graduate degree
 - AB to MA in OML
 - Concerns about control - 400/500 vs. 600 level courses, limit to particular classes
 - Require program plan, pre-reqs, etc.
 - Still rules re registrar office about double-dipping between undergrad/grad
 - Will add to agenda each month to get this up, established and passed.
 - Consider how you would advise a great student and which program we might partner with.

4:57pm MLH moved, AS 2nd - all approve adjourning

FYI - David Foster developed graduate student handbook for OML - will be posted in Grad Studies shared drive

7. Goals and Priorities for our committee this year

Upcoming Meetings:

- o Third Tuesday of every month at 3:30---starting again in October!!!
- o Location: RVEC 103 TBD
- o Dates we have those meetings: October 15, November 19, December 17, January 21, February 18, March 17, April 21, May 19.
- o Time: 3:30-5:00 PM

ORIGINAL CHARGE

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 (11)

--At large LAS: David Foster?

Propose to faculty senate: that we include David as a represented program member, through unanimous consent. Take MA History off the roster. **Instantiated degree granting graduate program has a seat...**remove the list.

- TS move, MB 2nd, 11 in favor and 1 opposed - PASSED
- MAL - Dean appointment - LAS/COE
 - FS Executive committee to appoint MAL LAS/COE (TK will tell MLH)

**need graduate student representation 1 now, and 2 starting winter term.

** membership changes need to be proposed to faculty senate. MA in Organizational Management & Leadership (David Foster) - then need a **MAL from LAS**.

- TS moved, AS 2nd - David Foster is added as program representative - passed
- MLH will reach out to LAS Dean to get a MAL representative
- History should be formally removed from the representatives
- Our 'policy' is that every approved graduate program would have representation on the committee - define what a "program" means.
 - Currently 11 degree-granting programs (not endorsements, certificates, or specializations)

Graduate Students: Up to 2

Ex-Officio (non-voting): ~~Center for Academic Innovation representative, Graduate Studies Office (note taker), Graduate Office Assistant, Dean of Graduate Studies & Research or designee~~

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.

Committee Member Duties

- Review graduate curriculum proposals in advance of meetings.
- Meet as a committee and discuss each graduate curriculum proposal, then vote to recommend or to not recommend the proposal to Faculty Senate.
- Review and make changes to graduate office policies.
- Update or write graduate capstone exit requirement manuals such as thesis manuals.

Committee Chair Duties

General

- Reserve room for monthly meetings.
- Maintain current committee member roster and report roster to Faculty Senate via the Portal interface.
 - [Roster management directions and links](#)
- Maintain current committee member roster with names, degree programs, email, phone numbers and office numbers; coordinate with the Graduate Studies office to post on their website.
- Maintain committee Moodle shell (if used).

- Prepare agendas (download list of current graduate proposals from Portal) for monthly meeting.
- Distribute agendas to committee members at least three days prior to meeting.
- Respond to questions and requests from committee members (email, phone, or in person).
- Respond to faculty questions and requests regarding committee processes (email, phone, or in person).

GRAD specific

- Invite guests to speak about graduate programs, opportunities and policies.
- Attend Faculty Senate meetings as needed.
- Solicit, collect and forward outstanding graduate student award nominations.
- Invite faculty sponsors (for graduate proposals) to meetings as needed.
- Using the curriculum portal, forward results of meeting to Faculty Senate within 48 hours of monthly meeting to assure timely inclusion of approved proposals on Faculty Senate agenda.

Committee Appointments

- Divisions appoint or elect committee members per division representative list.
- Committee members vote for committee chair; term is one academic year.