

# Graduate Committee Meeting Minutes

Location: **RWEC 106** / Date: **Tuesday, 19 November 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 October 15, 2019 for your review:

[https://docs.google.com/document/d/1\\_Lb0X1WJyvsCqN12Ei3TqpyvNkHNcGkYbR\\_7UB6LEul/edit](https://docs.google.com/document/d/1_Lb0X1WJyvsCqN12Ei3TqpyvNkHNcGkYbR_7UB6LEul/edit)

Attendees: David Foster, Kristen Larson, Adele Schepige, Maria Peterson-Ahmad, Tad Shannon, Mary Bucy, Kaitlin Lucas, Misty Weitzel, Dirk Freymuth

## 1. Welcome and approval of minutes

- Faculty Senate approved the changes to our committee make-up

## 2. Business

- Courses to approve

C	<a href="#">DHHE 647 Classroom Management in DHHE</a>	New	Patrick Graham	Deaf Studies and Professional Studies: na
C	<a href="#">ED 637 Inquiry Into Pedagogy</a> New: ED 662	Modify: Course goals, Number	Alicia Wenzel	Education and Leadership: Master of Arts in Teaching
C	<a href="#">BI 561 Conservation Biology</a>	Modify: Prerequisites	Michael Baltzley	Natural Sciences & Mathematics: Biology
C	<a href="#">BI 553 Marine Vertebrates</a>	Modify: Prerequisites	Michael Baltzley	Natural Sciences & Mathematics: Biology
C	<a href="#">ED 691 Curriculum, Instruction and Assessment Strategies for English Language Learners</a> New: Curriculum, Instruction and Assessment Strategies for Emergent Bilinguals	Modify: Title	Jessica Dougherty	Education and Leadership: ESOL

C	CJ 517 Motivational Interviewing: Helping People Change	New	Vivian Djokotoe	Criminal Justice Sciences: Criminal Justice
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BIO - approved unanimously  
 ED 691 - AS motion, TS 2nd - approved unanimously  
 CJ 517 - different number than 400 level equivalent course; approve but recommend undergrad become 417; DF motion, TS 2nd - approved unanimously  
 Discussion - 500 level courses don't count toward graduate load; why do students have to be 9 credits if there are many 4 credit graduate level courses; send Melanie notes about concerns with grad load as well as credits to FTE

**Commented [1]:** opportunity to differentiate 400/500 level courses;

### 3. Graduate Policy Proposals

- Melanie: Western Oregon University---program to program, course cap?
  - Example---MAT to MSED
  - *Proposed idea:* Articulation agreements across programs that have logical crossovers, created by and approved by participating programs
  - *Proposed language:* Graduate students admitted to Western Oregon University Graduate Programs may request to transfer from one graduate program in a department / division to another, with the approval of advisors from both programs. A [request for transfer of graduate credit form](#) must be submitted by the student's current advisor to initiate this request.

Please review the following conditions that must be met:  
 --The grade(s) earned must be A+, A, A-, B+, or B  
 --The transferred course(s) must be included on the **transfer articulation plan created by both programs in the division/department.**

--All requirements for the master's degree, including transferred credits, must be completed within a seven-year time period. For example: A master's student admitted for Fall 2019 who has approved transfer credits taken at a previous university in Fall 2017 will have a completion deadline of Summer 2024.

**NOTES:** How do we challenge this? Make an argument to Provost that direct report is out of line regarding authority - curricular authority to faculty not graduate office. TS - we should take this on with the Provost on first. Melanie will move forward with discussion to Provost

**Commented [2]:** should just be a change of major - not a "transfer process"

We need curricular authority  
 TS - opposed to looking like policy that adds work and accepts the status quo

Faculty should be fully responsible for curricular decision - not graduate office.

Unable to complete degree without change of major being allowed.

- Maria: Conditional admission letter formalities? Design a standards template/form letter? What are the procedures?
  - An email is sent from the grad office when conditions are met.
  - Program Coordinator recommendation letter - template of some sort? It goes into the students permanent file.
  - Share resources - template that we can all use - Maria will start a draft in Grad Studies shared google drive and we can all contribute.
  - What is the purpose of a Program Plan - to make sure that students are eligible for financial aid. Different practices - meet with students to discuss electives or not, sign off program plan.
- Other proposed policies, as needed, after an audit of other graduate programs...[LINKED HERE](#)

**\*\*WHEN AMY CLARK ARRIVES\*\***

### 4. Accelerated Master's Program Continued Conversation

- Models for WOU? Organizational Leadership?

- Has anyone given more thought to this?
- Continued questions / issues to explore?
  - Handouts provided from Amy
    - Based on OSU's program - good design
    - Double dipping
    - Why 3.25? Junior year higher GPA, make sure they are high performing students. But it is a proposal.
    - Do we want to require x number of WOU credits before they can get an AUMP?
    - AUMP application requires approval THEN application to the MA level program?
    - Would it be possible to be used for upper division free electives (for example Psychology major)? Yes.
    - AUMP - caveat that courses taken in this program do not count toward the 15 credit transfer limit.
    - DF - why can't program to allow 600 level courses to be taken by undergrad students. Response - 500 and 600 were differentiated as an accreditation agreement. Question: Doesn't work for MA programs where core courses are only at the 600 level. Response - the rule is 400/500
    - Goal - to create a pipeline it is disadvantageous if we can't make it function or make it work with our FTE. For example Intro courses
    - Will require structural changes - make 500 level courses for intro and then require of all students, for example
    - Regulations can be "touched" and modified for new initiatives - requires discussion. Financial Aid, Accreditation, Program specific accreditation probably won't be touchable - but we need to discuss.
    - Graduate level writing, research course - that is shared across many programs that are shared so that we can spread out the need and get courses filled and running. Are there opportunities for shared resources?
    - Lots of ideas to play with and iron out - throughout the process.
    - AUMP - proposal shared by Amy & Linda - then taken to Faculty Senate exec as well as full faculty senate
    - Send feedback to Melanie re: proposal and then she will share it with Amy (look for google form)

Commented [3]: add as a suggestions

## 5. University-wide Graduate Hooding Ceremony

- Room Reservation--Rice Auditorium Friday before graduation, 6pm (will be confirmed) - what is the timing?
- Same set-up as OSHU Nursing
- Keynote speaker? President Fuller?
  - Approve to ask
- Proposal to Provost for budget
  - Second set of eyes...
- Hooding ceremony and registrar's office
  - Logistics - will grads still go to big ceremony? Yes? How do we communicate that?
    - Signing up hooding vs. commencement TWO applications (sign up for what you plan to go to)
    - How?
    - Amy will check on if we can use same system for RSVPing
    - Maybe best to have each program responsible for its own
  - No shows at graduation - could be problematic in seating
  - Messaging
    - Doesn't mean you have graduate just because you attended a ceremony
    - What support from Registrar's office?
      - What gets to walk and who doesn't for hooding vs. graduation?
      - Order - list/lining up?
      - Personnel?

## 6. Master's Diplomas with Designations

- Adele Schepige--work with registrar
  - Defined pieces of curricula - degrees, majors, minors
  - Need to define the next level for printing on diploma and/or transcribing - but everything is program specific - need consistency - concentration, focus area, specialty, etc.
    - Curricular changes to align with a single term of art - batch process/approve from faculty senate. If we can agree and decide together

### For next meeting--Strategic Plan Work--shoutouts, Laurie Burton

- Identify and support activities, programs and practices that promote excellence in all academic programs.
- 5.2 Create opportunities for all graduate programs to include high impact practices

#### *Upcoming Meetings:*

- Third Tuesday of every month at 3:30 / Location: RWEC 106
- Dates we have those meetings: November 19, December 17, January 21, February 18, March 17, April 21, May 19.
- Time: 3:30-5:00 PM