

Graduate Committee Meeting Agenda

Location: RVEC 106
Date: Tuesday, 30 April 2019
Time: 3:30 - 5 pm

Meeting Minutes from the Past Year:

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

Draft Minutes from April 16, 2019 for your review:

<https://docs.google.com/document/d/1WwPei2pzY6VDrXoaWq5O41tcFQ-WyvKZcWFJTHqnsSQ/edit#heading=h.ps9a9wahfo1n>

1. Welcome and approval of minutes--

2. Policy Updates

- Conditional Admission Update
- Policy Proposal --- Rachel Harrington, Laurie Burton, Cheryl Beaver
- Suggested Policy Process for Next Meeting--Melanie Landon-Hays, invite Ryan Hagemann to help define: Big P Policy, little p policy, process
- Homework for next meeting: Look over our charge (below) and help update

3. How Does WOU become an institution that grants doctorates?

- Update on discussion with Provost
- Update from Interpreting Studies---next steps
- Insights from Faculty Senate
- Discussion by Graduate Committee

4. Opportunity: Graduate Studies Retreat hosted by Provost Winningham.

- Possible Dates:
 - May 17th, May 23rd, May 28th and June 14th.

Upcoming Meetings:

- Third Tuesday of every month at 3:30 in RVEC 107: May 21st

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

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.

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.