

# Graduate Committee Meeting Agenda

**Location: RVEC 107**  
**Date: Tuesday, 21 May 2019**  
**Time: 3:30 - 5 pm**

Meeting Minutes from the Past Year:

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

Draft Minutes from April 30, 2019 for your review:

[https://docs.google.com/document/d/1EAkuf3vg25bq\\_-6c7GZwltv7qp7YYzVRPkfZUA61TA/edit](https://docs.google.com/document/d/1EAkuf3vg25bq_-6c7GZwltv7qp7YYzVRPkfZUA61TA/edit)

## 1. Welcome and approval of minutes--

## 2. Curriculum Approvals for Next Year--

- eMAT--Alicia Wenzel

## 3. Dean of Graduate Studies and Research

Rob Winningham--Position statement

## 4. Policy Discussion

- Ryan Hagemann
  - Big P policy, little p policy, process and forms
  - What's a policy?
  - What room do we have for making policies?
- Policy Updates / Approvals
  - Denise Thew--Signatures for exit projects
  - Melanie Landon-Hays--transfer credits WITHIN programs at WOU
  - Graduate faculty status--David Foster
  - From the Graduate Office:
    - Should we have a petition limit clearly stated?
    - Should we develop a reinstatement policy?
  - See this document for policy listing (though incomplete):  
[https://docs.google.com/document/d/1pD0ZJmDi6ajNIntu7BnkykdxshvWw\\_fmhdn-NvHuk/edit](https://docs.google.com/document/d/1pD0ZJmDi6ajNIntu7BnkykdxshvWw_fmhdn-NvHuk/edit)

## 5. Graduate Assistant Stipend

Clarification from Graduate Office?

## 6. Graduate Studies Retreat

- June 14th, 1:00-4:00 PM, Hamersly 301
- Agenda Items? Funds for immediate---next year.
- PLC suggestions: Dean Search, UBAC proposal from graduate studies, Program needs? Discussion with Rob and Deans (hopefully)

## 7. Graduate Studies Committee Next year

- Nominate and elect incoming chair?

### Upcoming Meetings:

- Third Tuesday of every month at 3:30---starting again in September!!! :)

### 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.