Graduate Committee Meeting Minutes

Location: RWEC 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/1EAkuft3vg25bq_-6c7GZwltv7gp7YYzVRPkfZUA61TA/edit

1. Welcome and approval of minutes--

- DF motion to approve, Dirk 2nd, approved unanimously

2. Curriculum Approvals for Next Year--

- eMAT--Alicia Wenzel
  - Memo
    - A - modify credit hours across 686, 687, and 688 - 2 credits each term, rather than varying each term. Decreasing overall credits to 6 vs. 7. 2 credit hours and 2 hours of lab/workshop for 1x1 work.
    - B - prevent duplicate course numbers being taken the same term, add course to 638. 638 cannot be used because it is reserved for credit overlay - need to choose a new number
  - TS - motion to approve, DF 2nd, approved unanimously

3. Dean of Graduate Studies and Research

Rob Winningham--Position statement
- Start reviewing apps 9/16 when back on committee
- 2 additional graduate faculty needed for search committee - recommended by Grad Studies
- No direct faculty reporting to Dean of Graduate Studies & Research
- Potential synergy between these offices....staffing as well.
- Marketing - MarCom through Amber
- Big ideas use UBAC system
- Dean is the more common titling for this type of position
- Grad Studies interact with candidates when they come on campus

Updates
- Conditional admit
  - Only check is graduate program coordinator recommendation - it's not a rubber stamp
- ORS 352.
  - HECCs interpretation is prescriptive
  - Amendment to 3 different bills so far

- - Rules committee, 1pm Wed.
  - Brainstorm ideas on retreat - June 14, 1-3pm
    - See below.

4. Policy Discussion

- Ryan Hagemann
  - Board of Trustees set in place - authority levels & delegation to University staff
    - Section 4.0 - policy generation
      - 280 policies transferred for TRU universities
    - Section 5.0 - WOU Policy Council
    - Responsible officer - to make sure procedure was followed and consultation with stakeholders
    - Policy is approved at council and then posted for public comment
    - Categories of authority are hierarchical
      - BOT Bylaws
        - Board Statement & Resolutions
          - University policies - operational - reserve facilities, write a contract
            - University procedures - how to conduct searches, steps involved in acting out policies
              - Handbooks & Manuals, & Everything else.
                - Division bylaws, standard procedures, outranked by upper levels of governing documents.
              - CBA
  - Big P policy,
    - BOT Statements & Resolutions
  - little p policy,
    - Regulations - not the word we want to use in the future - policy
    - Local handbooks & manuals, how a specific unit or department functions
    - 5.3 - handbooks cannot create contractual obligations (catalog is not a contract)
    - Latitude as long as it doesn't conflict with above.
  - process and form
  - What's a policy?
    - Go forth
    - Don't conflict with what is above it
    - Share link with policy council
  - What is academic affairs working on? (Provost)
    - Accelerated academics
    - Centers definition
    - Indirect cost sharing
    - Name changes for division & departments
    - Sabbaticals

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  -
    -
      - Registrar policies
      - LMS policy
      - Document retention
      - Student absence
      - Copyright
      - Stipends & overloads for sponsored projects
      -
    - What room do we have for making policies?
      - As long as it doesn't conflict with the anything above it hierarchically
- Policy Updates / Approvals
  - Denise Thew--Signatures for exit projects
    - Graduate faculty status includes language about minimum 2
    - Each program can set more committee methods
    - Could write for all programs
      - Minimum of 2 on every exit requirement
      - Will assist with resources as well.
  - Melanie Landon-Hays--transfer credits WITHIN programs at WOU
    - Not limit to 15 credits transferring across
    - Outcomes based funding model
  - Graduate faculty status--David Foster
    - Not all programs are in divisions, too specific to cover interdisciplinary programs - graduate program coordinator report to the dean directly?? Vs. chair?
    - Who can determine graduate faculty status and approve chairing of committees
      - Concern about knowing our policies
      - Grad Studies representative on each committee - represent the interests of university vs. content expert
    - Committee status should be a separate policy or designation
    - A new dean of the grad office - different reporting lines
  - Course substitution policy/forms - via Division chairs vs. Graduate office
  - From the Graduate Office:
    - Should we have a petition limit clearly stated?
    - Should we develop a reinstatement policy?
  - Will pilot discussion of policies via email and team drive

  - See this document for policy listing (though incomplete): https://docs.google.com/document/d/1pD0ZJmDi6ajNlntu7BnkykdxshvWw__fmhdsn-NvHuk/edit

5. Graduate Assistant Stipend

Clarification from Graduate Office?
- Stipend dropped $100/month for next year's award
  - Work one less week per quarter?
- Contract from last year - GA will work 19.6 hours each week of the term.
- Unclear about how many weeks is a term -

- Linda's answer - students don't work 13 weeks, they only work 12 weeks, so it is adjusted to reflect actual work.
    - But the GAs worked during spring break
    - LS: Will get a clarification - to supervisors and students
    - Impact to students, especially international who cannot work off campus
    - Adele - perhaps division can supplement? Make up for the difference in award in the future.
- Can the Grad Studies Comm email GAs? Grad Office can - when should GAs work and when not -what counts? What are the hours to work?
- Will cc Melanie

6. Graduate Studies Retreat

- June 14th, 1:00-4:00 PM, Hamersly 301
- Agenda Items?
    - Invite Deans to retreat
    - Opportunity to discuss programming/collaboration between faculty & administrative
    - Marketing
    - UBAC proposals
    - Faculty led pursuits - resources and support - what are the tools we can use?
    - Increasing enrollment
    - Reassignment funded by Provost's office to assist in preparing and looking at graduate policies
- 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?
    - Nominate Melanie - 2nd, unanimously approved.
    - Congrats Melanie and THANK YOU for your leadership!

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.