

# Graduate Committee Meeting Minutes

Location: Zoom-remote / Date: Tuesday, 20 October 2020 / Time: 3:30 - 5 pm

Zoom Meeting Link: <https://wou-edu.zoom.us/j/82656236756>

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

*Draft Minutes from September 22, 2020 for your review:*

<https://docs.google.com/document/d/1HEHeKBNaGPLJRXE0dSToBN7fOZNPncj-/edit#>

## Ongoing Business

1. Members signed the roll call sheet at the end of this agenda
2. New members of the committee welcomed: Brandon Claggett (HEXS) at-large COE member
  - a. Robert Monge will be the Library Representative on the graduate committee
3. Needs of the Committee: Graduate Students, solicit nominations for two and vote at the November meeting.
  - a. Question: can we consider virtual students to join us since we are/will be online for some time now
    - i. General support for this action
  - b. Other comments: were new members added to GSC Google Drive so that they can access the documents;
    - i. Melanie will make sure that's addressed
  - c. Nominations of grad students
    - i. Unsure of what the process is;
    - ii. Discussion
    - iii. Suggested process: faculty identify potential students; get names & short bios of interested students, and send to Melanie and then vote in November
      1. General support for this approach
4. Need a secretary to take minutes for 2020-2021
  - a. Adele can't; Greg can. Greg nominated and then approved by committee vote
5. Clarification to Spring minutes---election of graduate studies committee co-chairs: Melanie Landon-Hays and Denise Thew Hackett (minutes from Spring: [https://docs.google.com/document/d/1k9p9pfOiTzJizWqKxGC24iW5gZY4z49\\_/edit#](https://docs.google.com/document/d/1k9p9pfOiTzJizWqKxGC24iW5gZY4z49_/edit#))
  - a. Addendum was made to the September minutes and approved by committee vote
    - i. Tad moved to make modifications; David seconded the motion; approved

## Information Sharing

1. Graduate assistantships--Amber
  - a. 28 GA positions are distributed across the colleges
  - b. Distributed from Deans to Division Chairs
  - c. Students interested in GA position indicate that on their application
  - d. Information about GAships on the website
    - i. Application for position
    - ii. Current openings
    - iii. Resources for current GAs
  - e. Once there are applications submitted, then the Dean or the Chair conducts the interview with possible candidates
    - i. Then there is an offer and notifications to those not selected for the positions (Amber handles this)
  - f. GAs get a tuition remission and stipend
    - i. Lasts for the tenure of their entire program as long as they have satisfactory evaluations
  - g. Questions/Comments
    - i. If a student GA has to drop out, then the Dean is contacted about how to fill that position; either continue with position and a new student or develop a new GA position
2. Course substitutions--Dr. Fouts
  - a. Repeating what was in an email Dr. Fouts sent out; focus is only on substitution not transfer credits
  - b. In terms of substitution process only
    - i. Dr. Fouts will no longer sign off on the substitution forms because it's the purview of the faculty and program chair
  - c. Question: Is there a reason why we can't use DegreeWorks to do this like we can do for undergraduate students?
    - i. There are kinks in the DegreeWorks system with graduate programs
    - ii. Challenge: Multiple students are in certificate and degree programs; some changes made in DegreeWorks have often missed changes in one or the other
  - d. Comment: Encouraging/requesting that grad coordinators be empowered and able to make the changes in DegreeWorks
    - i. Once the graduate side of DegreeWorks is set up to do this, the Grad office supports the transition to coordinators making changes in DegreeWorks
3. Entering Course Goals in TK20--Melanie
  - a. Place to find out your course goals and if they have been entered:  
[https://wou.edu/include\\_files/iframe\\_apps/facultysenate/curriculum/forms/course\\_goals.php](https://wou.edu/include_files/iframe_apps/facultysenate/curriculum/forms/course_goals.php)
  - b. Do people want a demo on course goals?

- i. Delayed/postponed due to time constraints
- 4. Graduate PLC--Melanie
  - a. Delayed/postponed due to time constraints

## Curricular Work

- 1. Social Justice Certificates & New Major: Presentation by Sponsors
  - a. Trying to provide more learning that is contemporary and addresses needs that are currently present socially; also wanted to have certificates and programs that would bolster/reinforce what they already have in the program
  - b. Making use of what exists while also adding more options for students
  - c. Angle is more social justice; on advocacy side; working in the community as opposed to a law enforcement angle
  - d. AJJ is a need identified by people in the field
  - e. SJ Cert: for people interested in the topic, but they don't need to do the whole degree
  - f. There are multiple common programs across the certificates and the MS: SJ
  - g. MS: SJ is constructed so that the certificate can roll into it easily and have all the credits applied
- 2. Curriculum Questions
  - a. SJ Masters: Last class is missing a course number for Sociology of Race
    - i. Don't have the number since Sociology has not proposed the course
    - ii. Comments: no program changes are allowed after the fact, so all the courses have to be in and document--in other words, either we can hold the degree now or take off the course for now and add it later
    - iii. When would they need to get this done by?
      - 1. If it's February, you'll want to move forward
    - iv. Suggest to drop the Sociology course and move forward in order to meet the HECC deadline
    - v. CJ faculty seem to want to move forward by taking off the Sociology course
    - vi. Taryn has to withdraw the proposal and remove that Sociology course
      - 1. It's already been withdrawn and the changes have been moved
    - vii. JS courses are dependent on the new masters program
    - viii. Sociology course is in the program; but it's approved removal with the note
    - ix. Until the certificate or the masters is approved, there's no need for the JS courses

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- x. **Melanie will put strike for the Sociology course in the comments so this can move forward**
- 3. **Move to approve the JS with the certificates and related courses**
  - a. **Motion to approve; universal approval**
- 4. **Amy question re: TA 557:** TA 364 is a prerequisite; should it be removed from the course description?
  - a. Kevin is not sure; Michael needs to clarify.
  - b. **Result: This will be moved forward to the November meeting.**
- 5. **Amy: question about language in a quant course 527**
  - a. **Result:** Misty can check with Vivian; have Vivian make a note; then Melanie can move it forward

*Programs to Review: All were approved subject to the comments above under 2. Curriculum through 5: Amy question about TA 557*

P10295	<u>Graduate Certificate in Advanced Juvenile Justice Studies (Certificate)</u>	New Certificate	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice
P10298	<u>Graduate Certificate in Social Justice (Certificate)</u>	New Certificate	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice
P10299	<u>Master of Science in Justice Studies (Major)</u>	New Major	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice

*Courses to Review*

C10233	<u>TA 557 Advanced Directing New: Directing II</u>	Modify: Title	Michael Phillips	Creative Arts: Theatre/Dance
C10300	<u>JS 628 Justice Organization, Ethics, and Change</u>	New	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice

C10301	<u>JS 629 Social Movement, Community Organizing, and Social Justice</u>	New	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice
C10302	<u>JS 655 Convict Criminology</u>	New	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice
C10303	<u>JS 658 Justice and Social Theory</u>	New	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice
C10304	<u>JS 659 Social Problems</u>	New	Taryn VanderPyl	Criminal Justice Sciences: Criminal Justice
C10341	<u>CJ 545 Race and Social Justice</u>	New	Misty Weitzel	Criminal Justice Sciences: Criminal Justice
C9916	<u>CJ 527 Quantitative Methods in Criminal Justice</u>	New	Vivian Djokotoe	Criminal Justice Sciences: Criminal Justice

## Discussion Items

1. Fees---Differences by program, history of fees / tuition in programs discussion
  - a. How fee was waived for Fall?
    - i. Dr. Fouts: online fee caught many people by surprise
      1. There appear to be inconsistencies on how the fee came about.
      2. Has written confirmation about where/how to offer input on fees
        - a. Mandated by state body: Tuition and Fee Advisory Committee
          - i. Only focused on undergraduate
        - b. Another working group last year was convened on campus; this was focused on technical issues only--it was not feedback or route to comment or give advice on fees
          - i. So thus far, no official way to give recommendation on fees
        - c. **Proposal:** Hilary wants to form a working group that would offer suggestions to administrators about tuition and fees for graduate programs

- i. Graduate Tuition & Fee Working Group: to advise Dr. Fouts so that she can take it forward to upper admin
  - ii. Dr. Fouts would like 2-3 faculty from the GSC
    1. 1 at least from each college
  - iii. Dr. Fouts would also like several grad students
    1. 1 from each college; 1 from online and 1 from Face to Face
  - iv. Ideally would meet in November
  - v. Most of the written communication has been from Ana; she is the one who manages the financial
  - vi. Provost is in the loop and would like faculty input on the tuition issue
  - vii. Comment: suggestion to look at the Undergraduate Group for what their timeline/deadlines are
  - viii. Comment: multiple people appreciate the formation of the committee that Dr. Fouts proposed
    1. Is the waiving of fee, or the decision making process around the fee, a potential legal issue?
  - ix. Response: The fee increase decision was approved by the Board of Trustees, so the university is bound to it.
  - x. Comment: Concerns about grad students potentially being charged online tuition and then an online fee
  - xi. Tad is willing to figure out how to make an appeal to the BoT;
    1. Does the grad committee want to appeal to the BoT on the online grad student fee
    2. General agreement that this is a mistake that was made last Spring and it needs to be addressed
    3. Question: Is Tad able to wear two hats? Grad and UBAC?
  - xii. Proposal: create a GDoc with letter draft and people sign off as a vote
  - xiii. Comment: there have been opportunities to rectify the errors, but the error has not been corrected
- d. **Action: Who is interested in being on Hillary's working Group:**
- i. Adele
  - ii. Tad
  - iii. Amanda

- iv. Grad office will solicit grad students to participate in but welcome suggestions of possible students
          - v. Can the working group eventually discuss differential tuition
            - 1. Apparently differential tuition is no longer charged
      - b. How do we get input as a committee on Fees?
        - i. See the above discussion
      - c. How do fees work by program?
        - i. Amanda was dropped from Zoom call at this point; maybe for November meeting or was this covered enough in the above content?
  - 2. Graduate Studies Committee Representation on other committees--selection ideas? Responsibilities?--whole committee
    - a. How do we develop a process to identify folks
      - i. Comment: Sometimes our committee members are on other committees but they are not official grad cmte reps; there can be confused
      - ii. Suggestion: Now that we have a Dean of Graduate Studies, maybe filter the ideas through Hillary
        - 1. If others ask, then have them reach out to Dean Fouts
        - 2. Will need a bit of time to establish the process
        - 3. Comment: often requests for service may bypass division chairs and then result in junior faculty sometimes being over tapped
          - a. Suggest Dean Fouts chat with Deans to determine a best process
          - b. Share the labor load so not everything is on the chair; good to have other committee members working too
    - b. Hopefully Hillary will chat with Deans and then in November discuss a potential process
3. Guest speakers / activities / etc.--Stewardship of resources, interest/equity across programs?--Greg
  - a. Gz is bringing guest speakers to support his students' professional development; some of the speakers may be relevant to students in other programs
    - i. How do we go about finding funding or support, from Graduate Office or having Graduate Office support to locate funding, for possible speakers?
    - ii. Comments: Important to consider equity; is there a process; how do we make sure the most students benefit?
  - b. Comments:
    - i. Suggestion of possibly going through an individual college budget
    - ii. Possibly funding through students clubs
    - iii. Partnering with multiple groups on campus are possible
    - iv. Or having Grad Committee identifies a common interest speaker that addresses all programs, and then bring in external speakers

- c. Comment: Need to be cautious and make sure that anything the Grad Office supports or advocates for benefits the students or graduate students and there might be a likely partner
- d. Comment: Would like to see a process in place to keep this moving forward but equitable

**4. Move to extend the meeting 15 minutes**

- a. Seconded. Approved

**5. Accelerated Master's Program---Dave Foster**

- a. David had made 2 suggestions to change the AMP policy
  - i. Change language: Pursuing an undergraduate program instead of degree
    - 1. There is a precedent at Oregon State; toxicology program
  - ii. Remove restriction for enrollment in only 500-level courses
    - 1. This would require significant changes in the catalog
      - a. David's document indicates these three changes that would be needed in the catalog
  - iii. Changes' goal would be to leave more discretion to program coordinators
  - iv. Comment: concerns about significant demarcation between undergrad and grad courses
    - 1. The regulations for the AUMP specifically state only 400/500 level courses, so the AUMP program would need to be revised
  - v. Question: why 500 & 600 levels are demarcated the way we do and that differs from other institutions.
    - 1. Perhaps a more wholesale review of 500/600 level courses might be called for
    - 2. General support for simplifying the process
  - vi. More agreement for the changes to 500/600 level courses
    - 1. Would move the 15 credit limit to 16
  - vii. Do we want to move forward with a short term and long term solution?
  - viii. Root problem is how we number our courses
  - ix. Need to consider the CBA complications
  - x. Next step: Dave develops a proposal on how to move forward, it gets reviewed/approved (potentially) by Grad Cmte and then move it up to faculty Senate
  - xi. Move to extend for 5 more minutes**
    - 1. Seconded. Approved
  - xii. Question: Is it possible to have an informational item at the next Faculty Senate meeting?
    - 1. Get some feedback from them while helping educate FS
    - 2. This could be an information item for November 10
    - 3. Question: what do we need to do to hit catalog deadline for this year; once we know that, it's easier to move forward
  - xiii. What's the catalog deadline?**
    - 1. Has to be approved by the **end of March.**
  - xiv. General consensus supporting Dave presenting the AUMP information



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1. Discussion: wait until December so it's focused and they're not distracted by other campus issues
2. Develop strategy to get catalog and policy changes
  - a. Could try to get on second November FS meeting
  - b. Misty willing to work with/help Dave with the proposal for GSC on November 17th

**xv. 5:24 pm Motion to adjourn; passed!**

6. Policies for consideration in upcoming meetings---Melanie / Amber
  - a. This will be postponed until November

**Attending the Zoom Call**

Roll Call: All representatives were present.

Also in attendance: Taryn VanderPyl, Vivian Djokotoe, Amy Clark, Amber Deets,

<b>Program</b>	<b>Representative Name</b>	<b>Please mark or type your name in this column if you are here...</b>
Library	Robert Monge	
College of Education (at large)	Brandon Claggett	
LAS (at large)	Elizabeth Swedo	
Music	Kevin Walczyk	
Criminal Justice	Misty Weitzel	
Information Systems	Thaddeus Shannon	
MSED	Adele Schepige	
MSPED	Kate Hovey	
MAT	Melanie Landon-Hays	
MS RMHC	Denise Thew Hackett	
MA IS	Amanda Smith	

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<del>MA-DHHE</del>	On hiatus while program is reconfigured	
Educational Technology	Gregory Zobel	
Organizational Leadership	David Foster	
Ex-officio	Hillary Fouts, Graduate Dean	

***Upcoming Meetings:***

- Third Tuesday of every month at 3:30 / Location: ZOOM for Fall
- **Dates:** November 17, December 15 (but maybe not, this is Finals week), January 19, February 16, March 16 (but maybe not, this is Finals week), April 20, May 18