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**DRAFT Minutes: Graduate Studies Committee Meeting**  
**April 20, 2021 from 3:30-5:00 PM**  
**Zoom Link: <https://wou-edu.zoom.us/j/86856364418>**

*Minutes from the March meeting:*

<https://docs.google.com/document/d/14vumKRZVTsHPRBL6exfl747DvUrN3VpvuDzEZwfM5d8/edit>

**Agenda Items:**

1. *Melanie:* Update on proposals that passed through the faculty senate. Conversation about Master's degree(s) that we didn't pass through; role of our committee and faculty senate?
  - a. All that were submitted to Faculty Senate were approved
  - b. There were some small changes to the curriculum proposed for today based on Registrar's office
  
2. *3:40-3:50, Keven and Bojan:* at the meeting to discuss concerns about OL Proposals
  - a. Melanie reviewed the process of how Graduate Studies Committee works as well where, when due diligence takes place
  - b. David: per two course proposals (OL 621 & OL 636); Per 621, consulted with Boyon who provided syllabus; per 636, data driven decision making course--does not think this falls just under Business.
    - i. 621 and 636 are on pause
    - ii. David indicates that multiple other concerns fall under the purview of industrial psychology and it's not just limited to business purview
  - c. Keven: the four courses under question/contention because the content is, in his opinion, under business/marketing (mentioned other faculty who'd agree)
    - i. Due diligence was neglected because business faculty were not consulted regarding the content
    - ii. Question: what do Keven and Bojan want to see done?
      1. Keven: how is OL a division? What exactly is it? Could somebody explain.
        - a. Adele: a bit of history about OL
        - b. Tad: more discussion about programs living in specific departments or between them
          - i. Some programs can sit outside of a division
      2. Tad: there are courses that can be part of multiple departments; places where we overlap
        - a. Is a course proposed in good faith and does it have administrative backing?
      3. Keven: disagrees

- a. Thinks the system is broken because they did not know about the courses
  4. Bojan: disagrees
    - a. Understood the course to be a business centered course
    - b. Marketing research, finance, management: feel strongly that they should be consulted?
    - c. Even though business does not have a graduate level program, that doesn't mean they won't be consulted
    - d. What practical things to do: put classes on pause (they have been); in the future, they would like to be contacted/consulted when future courses are offered
  5. Adele: if our committee approves something, and others disagree, then that can be challenged or discussed at Faculty Senate;
    - a. All of the courses and material is available.
  6. Bojan: wants OL and programs like it to be successful
    - a. To be clear: Business & Econ would like to be consulted earlier in the process--before course proposals reach the Senate (FS)
  7. Adele: indicates that OL was presented as new business, through the FS process, and then more discussion, question, and voting with old business.
  8. Some disagreement on how the processes worked, or not
  9. **Motion as a Committee:** We approve putting the two courses on pause; that Graduate Committee did follow the appropriate processes; that we will work in the future as a committee to ask and examine possible impacts and collaboration with other possible programs.
    - a. **Seconded and approved**
3. *Hillary:* IFC Update; Graduate Studies Committee support letter?
  - a. Good news: Conversation is still happening
  - b. Bad news
    - i. FAC committee will be discussing impact of new IFC's impact on graduate students at Board of Trustees tomorrow
      1. Grad students not represented at ASWOU or IFC this year
        - a. Likely just not on their radar
    - ii. IFC has been set to \$355/term for all student regardless of modality
      1. pre-COVID, 80% were all online
      2. Before this year, few graduate students ever had to pay IFC fees
        - a. Fewer than 10% live within 10 miles of campus
    - iii. Considering appeal to President Fuller to lessen impact on students if it does get applied to grad students

1. If grad students are online, doing Summer terms, the IFC adds \$1,400 more--and that makes us as expensive, or more costly, than our competing institutions
  - c. This issue has helped raise the issue/point that graduate students have no clear map/route to get their voices heard
    - i. Likely to occur during end of the summer
  - d. Informal visual show of support for Grad Cmte to write a letter of support if Hillary would find it useful re: IFC matters
4. *Denise: Graduate Students and Student Success Advising Conversation*
  - a. Student Success are not technically set up to advise graduate students; so they have been sending them to Amber Deets in Graduate office
  - b. Hope to come up with some ideas, or way to develop a position or ask for one, to offer student support for graduate students
  - c. Point of information: When the CARE concern student referral was developed, SS found they did not have the capacity to work with graduate students
    - i. SS advisors are not required to have graduate degrees
    - ii. For most graduate students, their advisors do most of the advising
    - iii. Students that may make it through CARE get sent to Gary Dukes and Dukes send to Amber
      1. This past year there have been 10 referrals
    - iv. Grad Office is willing to help add/build things to the web site in terms of resources that can be found online or on the WOU site
  - d. Question: What kinds of resources does Denise envision? People to mentor; mental health; online resources?
    - i. Denise: coaching, mentoring, support, navigation--it's multifaceted and complex
      1. Even when you are advising, sometimes having an outside person to talk to, get feedback from
      2. Trend of isolation among some students--with people working online
      3. Depends highly on the student
  - e. Comment: If there's a student who is having difficulty, please still put them in the CARE system
  - f. **Please add this to the May agenda for further discussion**
5. *Committee: Graduation Options Conversation & Outstanding Graduate Student Award*
  - a. Will be emailing for a vote about the **outstanding GSA; please do**
  - b. Per graduation option, university is doing a drive through graduation on Saturday & Sunday (9-6)
    - i. Maybe do a Friday night drive through hooding/ceremony for graduation
      1. Very few graduate students replied to an email

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- a. Hoping to know by 5 May how many students are going to make it through
  - ii. Grad Office will have a booth
    1. They propose to have grad students and faculty meet at the grad office booth and celebrate there
  - iii. Melanie: send out quick survey to see what our opinions are on the graduation ceremony are/may be so it can be passed on to Kristen for her meeting with the graduation committee
6. *Melanie*: Leadership Proposal / Announcement: past-president, president and president-elect structure, if possible.
  - a. Gz: suggested vote to follow FS Bylaws; do best practices; and have Chair-Elect and Chair but not past chair (chair can email/reach out on their own)--also implies a 3 year obligation (hard to recruit for)
  - b. Support for Chair-Elect and Chair
    - i. Would probably work most of the time--but not all the time (like when someone stops being a coordinator and is no longer on the committee)
7. *Committee*: Graduate Studies Committee Bylaws? Creation, revision? See notes at the end of this document for history, past proposals, etc.
  - a. Support for best practices (or similarly titled document) from multiple people
    - i. Will provide an idea to new folks about how the committee works
  - b. Perhaps start drafting best practices document for discussion in May
    - i. To happen in the next month--Melanie will send out
8. *Committee*: Curriculum Proposals below
  - a. *Both were approved in a prior meeting; Amy Clark found some issues; they have been resubmitted into the system*

## **PROGRAM CHANGES**

None submitted yet

## **COURSE CHANGES**

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<b>Search #</b>	<b>Title</b>	<b>Type</b>	<b>Search Name</b>	<b>Search Division</b>	<b>Approval Queue</b>
BULK13919	<u>MUE (credits)</u>	Bulk	James Reddan	Creative Arts: Music	Graduate Committee: Sent: 2021-04-15 16:07:21.
C13945	<u>ASL 465</u> <u>Black Deaf</u> <u>Culture</u> <u>New: ASL</u> <u>565</u>	Course Modify: Number	Lyra Behnke	Deaf Studies and Professional Studies: ASL Studies	Graduate Committee: Sent: 2021-03-08 10:20:21.  **This is a placeholder. This submission will be withdrawn and a new one is on its way.

### Attending the Zoom Call

<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	Robert Monge
College of Education (at large)	Brandon Claggett	<i>Brandon K Claggett</i>
LAS (at large)	Elizabeth Swedo	
Music	Kevin Walczyk	Kevin Walczyk
Criminal Justice	Misty Weitzel	Misty Weitzel
Information Systems	Thaddeus Shannon	<i>Tad Shannon</i>
MSED	Adele Schepige	<i>Adele Schepige</i>
MSPED	Kate Hovey	<i>Kate Hovey</i>
MAT	Melanie Landon-Hays	<i>Melanie Landon-Hays</i>
MS RMHC	Denise Thew Hackett	<i>Denise thew hackett</i>
MA IS	Amanda Smith	
<del>MA DHHE</del>	On hiatus while program is reconfigured	

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Educational Technology	Gregory Zobel	GZ
Organizational Leadership	David Foster	<i>David Foster</i>
Graduate Student Representative	Monica Cerda-Ortiz	
Graduate Student Representative	Shion Wakita	
Ex-officio	Hillary Fouts, Graduate Dean	Hillary Fouts
Visitors:		

***Upcoming Meetings:***

- Third Tuesday of every month at 3:30 / Location: ZOOM
- **Dates:** May 18

***\*\*\*Some information about bylaws to inform our bylaw conversation, as suggested by GZ:***

Here is our charge and past document archive through the Faculty Senate webpage:  
<https://graduate.wou.edu/graduate-studies-committee/charge/>

Here are the faculty senate bylaws:  
[https://wou.edu/facultysenate/files/2020/06/FS\\_Bylaws\\_Approved-June-2020.pdf](https://wou.edu/facultysenate/files/2020/06/FS_Bylaws_Approved-June-2020.pdf)

And here are past faculty senate reports: <https://wou.edu/facultysenate/reports/>

***Melanie reached out to past faculty presidents and the current faculty senate president and vice-president to get information about bylaws, etc. Here is what they sent:***

- 1) **Advice from Laurie Burton (past faculty senate president, current curriculum committee chair):** My understanding is that as FS committees, the FS committees follow the FS bylaws, specifically CC does not have separate bylaws.

I think this leadership structure for the graduate studies committee that is past-chair, chair, chair-elect is a good idea and one I've already floated at CC. The one issue with past chairs is they are likely in CC to move off the committee, it's a two year term to serve on CC. But I like chair and chair-elect. Of course, I just served as chair for two years (actually 3), so again, that messes up that service timeline.

- 2) **Advice from Stewart Baker:** Implementing a chair and chair-elect model makes a lot of sense to me, and is how most the library consortium committees I'm involved with operate.

We worked on fairly extensive grad studies committee bylaws when I served on the committee back in 2017(?) but despite valiant efforts they were never voted on or approved by the committee due to several members at the time not wanting separate committee bylaws (I don't remember why). I suspect they would need more work to be relevant now, but could be a good starting point.

- 3) **Advice from Adele Schepige:** In the past the Grad Studies committee- first saw a need for them, then did not see a need for them, then saw a need for them, and then voted to not to have them. So for several years there was draft floating around.

The members eventually opted to follow FS rules.

When I was on Fac development no one would be the chair. I was new to the committee. I said no to being chair that year but invented a vice chair position and said I would chair it the next year.

So then a seasoned committee member became chair and I helped.

No other FS committees have a separate set of by laws.

I do think having a chain of leadership for each committee is a good idea though.

- 4) **Advice from Leigh Graziano:** It sounds perfectly reasonable, to me, for grad. committee to consider having some kind of leadership chain that works for them; I like having a past president on FSEC because it helps with mentorship and



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continuity. You might not have your own bylaws, but perhaps you can have your own "best practices" document that recommends that the outgoing president serve for one final year, or something like that. Anyways, I support you doing this!

**\*\*\*Stewart also had access to a draft of bylaws that had been worked on. He shared it with us and it can be found here:**

[https://docs.google.com/document/d/1P4L\\_C\\_dBsdKwjJnlw8JTa6v7UVEryPeiwxyTsZ7WgMY/edit](https://docs.google.com/document/d/1P4L_C_dBsdKwjJnlw8JTa6v7UVEryPeiwxyTsZ7WgMY/edit)