

Graduate Studies Committee Meeting Minutes
November 16, 2021, Tuesday from 3:30-5:00 PM
On Zoom: <https://wou-edu.zoom.us/j/86805799591>

Minutes from the October meeting:

https://docs.google.com/document/d/1o_GazDjsQCWoG1afEhcEejir-9hqZpVt/edit

Agenda Items:

1. Approval of minutes / attendance – minutes approved.
2. Graduate Student Representatives. Any names to submit?
 - No nominations. Amber suggested putting blurb in newsletter regarding committee. Will keep on agenda for next time.
3. International student recruitment and Graduate studies (Amber)
 - New use of Slate for program inquiries is suddenly heavy on international students, many from Ghana. Currently no graduate program meets requirements for immigration status (unless students are in their own county taking online courses). The in-person component is necessary for their J-visa (student visa). Email grad office or International Office if you have questions or endorsement of international student. Can work to meet immigration while still allowing you to be an online student.
4. **Committee conversation:** What does it mean to be a graduate faculty member? Extension from what does it mean to be a graduate student? Are there conversations we should have about how to support one another as coordinators? How do we differentiate between Master's level and Doctoral level program outcomes and responsibilities?
 - Will skip for now to make time for curriculum.
5. Committee Request---advice on committee member proposals, specifically: MSED, InfoTech questions.
 - Info Tech has around 22 students-hard to make FTE, adequate course rotation, graduating on time. The design works but Covid has had an impact. Considering changes: Shift from 3 credit to 4 credit courses? 2 4-credit courses fall, winter, and spring. Split exit into 3 1-credit course portfolio. Capstone includes all 3 option but considering another 4 credit course for exit requirement. Also 4 credits

allow AUMP expansion. Suggestions regarding hybrid and face-to-face or some online synchronous (not required) meetings. Can revisit later.

6. Curriculum Proposals to Review (start at 4:00)

- Discussion regarding managing proposals and running them by Amy Clark first as well as having guidelines/checklist such as making sure to have a catalog ready description.

It was mentioned that in previous institutions, this process was coordinated by academic affairs staff (either in the provost or dean's office) through a pre-approval process for new programs or major modifications. The process was still faculty-driven and initiated by the pre-approval provided a process to get ahead on logistical challenges and offer faculty resources. Not just catalog, but sticking points for state approval, impacts on disciplinary accreditation if applicable, and identification of institutional support structures for new or changing student populations. If there were future interest in formalizing some early steps, that might be a good lens and some of our peers might have models.

Idea of a formal administrative process to support proposal process. Including a checklist as part of the proposal application may be helpful.

- Announcement from Hillary: Provost is convening a Professional Doctorate Work Group. Group will collaborate with Grad Studies Committee.

PROGRAM CHANGES (updated 11.16.2021 at 11:15 AM)

Proposal Number	Name of Proposal	Type of Proposal	Proposer Name	Program	Questions / Notes	Approved?
P14072	Graduate Certificate in Writing Theory and Practice for In-Service Teachers	Program (new)	Leigh Graziano	Humanities: English Studies	Makes use of all but 2 existing courses. Possibilities for long term sustainability. Offering over summer asynchronously.	Approved pending Amy Clark's recommended changes and resubmission of proposal.
P14324	Bilingual/ESOL Education Endorsement (Non-degree)	Program (modify)	Jessica Dougherty	Education and Leadership: ESOL		Will wait for Jessica to come to meeting.

P14325	English for Speakers of Other Languages or Bilingual/ESOL, M.S.Ed. (Major)	Program (modify)	Jessica Dougherty	Education and Leadership: ESOL		Will wait for Jessica to come to meeting.
P14379	Interpreting Studies, M.A. (Major)	Program (modify)	Elisa Maroney	Deaf Studies and Professional Studies: Masters of Arts: Interpreting Studies		Approved pending changes recommended by Amy Clark.
P14382	Interpreting Studies, M.A. (Major)	Program (modify)	Elisa Maroney	Deaf Studies and Professional Studies: Masters of Arts: Interpreting Studies		Approved
P14383	Interpreting Studies: Research Certificate	Program (modify)	Elisa Maroney	Deaf Studies and Professional Studies: Interpreting Studies		Approved
P14384	Interpreting Studies: Educational Interpreting Certificate	Program (modify)	Elisa Maroney	Deaf Studies and Professional Studies: Interpreting Studies		Approved
P14385	Interpreting Studies: Teaching Interpreting Certificate	Program (modify)	Elisa Maroney	Deaf Studies and Professional Studies: Interpreting Studies		Approved

P14469	Interpreting Studies, M.A.Theory and Practice (Concentration)	Program (modify)	Elisa Maroney	Deaf Studies and Professional Studies: Masters of Arts: Interpreting Studies		Approved
P14072	Graduate Certificate in Writing Theory and Practice for In-Service Teachers	Program (new)	Leigh Graziano	Humanities: English Studies		Approved.

COURSE CHANGES (updated 11.16.2021 at 11:15 AM)

Proposal Number	Name of Proposal	Type of Proposal	Proposer Name	Program	Questions / Notes	Approved?
C14064	WR 540 Writing Theory and Pedagogy	Course Modify: Prerequisites	Leigh Graziano	Humanities: English Studies		Approved.
C14081	WR 600 Writing Portfolio Capstone	Course New	Leigh Graziano	Humanities: English Studies		Approved.
C14094	WR 530 Teachers as Writers	Course New	Leigh Graziano	Humanities: English Studies		Approved.

BULK14144	CSE (drop)	Bulk	Gregory Zobel	Education and Leadership: Master of Science in Education: Information Technology	Approved.
C14330	ED 609 ESOL Practicum	Course Modify: Coreq	Jessica Dougherty	Education and Leadership: ESOL	Will wait for Jessica to come to meeting.

Attending the Zoom Call

Program	Representative Name	Please mark or type your name in this column if you are here...
Library	Robert Monge	Robert Monge
College of Education (at large)	Brandon Claggett	
LAS (at large)	<i>Still seeking?</i>	
Criminal Justice	Misty Weitzel	Misty Weitzel
MSED	Joshua Schulze	
MSPED	Kate Hovey	
MAT	Melanie Landon-Hays	
MS RMHC	Denise Thew Hackett	<i>Denise Thew Hackett</i>
MA IS	Elisa Maroney / Amanda Smith	
Information Technology	Gregory Zobel	
Organizational Leadership	David Foster	<i>David Foster</i>
MA-DHHE	On hiatus while program is reconfigured	

Graduate Student Representative		
Graduate Student Representative		
Ex-officio (Graduate office)	Hillary Fouts, Graduate Dean	
Ex-officio (Academic Innovation)	Michael Reis, AI Director	
Visitors:	Amber Deets	

Upcoming Meetings:

- Third Tuesday of every month at 3:30 until 5:00 PM / Location: ZOOM (Fall term, for now)
- **Dates:** (no December meeting), January 18, February 15, March 15, April 19, May 17