

Graduate Studies Committee Meeting Minutes
October 19, 2021, Tuesday from 3:30-5:00 PM
On Zoom: <https://wou-edu.zoom.us/j/86805799591>

Minutes from the September meeting:

https://docs.google.com/document/d/1e8DQc0ag2vW_YuxxjTvkAB1bLcpT6lQ6E1OCSoa2OUA/edit

Agenda Items

- Approval of minutes / attendance – Denise moved to approve. Amanda seconded. Approved unanimously.
- Update on Graduate Student Council, Tuition and Fees Work group coming up in November...other announcements?

Hillary: a graduate student council will convene early November. There are currently 7 students. We still need a student from Interpreting. Students will address some of major issues, challenges, barriers, possibilities - where they want to provide council. Also, IFC (fees) committee would like to have a graduate student rep. Recapped activities of tuition fees working group last year and this year starting to analyze tuition fee structures with other Oregon publics. Melanie: Thank you for that wonderful work.

- Committee membership additions:
 - a. ex-officio, Al--Michael Reis.

Introduced. Doesn't have a vote but provides guidance and insight. Welcome.

- b. Graduate student representatives?

Last year ASWOU appointed grad student reps. In prior years we elected them. Melanie reached out to ASWOU and has not heard back. Melanie: we probably do better when we elect our own. Amber: not sure why they did that last year. Handbooks state (and previous experience has been) grad faculty have always appointed their own. Reps can be here for entire meeting but not subcommittees. We need 2 reps for committee. Amanda: let's bring names and if there are a lot of nominations we can create Google form to vote. Melanie: make sure you have permission to nominate them. Bring names and why you want to nominate. For next year, we could elect in May or June or September.

- Saturday and other opportunities for students who don't come to campus often. (Melanie)

Melanie met with Gary Dukes over opportunities for students that come to campus outside traditional hours. He made a flyer for opportunities for these students (e.g. dorm rooms for reduced rate \$27.50/night), hours bookstore is open, and financial aid office hours outside traditional hours. Flyer posted to Zoom. GZ: where do they park? Melanie: they don't ticket on weekends this year. Proposal for possible childcare options but none yet.

- **Policies discussion:**

- a. **Leave of absence / continuous enrollment policy / Graduate candidacy / status of student changes**

Hillary: some programs like Interpretive Studies have a continuous registration enrollment policy, but we do not have a one minimum registration policy. Research on student success says having minimal reg policy helps with student retention. Student projects that are not tied to credits can be problematic. Nor do we have leave of absence policy so students may stop enrolling and we don't know why – a policy would track why they're gone, when they plan to come back, so they don't fall off radar. There is no requirement for registering when they graduate. Shared screen-data with kinds of enrollment policies of other universities. All have minimum enrollment or continuous enrollment policies except WOU and Eastern. After looking at other policies office began to draft a minimum policy for WOU. A full continuous enrollment for every program may not be best model. But, something like PSU with minimum enrollment engagement within the year might make sense. A draft was posted on Zoom. Once a year you enroll and then during any major capstone you also need to register. This would provide a baseline minimum and programs can require above and beyond if they want to. Leave of absence would allow for leaving and not having to reapply. Not sure of financial implications for students. Some universities have different fee structure when you graduate but don't know if WOU is willing to do that. Good for student success-enrollment, retention but need more fact finding. Starting conversation.

GZ: no interest in this policy. Adding more financial expense. One of pitches to students is they can work on their portfolio in summer or another term without being charged. I can appreciate wanting to have extra motivation but also that might break some students and result in them not wanting to complete at all

Hillary: the policy would be once a year active in program for minimum of 1 credit. If you are helping student during summer (teaching or not) - if you are mentoring but they are not registered how does that work?

GZ: students go through portfolio course. FTE is during course but some students do the labor during other terms. They don't get a grade until it's complete.

Denise: thank you. I'm concerned about cost (90 credit program- accreditation requirement), students spend maybe \$50,000 plus more on tuition and fees? Financial aid isn't always

possible because they aren't full time. And FTE for faculty if we do this-will there be faculty to mentor?

Hillary: how is FTE represented when mentoring not tied to enrollment?

Amanda: would like to see some data on how many students are the stragglers that don't finish. Curious how big of impact this is. We are paid per head in our program, actively working with students to complete projects. Puts faculty and coordinators in position to think about how we are supporting students as we progress. No compensation for covering years with stragglers. Grad office does work when graduating happens so if they aren't paying for credit they aren't applying for fees.

GZ: PLC discussed how we define and explain work of grad faculty and where are boundaries on that. Lack of clarity around our exits

Amanda: we teach undergrad loads while supervising. We have to define what a grad faculty member is.

Melanie: not enough classes for full grad load. These conversations are all coalescing about grad load and what is grad faculty. Start to put forward a solution as a committee. Only a couple of programs left that are purely graduate.

Amber: working with Michael and IR to look at retention and grad rate. Cohort based program have 85% and higher retention rate. There are 22 students I am working with, it is a lot of work with straggling students. We would have come near or above enrollment if we had these 22 students. I would be happy to share program specific data.

Melanie: we will keep this on the agenda going forward.

b. Revisit Conditional Admission Policy: strike the faculty endorsement language? If they meet, they will move forward unless you object?

Hard to get faculty to endorse or not. Grad office is often waiting for us to agree. GZ: Motion to strike language regarding faculty approval. Kate Seconded. Requires catalog change

c. Dispositions Policy: some of the programs have nothing. Don't have any dispositional requirements; haven't documented and grades are good. Do programs want to have a dispositional statement or does there need to be a university wide, graduate level one? Who has the authority? Would it be a procedure or policy? Whose role is it to enforce?

Burden on others to have hard conversations with students with dispositional issues. In PLC we will move on to dispositions after core content to address this issue and keep it on the agenda.

d. Look at the policies needed document: are there policies you see that we should work on in coming months?

- **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?
- Upcoming curriculum to have on our radar: Doctorate (EdD) for Interpreting Studies, certificates?, etc.

GZ: asked about status of EdD, Amanda: we are bringing it up again, Melanie: we are looking at equity of resources for putting programs through

Hillary: DPT went to HECC to be approved. We won't see it again. There is a working group of faculty having discussions about it.

Amanda: EdD going through a needs assessment, closing tomorrow. Intention is to have proposal ready for November. There are some changes to original proposal.

Melanie: conversations about what happens when we move to doctoral degree

Amanda: we are office for curriculum, If you are getting ready to propose doctoral program have conversations with Provost and Hillary.

Hillary: I welcome those conversations.

Amanda: other programs coming through?

Denise: our program does plan on making some modifications

GZ: I appreciate you taking this on for the rest of us to benefit from

Curriculum Proposals to Review (start at 4:15)

PROGRAM CHANGES

Proposal number	<u>Major / Program</u>	Type of Change	Proposer	Division	When submitted... / Notes

P14090	<u>Human Wellness & Performance (Major)</u>	Program (new)	Gay Timken	Health and Exercise Science: na	Graduate Committee: Sent: 2021-05-09 09:45:34.
P14269	<u>Criminal Justice, M.A. (Major)</u>	Program (modify)	Misty Weitzel	Criminal Justice Sciences: Criminal Justice	Graduate Committee: Sent: 2021-09-29 11:49:55.

COURSE CHANGES (waiting until October)

Proposal Number	<u>Proposed Course Number and Title</u>	Type of Course	Proposer	Division	When submitted / notes	
C10460	<u>EXS 588 Exercise Motivation and Adherence</u>	Course New	Laura Ellingson-Sayen	Health and Exercise Science: na	Graduate Committee:	Sent: 2021-05-03 16:16:18.
C14068	<u>EXS 553 Pathophysiology & Exercise</u>	Course New	Jeffrey Armstrong	Health and Exercise Science: na	Graduate Committee:	Sent: 2021-05-03 09:54:13.
C14069	<u>EXS 587 Advanced Topics in Exercise Physiology</u>	Course New	Jeffrey Armstrong	Health and Exercise Science: na	Graduate Committee:	Sent: 2021-05-03 09:54:55.
C14078	<u>EXS 584 Advanced Topics in Biomechanics</u>	Course New	Gay Timken	Health and Exercise Science: na	Graduate Committee:	

					Sent: 2021-05-06 08:12:01.	
C14088	<u>EXS 526 Sports and Exercise Nutrition</u>	Course New	Gay Timken	Health and Exercise Science: na	Graduate Committee: Sent: 2021-05-08 10:03:00.	
C14089	<u>EXS 698 Exercise Science Internship</u>	Course New	Gay Timken	Health and Exercise Science: na	Graduate Committee: Sent: 2021-05-09 09:44:25.	
C14091	<u>EXS 555 Physical Activity & Aging</u>	Course New	Jennifer Taylor	Health and Exercise Science: na	Graduate Committee: Sent: 2021-05-10 12:35:32.	
C14092	<u>EXS 589 Advanced Topics: Adapted Physical Activity</u>	Course New	Jennifer Taylor	Health and Exercise Science: na	Graduate Committee: Sent: 2021-05-10 12:36:09.	
C14113	<u>EXS 590 Research Methods</u>	Course New	Jeffrey Armstrong	Health and Exercise Science: na	Graduate Committee: Sent: 2021-06-01 11:02:55.	
C14273	<u>CJ 608 Graduate Studies Workshop</u>	Course Modify: Description	Misty Weitzel	Criminal Justice Sciences: Criminal Justice	Graduate Committee: Sent: 2021-09-29 11:46:41.	
C14274	<u>CJ 623 Program Evaluation in Criminal Justice New: Criminal</u>	Course Modify: Course goals,	Misty Weitzel	Criminal Justice Sciences: Criminal	Graduate Committee:	

	<u>Justice Research: Explore and Initiate</u>	Description, Title		Justice	Sent: 2021-09-29 11:50:51.	
C14275	<u>CJ 624 Applied Research in Criminal Justice New: Criminal Justice Research: Construct and Compile</u>	Course Modify: Course goals, Description, Title	Misty Weitzel	Criminal Justice Sciences: Criminal Justice	Graduate Committee: Sent: 2021-10-13 13:04:59.	
C14276	<u>CJ 625 Research Writing in Criminal Justice, Capstone Part III New: Criminal Justice Research: Compose and Complete</u>	Course Modify: Title	Misty Weitzel	Criminal Justice Sciences: Criminal Justice	Graduate Committee: Sent: 2021-10-13 13:05:44.	

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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	<i>Brandon K Claggett</i>
LAS (at large)	<i>Still seeking?</i>	
Criminal Justice	Misty Weitzel	Misty Weitzel
MSED	Joshua Schulze	
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	Elisa Maroney / Amanda Smith	AMANDA R. SMITH

Information Technology	Gregory Zobel	gz
Organizational Leadership	David Foster	
MA-DHHE	On hiatus while program is reconfigured	
Graduate Student Representative		
Graduate Student Representative		
Ex-officio (Graduate office)	Hillary Fouts, Graduate Dean	<i>Hillary Fouts</i>
Ex-officio (Academic Innovation)	Michael Reis, AI Director	
Visitors:		

Upcoming Meetings:

- Third Tuesday of every month at 3:30 until 5:00 PM / Location: ZOOM (Fall term, for now)
- **Dates:** November 16, (no December meeting), January 18, February 15, March 15, April 19, May 17