

Graduate Studies Committee Meeting Minutes
September 21, 2021, Tuesday from 3:30-5:00 PM
On Zoom: <https://wou-edu.zoom.us/j/81132375423>

Minutes from the May meeting:

<https://docs.google.com/document/d/19Enr25uUhXfpGHrtqTcLuTuTTsswsTnsBN3Ei1WqKz0/edit>

Agenda Items:

1. Misty moved to approve the minutes
Brandon seconded the motion. Approved unanimously
Updated committee list.
2. *Amber:* Graduate office need-- 1) petition review committee, 3 members

*Need done by tomorrow afternoon; student petition too many Cs, too many incompletes (Ds, Fs, low gap) Student will do next, all done via email. Available following any term. Get report when grades roll, immediately done, 24-48 hour turnaround. **Volunteers: Kate Hovey, Dave Foster, Misty Weitzel.***

3. *Melanie:* Committee needs--1) notetaker for the year (**Misty Weitzel**) and 2) chair election
4. *Chair Election:*
 - a. Nominations---Melanie, chair. Chair-elect: Amanda Smith...
 - b. No one opposed, Melanie Landon-Hays will stay on as chair and Amanda Smith will step in as chair-elect.
5. *Melanie:* PLC Update--

We will all bring three examples of student work that aligns with this rubric, preferably from our exit projects, but it can be a class assignment in the program. The three examples should be: 1) not there yet, 2) meets and 3) exceeds. We will stack these examples against the rubric, share what our examples look like across programs and determine what revisions we should make to the rubric to answer our essential question: What does a successful graduate student who has completed their graduate studies at WOU look like in relation to their CORE CONTENT KNOWLEDGE?

Our meetings for this term will be at 10 AM on Fridays, on the following dates:

October 15
October 29

November 12
December 3

6. *Committee*: Policies discussion---updated needs.

-Leave of absence policy

-Continuous enrollment (interpreting studies has a policy). University is more broad, and each program is more nuanced. Wouldn't have to be specific, and adds some context.

-Big p and little p. Pain points---**course caps**. Luckily, we have some good enrollment for this year. Lars is teaching writing, course caps will rise up over 20, hit 23 and 25---for a writing intensive course that is significantly over what is recommended by professional organizations. Consistent policy on course caps. Good pedagogically experience and compensation for faculty.

-Tied to discussion about **course numbering**---we get bogged down / inability to address these issues. They're all so tied together and some involve the union, direct way of moving forward and can address all of these? Faculty equity.

-Course numbering---course numbering approved for doctoral---not in catalog until we have doctoral programs. 700 is the designated level, to into catalog when a doctoral program exists. How do places that have 400 500 600, how do you do an AUMP? Do the 400 take a 500? Group together? Current AUMP, UGs can take 600 level classes.

-Amber shared---**policies and procedures. Loaded into the folder.**

https://drive.google.com/drive/u/0/folders/1fPh1O_79NwyTTy4kEnmoEIX1GFmqSGBd

Other committee needs:

Tuition and fee advisory: Make a recommendation on fees for the following year. Meet mid or late October, November, December. 3-4 meetings. Look at what other universities are doing, the market, hear from grad students and their concerns. 1.5 hours each meeting. Come up with a recommendation, and give to VP of finance.

--2-3 faculty: **Amanda Smith, Kate Hovey,**

--2-3 students: *faculty will nominate students by emailing Amber Deets.* Graduate office reached out to students to make sure they were available. Different programs represented.

Denise? New student or a second year student? Opinion on that? Hillary suggests a mix of both---online / hybrid / first year / second year. Different perspectives are very helpful.

Dean's graduate student advisory council? Send nominations to Amber. Compiling and sending them all to me. Need more program representation. There is an application. Amber will send the application. Hoping to have one from every program.

7. *Committee*: Curriculum changes to consider

On the radar for next year:

Amanda: Clean up for tracks for MIS. Putting doctoral program through. Likely to put through an AUMP from two pathways.

Hillary: important reminder about AUMPathways---don't end up in catalog. Have a different review process. Amanda will email Amber about the process.

Misty: propose change to exit requirement---had a lot of confusion with current. Comprehensive exam that was a mini-thesis, not a comprehensive exam. Making it more straightforward to students---thesis or professional paper, project option. Capstone courses designed to shepherd students through those, capstone courses will still do that. Meet faculty equity that way; do that through capstone. Change course descriptions for capstones

Dave: Clean up in OL around certificates and exit requirements.

PROGRAM CHANGES

P14090	<u>Human Wellness & Performance</u> (Major)	Program (new)	Gay Timken	Health and Exercise Science: na	Graduate Committee: Sent: 2021-05-09 09:45:34.
P14119	<u>Educational Technology, M.S.Ed.</u> (Major)	Program (modify)	Gregory Zobel	Education and Leadership: Master of Science in Education: Information Technology	Graduate Committee: Sent: 2021-06-04 13:30:04. Making sure classes are all CSE rather than LIB classes.
P14120	<u>Instructional Design Certificate</u>	Program (modify)	Gregory Zobel	Education and Leadership: Master of Science in Education: Information Technology	Graduate Committee: Sent: 2021-06-04 12:39:00.

					Making sure classes are CSE rather than LIB classes.
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COURSE CHANGES (waiting until October)

C10460	<u>EXS 588 Exercise Motivation and Adherence</u>	Course New	Laura Ellingson-Sa y en	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.

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)	Elizabeth Swedo	<i>Elizabeth M. Swedo</i>
Music	Kevin Walczyk	Program being taught out---Kevin may still attend
Criminal Justice	Misty Weitzel	Misty Weitzel
MSED	Joshua Schulze	<i>Joshua Schulze</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	Elisa Maroney / Amanda Smith	AMANDA R. SMITH
Information Technology	Gregory Zobel	Excused for memorial
Organizational Leadership	David Foster	<i>Dave Foster</i>
MA DHHE	On hiatus while program is reconfigured	
Graduate Student Representative		
Graduate Student Representative		
Ex-officio	Hillary Fouts, Graduate Dean	<i>Hillary Fouts</i>
Visitors:		

Upcoming Meetings:

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