Graduate Studies Committee Meeting Minutes
November 15, 2022, Tuesday from 3:30-5:00 PM
On Zoom:
https://wou-edu.zoom.us/my/arsmithdsps

Minutes from the September meeting (thanks GZ)**:**

https://docs.google.com/document/d/1_fIYPctAKNC0aSZes2Z8emz7mt9nJzjs/edit?usp=sharing&ouid=106788724864792543902&rtpof=true&sd=true

Today's Notetaker: Xiaopeng Gong
Dec meeting volunteer (if we end up needing a meeting):

Agenda Items:
1. Approval of minutes / attendance
   Gz moves to approve, xiaopeng seconds. Minutes approved.
2. Curriculum Review
   a. Program Modification - EdTech: Gz shares course modifications, provides clear options for students, makes it clear in the catalogue. Capstone project change, Rob moves to approve, Misty seconds, items approved.
   b. Program Proposal - HCA, David Foster shares the context for the proposal, stand alone certificate. Work with Shawn, many options for people with certification to loop into other programs. Amanda asks: how to handle electives and class size. Answer: 2-3 courses a term, 1 core, 1 elective, the course is built this way. Amy asks: are there plans to expand major in the degree? Is it going to be larger than a certificate? David: for undergraduates a certificate, David will lobby for building up an undergraduate major and a master degree. Health care management, or administration. Amy makes suggestions for how to market the program. Gz asks: 1. How many students will enroll in? 2. Faculty-student ratio where to get faculties? David answers: contact folks in healthcare field, to serve as instructors. Funding wise, $4500 to teach a class, so even with a small number of students, it should cover the cost. Gz: in COE, we lost coure release, due to low enrollment, are you looking at 20-30 students, making sure it is financially viable. David: 5-15 students for 1st year, then continue to grow. No local option for this area's education. If we can offer it, it will be nice. Gz: thank you. Amy: small things, would you add the total credit hours in the proposal? A couple of courses, 643, 646, they are offered multiple times. Amber: marketing point: Salem Health might be interested, local community college, there is market there. How to help the program stand out, distinct from other programs. Gz motions to approve, with modifications suggested by Amy, Shaun seconds. Item approves. Amanda will continue to work with David for the proposal.
   c. Program concentration drop - MSED Language Arts [TABLE, no need to vote]
   d. Course Modifications - MTH 5xx - to align with changes to 4xx,
   e. Course Proposal - EdTech; temporary courses to become permanent

The language arts proposal suspends by Amy. Josh agrees.

3. Membership & Logistics
   a. Chair-elect nomination and election: Amanda gets feedback, and questions. Amber found bylaws to share. Josh is interested and nominated. Amanda motions to approve, Gz seconds, motion approves.
   b. LAS MAL - Shaun Hansen (future MBA) **[Voting Item]**

Vote on new members, Shaun Hansen introduces himself. LAS member at large. Shaun steps outs of the meeting, members vote. Gz motions to approve, josh seconds. Members approved.

4. Topics for discussion/exploration
   a. Update Thesis/Action Research manual (last updated 2015) & develop Action Research manual - volunteers/interested parties? potential examples **Anyone interested in leading these endeavors??** We only have a thesis manual, we will work in groups to develop more existing manuals. What is your exit? What guidance do we currently have? Breakout rooms for 8 minutes. Amanda: what are the needs for the document? Gz: We tried to do this before, the professional project is very different across the fields. Literature review, maybe, other parts, hard. Maybe having a shared folder for faculties, and graduate students, to share manuals, examples, rubrics. Putting everything in one place. Shawn: no literature review for business major. Amanda: it is more effective to work on the individual program, but how about co-working together to repolish the existing manual. Misty: agrees with gz. Amanda: this is where this is from. Couple of things: what is the format that you require for your program, eg., style. Something else to share with the writing center. Josh: Have a webpage, info for people from different programs. Rob: digital commons, that posts students' work. We can also create a place for requirements for exit, etc. Amanda: to Rob, can we transform the research guide to something like exit requirements for various programs. Amber: we should require students to submit their capstone projects to digital commons. Amanda: what if we have a working session, to work on our own program, with the writing center, maybe the library comes, really create a guidance for our students. Rob will figure out the workload.
      ■ Writing Center - Rosario - interested in collaborating on this
   b. grad level grant writing course (gz) summer time class. 15 students in class to make it summer. Not creating any new course, if there is enough interest, by January, make students know about it. Msed, may use it as an elective. We need to do a head count. Great teacher, if it works, we can make the course permanent. 6-week course. 22 max, 15 minimum, 3 credits. Misty: will share it with students, not sure how many might be interested. Amber: any thoughts for 4-weeks, instead of 6 weeks? Gz: I can check. Amber: students' feedback, they are interested in small classes, then have summer vocation. Gz: pay may be different for 4-week course, it is probably not viable. Amanda: asynchronous. Type of grant, private, federal, state? Gz: students will be working on a real proposal for grants. Amanda: We are recipients, so there could be advocates for the course. Maybe alumni as well. Gz: if there is space, encourage people to attend, it is nice. Thank you!

      c. What else?
5. FYI
      a. Amy Clark - Curricular Procedures guidelines: Amy shows the website, shares the changes, minor issues. Amanda: is there going to be different pages for undergraduate and graduate? Amy: use one webpage, and add a few sections for different options. Amber: when do I need to submit a program and course change the same time? Amy: Change title, no need to change. change credits, subjects, course no. Anything that you need to change for a course, it changes the program, except for a title change. If you are changing a course, and somebody else is using it, then everybody involves need to propose a program change proposal. Amber shares an example. Amanda: any clarification questions for Amy? None.
6. Next meeting
      a. Notetaker Volunteer??
      b. Curriculum Review
7. Items for future &/or if time allows
      a. Committee Goals for the Year - charge update, membership
      b. AUMP - what would be the equivalent from BA - MS - Prof Doctorate?
      c. Writing at the graduate level (Kat, Lars, Leigh to return for discussion)

      Next meeting will be in January, close the meeting.

PROGRAM CHANGES (this list may not be current---will include a final update on Tuesday afternoon to reflect new submissions)

Proposal Number	Title	Type	Name	Division / Department	Committee Notes
P15297	Educational Technology, M.S.Ed. (Major)	Program (modify)	Gregory Zobel	Education and Leadership: Master of Science in Education: Information Technology	approved
P15326	PROGRAMother (Focus)	Program (drop)	Joshua Schulze	Education and Leadership: Master of Science in Education	No need to vote, per registrar
P15340	Health Care Administration Graduate Certificate	Program (new)	David Foster	Organizational Leadership: na	Stand alone certificate - 28% rate of growth nationally. 36% growth locally; New codes - worth it? (HCA = home care ??) HMGT?? -- how to handle different prefix (make note at this stage before moving forward) Undergrad cert for healthcare management in process? Add 15 credits - can repeat up to 3 times means 4 times total.

COURSE CHANGES (this list may not be current---will include a final update on Friday afternoon to reflect new submissions)

Proposal Number	Title	Type	Name	Division and Department	Grad Committee Notes

C15123	MTH 540 Special Topics: Algebra	CourseModify: Course goals, Description, Repeat	Cheryl Beaver	Natural Sciences & Mathematics: Mathematics	Approved; numbering courses at the 400 level - HOLD OFF
C15151	MTH 510 Special Topics: Analysis	CourseModify: Course goals, Description, Repeat	Cheryl Beaver	Natural Sciences & Mathematics: Mathematics	
C15153	MTH 520 Special Topics: Applied Mathematics	CourseModify: Course goals, Description, Repeat	Cheryl Beaver	Natural Sciences & Mathematics: Mathematics	
C15155	MTH 530 Special Topics: Geometry	CourseModify: Course goals, Description, Repeat	Cheryl Beaver	Natural Sciences & Mathematics: Mathematics	
C15161	MTH 580 Special Topics in TopologyNew: Special Topics: Topology	CourseModify: Course goals, Description, Repeat, Title	Cheryl Beaver	Natural Sciences & Mathematics: Mathematics	
C15295	CSE 663 Accessibility: Practice & Theory	CourseNew	Gregory Zobel	Education and Leadership: Master of Science in Education: Information Technology	

C15296	[CSE 665 Interactive Learning Platforms & Tools](#)	CourseNew	Gregory Zobel	Education and Leadership: Master of Science in Education: Information Technology	
C15367	HCA 621 Healthcare Politics and Policy	CourseNew	David Foster	Organizational Leadership: na	
C15368	HCA 622 Diversity and Ethical Leadership in Healthcare	CourseNew	David Foster	Organizational Leadership: na	
C15369	HCA 623 Disparities in Health Care	CourseNew	David Foster	Organizational Leadership: na	
C15370	HCA 640 Quality Improvement for Healthcare Leaders	CourseNew	David Foster	Organizational Leadership: na	
C15371	HCA 642 Foundations of Gerontology for Healthcare Administrators	CourseNew	David Foster	Organizational Leadership: na	
C15372	HCA 643 Advanced Topics in Healthcare	CourseNew	David Foster	Organizational Leadership: na	
C15373	HCA 606 Special Individualized Studies	CourseNew	David Foster	Organizational Leadership: na	

| C15374 | HCA 607 Seminar | CourseNew | David Foster | Organizational Leadership: na | |
| C15375 | HCA 641 Issues in Rural Healthcare Management | CourseNew | David Foster | Organizational Leadership: na | |

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	*Brandon K Claggett*
LAS (at large)	*Still seeking? Shaun Hansens?*	
Criminal Justice	Misty Weitzel	Misty Weitzel
MSED	Joshua Schulze	*Joshua Schulze*
MSPED	Kate Hovey	*Kate Hovey*
MAT	Xiaopeng Gong	*Xiaopeng Gong*
MS RMHC	Denise Thew Hackett	*[unable to attend]*
MA IS	Amanda Smith	
Educational Technology	Gregory Zobel	*gz*

Organizational Leadership	David Foster	*[BOT - will pop in for proposals submitted]*
~~MA DHHE~~	On hiatus while program is reconfigured	
Graduate Student Representative		
Graduate Student Representative		
Ex-officio (Graduate office)	Hillary Fouts, Graduate Dean	*[BOT, unable to attend]*
Ex-officio (Academic Innovation)	Michael Reis, AI Director	*[BOT, unable to attend]*
Visitors:	Amber Deets	