

## Graduate Studies Committee Meeting Minutes April 18, 2023, Tuesday from 3:30-5:00 PM

### Agenda Items: (minutes in red)

1. Approval of minutes / [attendance- motion to approve- Xiaopeng Gong, 2<sup>nd</sup> Greg Z- minutes approved by committee](#)
2. [Curriculum Review](#) [NONE in portal]- see expectations for new programs below-
3. [Outstanding Graduate Student Nominations](#) needed – Tanner Shadbold was chosen by the committee by vote
4. **FYI**
  - a. Expectations for new program
    - Pre, During, & Post support/engagement with grad office (Amber) Amber Deets: new grad programs are anticipated, but need to meet with her (Amber Deets) first; her office can help and prevent lost time, make sure all boxes have been checked, and help as the program is being developed. Then once a program is approved, there might be a time delay before the program is published officially- once a program is fully approved, it takes about 30 days to get website etc. up and running (one way to speed up website creation is to ask Amber for the document that will allow you to start creating the website offline).
  - b. Slate Launch (Amber) Amber thanked faculty who are helping with the new slate application website- it's working very well
  - c. Policies that were edited, nothing substantially changed (Amber) Amber commented that her office made some changes to the catalogue due to new degrees. Before any catalog edits are sent to the registrar, Amber requests that it go to her office first,,Amber also thanked faculty for being willing to help with hooding on June 16<sup>th</sup>.
    - Greg Z commented that it would be great to have the grad program curriculum process with dates and each step of the process down on paper somewhere. Amber offered to perhaps have her TA work on this objective.
    - Amanda Smith asked about process for knowing which students have indicated an intent to register. Denise Hackett also asked whether an email or other notification existed to notify faculty that a new application has been made. Amber, said a feature exists that will do this but this feature is not working. However, Amber checks it and will inform Directors if an application has been made and has sat for more than 10 days.
    - Amanda requested that directors not forget to review the catalog; Amy commented that things might be different or in the same place; also, with regard to program reviews and changes that need to be made, often times problems are identified too late, so going forward, if nothing is mentioned for review, the assumption to be made by Amy is that everything is correct.

- d. Catalog edits - upcoming PLEASE review... (Amanda)- Amanda asked reviewers to identify themselves and prepare for upcoming edit requests
- e. Exit Project guidelines status update (Amanda)- a tentative deadline has been established for getting exit project guidelines to the grad office so they can be centralized in one location within the grad office.
  - Discuss Graduate Project Exit Requirements Resource Page:  
<https://research.wou.edu/graduate-exit-projects> Robert Monge went over the page and identified a location where exist project guidelines might be located and made useful to faculty/students. Robert mentioned he and Elizabeth can help with program websites to ensure they have what they need. Amber/Robert commented that digital commons is gone now; the new system will be coming...and will provide functionality for less money. (note: readership numbers will not be available with new system) Amanda/Amber discussed fact that there will be a button that directs to library. Note: Finalized drafts exist project guidelines go to Robert AND Amber AND Rosario.
    - Note: This page is only in draft form and not ready to be shared or distributed. (Robert)
5. Send us - exit survey, follow up surveys for your program for accreditation purposes. Amanda commented that we really need this for accreditation. If not surveying, you should consider. Amanda and Amber can assist (if you do a grad f/u survey, send to Amanda)
6. Greg Z reminded us of grant writing class- he will send out information- although this is 3 credit class, this can be worked around and converted to a 4 credit class (talk Greg Z for details)