Graduate Programs Committee

**Minutes of February 11, 2016**

LRC 311

3:30 - 5:00 PM

Present: M. Romero, K. Galbreath, J. Suksi, B. Bergh, M. Strahan, J. Howard, M. Vroman, Brandon Kwak (GSA student), T. J. Aiyash (ASNMU student)

Absent: R. Jensen, F. McCormick

Guests: Joe Lubig (Associate Dean, School of Education, Leadership, and Public Service), Lisa Eckert (English Department), Madison Ngafesson (College of Business), Paul Mann (Associate Dean and Director, School of Clinical Sciences)

1. Approval of Agenda – Suksi/Strahan - **Approved**
2. Approval of Minutes – January, 16, 2015 – Strahan/Suksi – **Approved**
3. Assistant Provost’s Report (Robert Winn) – No report.
4. Chair’s Report (Kurt Galbreath) – No report.
5. Graduate Student Association Report (Brandon Kwak/T. J. Aiyash) – Brandon reported that the GSA is planning to have their next meeting on Tuesday, February 16th. The GSA will begin informal monthly meetings to discuss ideas for skill-building and other events in addition to exploring ways to attract more part-time students. Distance students will be able to SKYPE into the monthly meeting.
6. GPC Sub-Committee Business
   1. Course & Programs (Members 2015-2016: M. Strahan, J. Suksi)
      1. EN 588 course revision – Strahan/Suksi –**Approved -** GPC reviewed a request for course revision from the English Department. The revised course, EN 588, *Northern Shores Writing Project Invitational Summer Institute*, is designed to attract teachers from Wisconsin. Once the course has been taken, teachers may enroll in the English MA program. The course will be offered as a 4 credit hybrid. The original 5 credit course, EN 588, *Upper Peninsula Writing Project Invitational Summer Institute*, was offered on-campus.
      2. Early Childhood program revision – Suksi/Strahan – **Approved –** GPC reviewed a request for revision of the Early Childhood Teaching Certificate program from the School of Education, Leadership, and Public Service. The program was suspended but local superintendents have requested that the program be reinstated. Classes will begin in fall 2016 and the program will be cohort-based. The program was revised in order to meet state educational standards, outcomes, and requirements. Program revisions within the proposal include the following:
         1. Elimination of ED 522, was from the required course listing
         2. Revision of courses, ED 551, ED 553, ED 554, ED 555, ED 556, & ED 557
      3. CLS new course and course revision – Suksi/Strahan – **Approved** as amended – GPC reviewed a proposal submitted by the School of Clinical Sciences to modify courses, CLS 580 and CLS 526 and to create a new course, CLS 516. CLS 580 was revised to allow for additional graduate project options in the clinical molecular genetics master’s degree program beyond those of verification and validation. The revised course provides additional project possibilities such as assay designs and development, clinical utility studies, meta-analysis research, and written comprehensive reviews. This revision enables distance students not employed in a laboratory setting, options for choosing a graduate project. CLS 526 was revised from a 4 credit course with a 1 week lab component to a 3 credit web-based (only) course. CLS 516 is a one-week lab based course that will replace the lab session that was integrated into CLS 526. Students who have one year or more of documented molecular diagnostic experience will be able to receive advanced placement credits (course substitution based upon prior molecular diagnostic experience). P. Mann will create a form that can be used by faculty to document prior student molecular diagnostic experience (for course substitution) and this will be sent to K. Galbreath.
      4. Health Informatics certificate proposal - Suksi/Strahan – **Approved** as amended – GPC reviewed a proposal submitted by the College of Business for a Health Informatics graduate certificate program. The following proposal revisions were suggested:
         1. Check with the Registrar to ensure that the prefix HI has not been used in the past as a designation for courses
         2. In the proposal, under item #11 (equipment) delete the materials that are listed within that section
         3. Minor editorial changes
         4. Two courses that are listed at the 600 level (HI 601, HI 691) should be 580 courses

M. Ngafeeson will make the suggested revisions and send the proposal to K. Galbreath.

* 1. Faculty (Members 2015-2016: M. Romero, J. Howard, B. Bergh)
     1. Graduate Faculty Applications – Romero/Bergh– **Approved**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Department** | **Level** | **Term** | | **Begins** | **Expires** |
| Deighan | Padraig | Biology (Emmanuel College) | Level 1 | | 3 years | 08/01/15 | 08/01/18 |
| Essila | Jean | College of Business | Level 2 | | 3 years | 08/01/15 | 08/01/18 |
| Eyzaguirre | Maria  (Gaby) | Education/ldrshp/  PubSrvc | Level 1 | | 3 years | 08/01/15 | 08/01/18 |

1. Policy (Members 2015-2016: R. Jensen, F. McCormick, M. Vroman)
2. Graduation change – modification to policy regarding multiple degrees per commencement – Suksi/Vroman – **Approved –**

GPC reviewed a policy modification developed by R. Winn that enables students to obtain a master’s degree and a graduate level-certificate simultaneously at one commencement ceremony. The process will begin officially in fall 2016 although it may begin in May 2016, pending the timing of approval from the Academic Senate.

1. EIE planning – procedures for review of proposals – GPC discussed plans for review of EIE proposals. Funding is available for 35 students and 36 proposals have been submitted. R. Winn will look into additional funding for the remaining student if all 36 proposals meet eligibility criteria. L. Crupi will split GPC members into three groups (of three) for reviewing the proposals. The listing of groups will be posted to Share prior to the March meeting.
2. Program Incentive Fund proposal consideration – Strahan/Suksi - **Approved** **-** GPC discussed options for conducting expedited reviews of new and enhanced program proposals that are submitted via the Program Incentive Fund. GPC members agreed on a process whereby Program Incentive Fund proposals are fast-tracked by granting authority to the Course and Programs subcommittee to review and approve the program via email. Submitted proposals will be sent to all GPC members via email for feedback. The fast-track process turn-around time for a decision will be a maximum of two weeks.
3. Bylaws revision – **Tabled** - The bylaws revision process remains ongoing.

7. Unfinished Business

Adjourned **-** 4:45 pm – Galbreath/Strahan

Respectfully submitted by

Melissa Romero, GPC Secretary