Graduate Programs Committee

**Minutes of February 9, 2018**

LRC 224

 2:00 - 3:30 PM

Present: M. Romero, R. Jensen, F. McCormick, R. Prather, M. Strahan, C. Wozniak, K. Teeter, M. Jennings, L. Eckert

Absent: C. Hart

1. Approval of Agenda – Strahan/Jensen - **Approved**
2. Approval of Minutes – January 18, 2018 – Strahan/Jensen – **Approved**
3. Interim Director of Graduate Education (Lisa Eckert)
	1. Thesis Credit Options
		1. Permission to Elect Form – GPC reviewed a Permission to Elect form that was developed by L. Eckert. The document will be completed by students who are enrolling in Master’s Thesis, Education Specialist Thesis, or Master of Fine Arts Thesis. Students will complete the Permission to Elect form and file it with the Office of Graduate Education and Research. Completion of the form takes place prior to enrolling in GD 599/699 Thesis Completion and ensures that students are informed about the regulations and preparations relating to submission of the manuscript. GPC members provided suggestions and edits for document clarification. L. Eckert will provide edits to the document and it will be reviewed at the February 15th meeting.
		2. GD 599/699 Thesis Completion – GPC discussed possibilities for a zero-credit, GD 599/699 thesis completion course. With this course, students can enroll and receive *Research in Progress (“R”)* grades each semester without credit. Once the thesis is completed, the credit is then awarded which provides evidence on the transcript of thesis completion. L. Eckert is working on a new course proposal for review by GPC.
4. Chair’s Report (Frankie McCormick)
	1. PIF (Program Incentive Fund) Proposals – F. McCormick reported that a PIF proposal from the Speech, Language, and Hearing Science program is currently in process and is expected to be received by GPC in fall of 2018.
	2. F. McCormick reported that she and L. Eckert will attend the February 13th Senate Executive Committee meeting where they will discuss the impact of developing PhD programs at NMU.
5. Graduate Student Association Report – No report. No student was present at the meeting.
6. GPC Sub-Committee Business
	1. Faculty (Members: F. McCormick, M. Romero, R. Prather)
		1. New levels of graduate faculty status/process to forward to Senate – Wozniak/Jensen– **Approved** – GPC reviewed the revised application for appointment to the graduate faculty and revisions to the levels of graduate faculty status document. F. McCormick drafted a document that includes the rationale for changing these items. These documents will be move to the Senate for approval.
	2. Policy (Members: R. Jensen, C. Wozniak, K. Teeter)
		1. Proposal to change R-grade requirements – Proposal was **withdrawn** after discussion. GPC reviewed a proposal to change the R-grade from a deadline of three (3) to seven (7) years. The rationale for the change is that students who enroll in thesis credits early in their matriculation may not have time to complete the thesis in three years. After reviewing the proposal, a suggestion was provided to have students take a directed study course (598), entitled Thesis Research to work on their thesis. If students take this course, grade options are *Satisfactory (S)* or *Unsatisfactory (U)* and there is no “R” grade. L. Eckert and F. McCormick will discuss this with program directors in all disciplines to determine whether this option is feasible.
		2. Bylaws – The bylaws were reviewed after initial review by the policy subcommittee. Editorial suggestions were provided in addition to items that clarified existing roles on the committee. Substantive changes include the following:
* The title, Assistant Provost of Graduate Education and Research was changed to Administrator in charge of Graduate Education and Research.
* The GPC will consist of nine voting members of graduate faculty having graduate status.
* Graduate students – up to two graduate students will serve on the committee. Students are non-voting, ex-officio members.
* A quorum shall consist of five (5) voting members.
* One item was removed, “The GPC shall also be responsible for reviewing and evaluating existing graduate programs and their faculty on a periodic basis (at least every 5 years).
	+ 1. Policy Manual - **Tabled**

Adjourned 4:16 pm – Strahan/Jensen

Respectfully submitted by

Melissa Romero, GPC Secretary