Graduate Programs Committee

**Minutes of November 12, 2015**

LRC 311

4:00-5:30 PM

Present: M. Romero, R. Jensen, K. Galbreath, J. Suksi, B. Bergh, M. Strahan, F. McCormick, J.

Howard, M. Vroman

Absent: Sarah Johnston (student)

1. Approval of Agenda – Suksi/Vroman - **Approved**
2. Approval of Minutes – October 8, 2015 – Jensen/Suksi – **Approved** with edits
3. Assistant Provost’s Report (Brian Cherry) – Brian met with Robert Winn to assist with his transition to the Assistant Provost (of Graduate Education and Research) position. Brian sent a list of questions in reference to the HLC requirement for “Qualified Faculty” which were developed by the GPC to Dale Kapla. Dale sent the questions to the HLC and is awaiting a response.
4. Chair’s Report (Kurt Galbreath) – Kurt reported that the September and October GPC reports went through the Senate without any problems.
5. Graduate Student Association Report (Sarah Johnston) – Student absent from meeting. Both the GSA President and Vice President have scheduling conflicts this semester and are unable to attend meetings. An email report was submitted S. Johnston. (a) The GSA hosted a student mixer which took place on November 13th from 6 to 8 pm. (b) A question and answer session for the Excellence in Education awards took place on November 11th. K. Galbreath was present to answer questions. (c) The GSA has selected GSA member, T. J. Aiyash to attend the GPC meetings as a student representative.
6. GPC Sub-Committee Business
   1. Faculty (Members 2015-2016: M. Romero, J. Howard, B. Bergh)
      1. Graduate Faculty Applications - Jensen/Suksi – **Approved**

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| **Last Name** | **First Name** | **Department** | **Level** | **Term** | **Begins** | **Expires** |
| Rebertus | Alan | Biology | Level 3 | 5 years | 08/01/15 | 08/01/20 |
| Strand | Roger  (Mac) | Biology | Level 3 | 5 years | 08/01/15 | 08/01/20 |

1. New HLC guidelines; list of terminal degrees – Nothing new to report.

b. Course & Programs (Members 2015-2016: M. Strahan, J. Suksi)

1. GPC forms for course and program proposals – M. Strahan will send the documents to GPC for an e-vote. Once approved, Mike will upload the documents to the website.
2. Policy (Members 2015-2016: R. Jensen, F. McCormick, M. Vroman)
3. Policy for post-baccalaureate students enrolling in graduate courses – Galbreath/Strahan – **Approved –** GPC approved a policy that limits post-baccalaureate students to taking a maximum of 4 credit hours of graduate coursework per semester for a total of 8 credit hours. Prior to enrollment, students must receive instructor permission and be registered electronically. K. Galbreath and L. Crupi will work on the policy and send it to GPC members for an e-vote. The policy will be added to the Graduate Bulletin once it is approved by the Academic Senate.
   * 1. Process for identifying student members of GPC – Suksi/Strahan – **Approved** - K. Galbreath raised questions about whether there is an established process or policy for selection of student members to sit on the GPC and a discussion ensued. K. Galbreath reported the GPC bylaws indicate that two graduate student members should sit on GPC but provide no guidance on how they should be selected. It was suggested that one student member be selected by the GSA and the other should represent the ASNMU. GPC members agreed on this policy.
     2. Process for revoking Graduate Faculty Status – **Tabled** **-** GPC has been charged by the Academic Senate to develop a policy/process for revoking Graduate Faculty Status. GPC members discussed this and agreed upon the following:
        + - Recommendations for revoking Graduate Faculty Status should be received from the Department Head, College Dean, and/or Provost.
          - The faculty member should be given due process including an appropriate time-frame to respond to the allegation provided for revoking their Graduate Faculty Status.

M. Vroman will draft the policy and it will be reviewed by the GPC. The policy will also be reviewed by Dale Kapla and Brent Graves.

1. Unfinished Business
   1. Bylaws 3.2 – process for “reviewing and evaluating existing graduate programs” – **Tabled** – GPC will review EPC’s process for reviewing and evaluating existing graduate programs and will align with EPC’s policies. This will be discussed further at the December GPC meeting.

Adjourned- 4:52 pm – Suksi/Strahan

Respectfully submitted by

Melissa Romero, GPC Secretary