Graduate Programs Committee

**Minutes of October 8, 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

Absent: M. Vroman, Sarah Johnston (student)

1. Approval of Agenda – Suksi/McCormick - **Approved**
2. Approval of Minutes – September 10, 2015 – Strahan/Suksi – **Approved** with edits
3. Assistant Provost’s Report (Brian Cherry) – Brian reported that new criteria for “qualified faculty” were released by the Higher Learning Commission (HLC) that requires faculty at universities to have a terminal degree in the appropriate field to teach at the graduate level. All universities are required to meet this criteria by September, 2017. Based upon this, the GPC will need to develop a policy that provides justification for selecting instructors to teach specific courses. Dale Kapla is developing a series of questions on this topic to ask the HLC to receive clarification on this issue.
4. Chair’s Report (Kurt Galbreath) – Kurt reported that the September GPC report 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 schedule conflicts this semester and are unable to attend meetings. Email report was submitted. Currently the GSA is planning on hosting a student mixer which may take place October 30th from 8pm until midnight (location TBA). The date may be pushed back a week or two depending on student schedules. The GSA has decided not to continue with professional development workshops and instead is focusing more on providing opportunities for student social interaction. A question and answer session for the Excellence in Education award is being planned for either a Wednesday or Thursday in November from 5 to 6pm. Two faculty volunteers are needed to answer questions; particularly from Biology and English.
6. GPC Sub-Committee Business
	1. Faculty (Members 2015-2016: M. Romero, J. Howard, B. Bergh)
		1. Graduate Faculty Applications - Jensen/Strahan – **Approved**

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| **Last Name** | **First Name** | **Department** | **Level** | **Term** | **Begins** | **Expires** |
| Domina | Lynn | English | Level 2 | 3 years | 08/01/15 | 08/01/18 |
| Formolo | Marla | Health/Human Performance | Level 1 | 1 year | 08/01/15 | 08/01/16 |
| Kassab | Hanna | Political Science | Level 1 | 3 years | 08/01/15 | 08/01/18 |
| Moerke | Ashley | Biology | Level 1 | 2 years | 08/01/15 | 08/01/17 |
| Putnam | Lesley | Chemistry | Level 3 | 5 years | 08/01/15 | 08/01/20 |
| Mann | Paul | Clinical Lab Science | Level 3 | 5 years | 08/01/15 | 08/01/20 |
| Teeter | Katherine | Biology | Level 3 | 5 years | 08/01/15 | 08/01/20 |
| Ulland | Rebecca | Modern Lang & Lit | Level 2 | 3 years | 08/01/15 | 08/01/18 |

1. Review HLC criteria for “Qualified Faculty” and develop list of terminal degrees for relevant fields - The GPC faculty subcommittee will work on this and come up with questions to send to Brian Cherry which will be sent to Dale Kapla.
2. Discuss the need/process for revoking Graduate Faculty Status –**Tabled**

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

1. CLS course change proposals – Suksi/Strahan – **Approved-** CLS proposed the following course revisions to CLS 580 and CLS 599:

#### Revise CLS 580 to allow for additional graduate projects in Clinical Molecular Genetics beyond the previous requirement for verification and validation project. This includes new wording permits, assay design, and development or clinical utility studies. Allows course to be taken repeatedly in increments of 1-4 credits with a minimum of 4 credits required for graduation.

#### Revise CLS 599 to permit course to be taken repeatedly in increments of 1-4 credits with a minimum of 4 credits required for graduation

1. GPC forms for course and program proposals – **Tabled-** M. Strahan will work on this after the GPC Policies Revision (online) document has been approved.
2. Policy (Members 2015-2016: R. Jensen, F. McCormick, M. Vroman)
3. GPC Policies Revision (online) document – Proposed language for web-site policies page – Policy subcommittee has been working on updating the language on the web-site policies page. GPC members reviewed the changes, a discussion ensued, and suggestions were provided for additional revisions. R. Jensen will send out the revised document to GPC members for an email vote prior to the next meeting. **Approved via e-vote** (10/22/15)
4. Bylaws 3.2 – process for “reviewing and evaluating existing graduate programs” - **Tabled**

Adjourned- 5:32 pm – Jensen/Strahan

Respectfully submitted by

Melissa Romero, GPC Secretary