

Graduate Programs Committee
Minutes of January 14, 2021
ZOOM Meeting
3:00 - 5:00 PM

Present: M. Romero, F. McCormick, M. Jennings, M. Klett, L. Eckert, K. Teeter, D. Rowe, M. Moore, L. Larkin, K. Smith

Absent: Josie Campos (student representative)

Guests: None

1. Approval of Agenda – Smith/Klett- **Approved**
2. Approval of Minutes – November 19, 2020 – Klett/Rowe– **Approved with edits.**
3. Dean’s Report (Lisa Eckert, Dean of Graduate Education and Research) – L. Eckert reported the following:
 - a. All department heads were recently asked to submit graduate syllabi for 400-level courses if they plan to continue offering those courses at the graduate level. After a review of the syllabi that were submitted, it was discovered that some of the courses had not received prior approval at the graduate level. L. Eckert will meet with Dan Cullen and Joe Lubig to develop a syllabus template and they will review those courses prior to sending them to GPC for approval. Departments that did not submit syllabi to the Graduate Education Office will have graduate credit removed from those courses.
 - b. The GA task force proposal was approved and starting in fall 2021, GAs will receive a raise of \$1,500. This information will be shared with department heads at the next meeting. Ninety GAs will be hired and disseminated in fall 2021.
 - c. The search for an additional grant writer is almost complete. The grant writer will work with the Rural Health Center and the Graduate Studies office.
4. Chair’s Report (Frankie McCormick) – Frankie reported the following:
 - a. Final revisions were received for the Rural Leadership (ROAR) PhD program proposal and a proposal was received to revise the English MA program.
 - b. The senate report draft for the HHP Kinesiology and Exercise Science (KES) PhD program is almost finalized. Frankie will send the draft to the subcommittee for review before it goes to Senate. Frankie has started working on the Senate Report for the ROAR proposal in anticipation that the program is approved by GPC.
 - c. Proposal revisions were received from HHP for the Outdoor Recreation and Leisure Management (ORLM) program, the Psychological Science PhD, and Business Analytics MBA programs.

- d. The following proposals were sent to EPC: HHP KES PhD, ROAR PhD, Psychological Science PhD, HHP ORLM MS), and HHP MPCS (Mental Performance and the Coaching of Sport) MS. EPC will be meeting soon to begin the review process.
- e. Frankie requested feedback from committee members about GPCs role in the pre-proposal process (i.e., what should be included in the pre-proposal documents that go to EPC). A discussed ensued regarding items that could be included within the document, whether faculty should meet with and receive approval from deans and graduate deans before submitting, and timelines for submission. Suggestions included having faculty meet with deans and the Graduate Dean to receive approval prior to submission and including a curriculum, program rationale, market analysis, and budget in the pre-proposal document. Committee members agreed that pre-proposals need not be reviewed by GPC prior to review by EPC. Frankie will advocate for GPCs suggestions at the next EPC meeting.
- f. Frankie and a subcommittee reviewed the HHP MPCS proposal and drafted a list of suggestions for proposal revisions. The proposal was sent to EPC for review. Frankie will forward the list of suggestions to the department. The program will require approval from EPC and the Graduate Dean before moving back to GPC for further consideration.

5. Student Liaison Report (Josie Campos) – No report (absent).

6. GPC Business

- a. Graduate Faculty Applications (K. Smith, K. Teeter, M. Moore, M. Klett) – Klett/Teeter – **Approved** – GPC approved five applications for graduate faculty status. Frankie will request that the applications be approved by Senate via second reading

Last Name	First Name	Department	Level	Term	Begins	Expires
Achatz	Martin	English	1	3	8/1/2020	8/1/2023
Grundstrom	Jill	HHP (Theatre and Dance)	1	3	8/1/2020	8/1/2023
Hsu	Sung	SELPS	1	3	8/1/2020	8/1/2023
Trigg	Jan	SELPS	1	3	8/1/2020	8/1/2023
Nye	Rachel	Nursing	3		8/1/2020	

- b. Curricular items - English – MA in English, revisions (M. Moore, D. Rowe, F. McCormick) Klett/Rowe – **Approved with edits** - A proposal for revisions in

the MA in English program was reviewed. Aspects of the program and curriculum were updated to recruit and retain students. Subcommittee members provided a suggestion for the program to identify outcomes in future syllabi that are measurable. Suggestions for edits in the proposal include the following:

- i. Minor editorial adjustments to the bulletin copy.
- ii. Asterisk the required courses listed in the bulletin copy and next to the asterisk, state that if a required course is taken, that course cannot be double-counted as a concentration and elective course.
- iii. EN 509 Teaching Colloquium – remove from the requirements for concentrations and add it to the bulletin copy in the paragraph above Program Requirements.
- iv. Under Capstone Project, delete any reference to credits for EN 592.

c. SELPS and Graduate Education—PhD in Rural Leadership (L. Larkin, M. Jennings, F. McCormick) – Moore/Jennings – **Approved** - The ROAR proposal was reviewed and L. Eckert answered questions. The proposal was recently sent to EPC for review. Questions were asked about the types of projects students might undertake in the program, faculty roles and expertise, exit plan, and whether administrative colleagues will be available to teach. Additional requirements to be met include the following:

- i. A budget from Matt Franti
- ii. Provide a link in the proposal that connects to the Rural Development Innovation Group document.
- iii. Updated library support letter from Mike Strahan about library requirements that does not include costs associated with ProQuest or Web of Science.

d. Policy –

- i. Graduate Faculty Status review process (M. Jennings, Chair; L. Eckert, L. Larkin, and D. Rowe) – GPC agreed to remove redundant language (“is a non-NMU employee”) from the requirements for Level One Graduate Faculty Status. This language is found in GPCs policy document and on the application for graduate faculty status. Frankie will send a rationale for removal of the language to the Senate for approval.

- ii. Operating Procedures, Article 3.1 and 3.2 p. 2 | GPC Policy Manual, Item 2, pp 4-5 - F. McCormick reported that the Senate Executive Committee is recommending that GPC no longer forward the Graduate Faculty Status list to Senate for approval because they are basically a “rubber stamp”. Frankie reviewed the operating procedures in GPCs policy manual and did not find any major language that does not allow this change, although one small item will need to be removed from the GPC bylaws (a reference to Academic Senate minutes dated 4/21/92). GPC members agreed with the change. Frankie will send a rationale for handling GFS requests internally along with the graduate Dean to the Senate for approval.

Adjourned 5:30 pm – Moore/Jennings

Respectfully submitted by
Melissa Romero, GPC Secretary