

Graduate Programs Committee  
**Minutes of November 19, 2020**  
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: Joe Lubig, Associate Dean, School of Education, Leadership, and Public Service;  
Elizabeth Wuorinen, Associate Dean/Director, School of Health and Human Performance

1. Approval of Agenda – Klett/Moore- **Approved**
2. Approval of Minutes – November 5, 2020 – Klett/Rowe– **Approved**
3. Dean’s Report (Lisa Eckert, Dean of Graduate Education and Research) – No report.
4. Chair’s Report (Frankie McCormick) – Frankie was recently informed about a change in Senate processes for proposal reviews. Moving forward, PhD and other large program proposals will go to EPC for financial approval before review by GPC. New programs and programs requiring major revisions will submit a preproposal to GPC that includes an outline of the curriculum with course titles, rationale, budget (staffing), and market analysis. GPC will review the preproposal and forward it to EPC, the Dean and Graduate Dean. If EPC and the Deans support the program, a full proposal will be developed and reviewed by GPC. Once approved, the Academic Senate will review the recommendations from both EPC and GPC and provide a vote. An ad hoc senate committee will work over the holiday break to develop a proposal to clarify language pertaining to the proposal review processes in the Master Agreement. To expedite review this year, GPC will forward submitted PhD and new program proposals at the master’s level to EPC for consideration prior to GPC review.
5. Student Liaison Report (Josie Campos) – No report (absent).
6. GPC Business
  - a. Curriculum and Policy Discussion
    - i. General – 400 level courses for graduate credits – HLC requires that 400-level courses offered for graduate credit include undergraduate and graduate level syllabi or have methods of assessment and outcomes that are specific to graduate students. Instructors teaching these courses are required to have graduate faculty status. GPC

members discussed ways in which these courses can be in compliance. L. Eckert will send an email to all deans, department heads, and faculty with instructions for obtaining compliance with HLC requirements. Courses reviewed prior to 2017 will require updating or will be rescinded. Updated course syllabi are due to an assigned Google Drive by January 5, 2021.

b. Curricular Items

- i. SELPS and Graduate Education—PhD in Rural Leadership (L. Larkin, M. Jennings, F. McCormick) – Proposal revisions were reviewed. The following suggestions were provided:
  1. Identify in the proposal how the PhD program differs from that of an Education Specialist or other doctoral program with an education focus.
  2. Include an appendix item with a list of faculty who will be teaching the courses, their CV, and which courses they are qualified to teach.
  3. Include information about the types of projects students will undertake and provide examples.
  4. Provide exit (teach-out) plan for PhD students.
  5. In the proposal, clarify the wording in the section that addresses potential student interest in the program.
  6. In the proposal, clarify wording relating to costs associated with an HLC site visit.
  7. Minor editorial revisions.

GPC will review the updated proposal at the next meeting.

- ii. SHHP—PhD in Kinesiology and Exercise Science (K. Teeter, M. Romero, F. McCormick) – Proposal revisions were reviewed and the proposal was **Approved pending edits** (Teeter/Romero). The following editorial suggestions were provided:

1. In the curriculum grid, change KES 898 and 899 to GD 898 and GD 899.
2. In the marketing section of the proposal, delete where it states that the program is completely online.
3. Change course prefix numbers 880 and 882 to 680 and 682.
4. Minor course proposal edits (all courses will be graded A-F based on the syllabi, remove NMU undergraduate prerequisite courses, add instructor permission or admission to the KES doctoral program for all course proposal prerequisites, update the course rationale for KES 711, KES 880 – update textbook, minor editorial issues).
5. In the proposal, revise the graduate bulletin program description and add graduation and admission requirements as they appear in the bulletin.

Adjourned 5:15 pm – Moore/Jennings

Respectfully submitted by  
Melissa Romero, GPC Secretary