

Graduate Programs Committee
Minutes of March 25, 2021
ZOOM Meeting
3:00 - 5:00 PM

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

Absent: L. Larkin, Josie Campos (student representative)

Guests: Elizabeth Wuorinen and Scott Jordan, School of Health and Human Performance; Stacy Boyer-Davis and Ahmed Elnoshokaty, College of Business

1. Approval of Agenda – Smith/Rowe- **Approved**
2. Approval of Minutes – March 11, 2021 – Rowe/Teeter – **Approved with edit.**
3. Dean’s Report (Lisa Eckert, Dean of Graduate Education and Research) – Lisa reported the following:
 - a. Lisa met with Josh Santiago and Kathy Dawe to discuss concerns about conditionally admitted students who are required to take a large number of prerequisite courses. When a large number of prerequisite courses and conditions are assigned, students may lose their financial aid and conditional status is not considered to be degree seeking. Lisa and Angela Rasmussen are working on drafting a policy that will limit the number of prerequisite course credits for conditional admit students to no more than eight. If more than eight credits is required, the conditional admit will be held and the student will complete those requirements as a post-baccalaureate.
 - b. All department heads were asked to submit graduate syllabi for 400-level courses if they plan to continued to offer those courses at the graduate level. After a review of the syllabi that were submitted, Lisa found that some of the courses had not received prior approval at the graduate level. Lisa will provide a listing of courses that were submitted for approval by GPC at the next meeting. Departments that did not submit syllabi will have graduate credit removed from those courses.
4. Chair’s Report (Frankie McCormick) – Frankie reported the following:
 - a. Frankie, Matt Jennings, and Lisa Eckert met with the Senate Executive committee for follow-up after withdrawal of the PhD program proposals. The proposals were withdrawn due to budgetary concerns, faculty compensation, expertise, and load issues. Ideas for more efficient new program submission processes were discussed (See item 6.b.iii. for more detail on this item).

- b. The request from Joe Lubig in the School of Education for GPC to review and approve the Rural Leadership PhD courses was rescinded.
 - c. All of the Excellence in Education proposals received funding.
 - d. Due to scheduling conflicts, our student representative, Josie Campos will be unable to attend remaining GPC meetings this semester.
5. Student Representative Report (Josie Campos) – No report (absent)
6. GPC Business
- a. Graduate Faculty Applications (K. Smith, K. Teeter, M. Moore, M. Klett) – Moore/Klett – **Approved** – one application for graduate faculty status was approved.

Last Name	First Name	Department	Level	Term	Begins	Expires
Vanwelsenaers	Lynn	SHHP	1	2	8/1/2020	8/1/2022

- b. Curricular items
 - i. Business – New program track, MBA Business Analytics (L. Larkin, M. Romero, F. McCormick) – Klett/Jennings – **Approved pending edits**– The program will prepare students for the business analytics job market. Minor edits were provided to the bulletin copy. Additional suggestions for edits include:
 - CIS 422-BUS 565 – Provide differentiation between undergraduate and graduate level objectives and assessments in those syllabi.
 - ii. SHHP – New program, MS in Administration of Outdoor Recreation and Nature Based Tourism (K. Smith, M. Jennings, F. McCormick) – **Returned to subcommittee and HHP department for additional work** – The proposal was reviewed – GPC provided suggestions for edits, revisions, and additions which include:
 - Grammatical and wording changes in the proposal, bulletin copy, and new course proposals.
 - Clarification of course grid, timing of specific courses, projected student numbers, cost of course supplies, and number of credits for courses.
 - Clarification of budget and staffing – address the need to hire additional faculty.
 - Meet with Mitch Klett to discuss program specific student needs prior to taking ED 505 Measurement and Evaluation.
 - Edits to new course proposals: RE 599 Thesis, RE 591, RE 532.

- Addition of new course – RE 589 Research and Outdoor Recreation.
 - Adjust credit load per semester so students are eligible to receive financial aid.
 - The edited proposal and other documents will be reviewed by GPC subcommittee and submitted for e-vote.
- iii. Revised proposal process for new programs (or substantial program revisions) – Frankie shared documents that can be used beginning next year for new programs and programs with substantial revisions. The process includes submission of two documents:
- Part 1: GPC New Program Proposal – this document includes the title of the program, program description, course grid with sequencing, rationale and need for the program, formal market analysis, student interest, enrollment, marketing plan, staffing, program impact, budget with line item detail with marketing costs, accreditation fees, and departmental, dean, library, and other approval letters. This document will be submitted early in the winter semester and reviewed by EPC and GPC.
 - Part 2: GPC New Program Proposal – this document is completed after Part 1 is approved and includes the bulletin copy, new course proposals, program objectives and learning outcomes, admission and graduation criteria. The document will be due to GPC for review by October 1st.
 - Frankie will share these documents with EPC and Norma Froelich, chair of Academic Senate. The documents are expected to be reviewed at the final Senate meeting in April.
- c. Policy (M. Jennings, Chair; L. Eckert, L. Larkin, and D. Rowe) – No items at this meeting.

Adjourned 5:20 pm – Klett/Jennings

Respectfully submitted by
Melissa Romero, GPC Secretary