

Graduate Programs Committee
Minutes of April 8, 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: Mike Strahan, Lydia M. Olson Library, Sarah Carlson, Social Work

1. Approval of Agenda – Klett/Teeter- **Approved**
2. Approval of Minutes – March 25, 2021 – Rowe/Teeter – **Approved**
3. Dean’s Report (Lisa Eckert, Dean of Graduate Education and Research) – Lisa reported the following:
 - a. Lisa reported that the graduate assistant (GA) assignments are complete and she is working on streamlining processes for getting the contracts. If any department with funding has hired GAs, please inform Lisa and provide an organization number. The full list of GAs will be sent to Debbie Violetta and the contracts will be issued.
 - b. The plans of study have been helpful in streamlining paperwork and providing information about where students are heading. The next project will include developing policies that are consistent throughout all programs. Some departments are not sending completed thesis proposal approval forms to the Office of Graduate Education and Research. Having the completed form helps with troubleshooting for students who are planning to write a thesis. Lisa and Angela are also working on clarifying whether the seminar and defense form needs to meet one or two requirements on the CAPP.
 - c. The Celebration of Student Scholarship took place virtually on April 7 and was a great success. Please let Lisa know if there is any feedback from students or faculty.
4. Chair’s Report (Frankie McCormick) – Frankie reported the following:
 - a. Frankie and Matt Jennings met with Norma Froelich, chair of Academic Senate, David Pierce, chair of CUP, and Brandon Canfield, chair of EPC to work on documents that will be used by GPC, EPC, and CUP beginning next year for new programs and programs with substantial revisions. (See item 6.c.v. for details on this item).

- b. The MS in Administration of Outdoor Recreation and Nature Based Tourism proposal went through a first reading at the April 6 Senate meeting. The proposal will go through a second reading on April 20.

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

6. GPC Business

- a. Graduate Faculty Items (K. Smith, K. Teeter, M. Moore, M. Klett)

- i. Graduate Faculty Status Applications – Moore/Klett – **Approved** – 19 applications for graduate faculty status were approved.

Last Name	First Name	Department	Level	Term	Begins	Expires
Bubolz	Brian	Crim. Just.	3		8/1/2020	
Eyzaguirre	Maria (Gaby)	SELPS	1	3	8/1/2020	8/1/2023
Highland	Wendy	SELPS	1	3	8/1/2020	8/1/2023
Inagaki	Sebastien	Chemistry	3		8/1/2020	
Joy	Michael	LLIS	3		8/1/2020	
Kirk	Christopher	SHHP	1	3	8/1/2020	8/1/2023
Lindeman	Kaycee	SELPS	1	3	8/1/2020	8/1/2023
Norton	Chelsea	SELPS	1	3	8/1/2020	8/1/2023
Orf	Amy	LLIS	1	3	8/1/2020	8/1/2023
Pepin	Gina	SELPS	1	3	8/1/2020	8/1/2023
Rainey	Mark	SELPS	1	3	8/1/2020	8/1/2023
Rountree	Jennifer	SELPS	1	3	8/1/2020	8/1/2023
Sandoz	Emily	Psy.Sci.	1	2	8/1/2020	8/1/2021
Stoner	Alexander	Soc./Anthr.	3		8/1/2020	
VandenAvond	Steven	SELPS	2	3	8/1/2020	8/1/2023
Yangyuoru	Philip	Chemistry	3		8/1/2020	
Zimmer	Anna	LLIS	3		8/1/2020	
Dixon	Bryan	SHHP	1	2	8/1/2020	8/1/2023
Jordan	Scott	SHHP	3		8/1/2020	

*Kent	Elizabeth	Social Work	2	3	8/1/2020	8/1/2023
*Thoms	Christopher	SELPS	1	3	8/1/2020	8/1/2023
*Kramer	Mariah Fiona	SELPS	1	3	8/1/2020	8/1/2023
*Norman	Robert	SELPS	1	3	8/1/2020	8/1/2023

* Approved over the summer via E-vote

- ii. Minor Revisions to the Graduate Faculty Application – Romero/Moore – **Approved** – GPC recommends the following changes to the criteria for Level 1 Graduate Faculty status (changes are shown in yellow highlight). **Level 1 Graduate Faculty Status**

Level 1 status is for:

- adjunct or contingent faculty
- non-NMU employees
- or those who do not have a terminal degree in their field. If the applicant does not have a terminal degree, an explanation from the department head should state why, specifically, the individual should be eligible.

A person at this level can teach graduate courses and serve on thesis committees, but not chair them. Level 1 status can be requested for 1 to 3 years.

Rationale – There has been a recent increase in adjunct and contingent faculty applying for Level 2 graduate faculty status when the individual possesses a terminal degree. Level 2 status gives faculty the ability to serve as the chair of a graduate student’s thesis committee; therefore, adjunct and contingent faculty should not apply for Level 2 status. To make these criteria more clear to applicants the language has been revised.

- b. Curricular items

- i. Graduate Education and Research

1. Change in Degree Title – Master of Arts or Sciences in Interdisciplinary Studies to Master’s in Interdisciplinary Studies (MIS) – Klett/Rowe – **Approved** – GPC recommends changing the degree title of the Master of Arts or Sciences in Interdisciplinary Studies to the Masters of Interdisciplinary Studies (MIS). **Rationale** – Changing the name of the program clarifies the application procedure for prospective students and simplifies record keeping for faculty. An MIS is better aligned with other institution’s similar degree options.

2. Deletion of Select 400 Level Courses for Graduate Credit – Teeter/Moore – **Approved** – GPC recommends deleting the following courses listed in [Addendum 1](#). These courses will continue to be offered at the undergraduate level. **Rationale** – HLC requirements led to a year-long review of syllabi for 400 level courses approved for graduate credit. Courses were expected to meet the following criteria:

- Different course objectives and evaluations for undergraduate and graduate students.
- A description of the additional or advanced coursework that will be required of graduate students, and the means of assessment of work at the graduate level.

Departments with syllabi not meeting the criteria were asked to submit a revised syllabus. Courses will be deleted if revised syllabi are not submitted or if there is no interest in future course offerings.

- ii. Nursing – Current Courses to be Reinstated in the 2021-2022 Graduate Bulletin – Rowe/Moore – **Approved** – GPC recommends reinstating two current Doctor of Nursing Practice (DNP) courses, NU 747 Clinical Practicum – 3 and NU 750 Clinical Capstone in the 2021-2022 graduate bulletin and deleting them from the 2022-2023 bulletin. **Rationale** – DNP program revisions were approved by the GPC and Academic Senate in fall 2019. The revisions included deletion of NU 747 and NU 750 from the graduate bulletin in fall 2021. However, currently enrolled students are required to take NU 747 in fall 2021 and NU 750 in winter 2022. The date for course deletion should have been fall 2022 instead of fall 2021.
- iii. Education (SELPS) – Minor program revisions – Rowe/Klett – **Approved** – GPC recommends program revisions to the electives lists for two programs: Master’s of Arts in Education (MAE), Reading Specialist, K-8 and Master’s of Arts in Education (MAE), Reading Specialist, K-12. **Rationale** – There are several courses routinely used by students to meet the program’s elective requirements that are not published in the bulletin as elective courses. Students who register for these courses use a curriculum waiver to make a substitution. Adding these courses to the published list of electives on the bulletin will simplify the registration process. Course names and numbers are available [here](#).
- iv. Social Work – Course Changes – Klett/Jennings – **Approved** – GPC recommends changing the prerequisites for the following courses:
 - SW 611 Advanced Clinical Methods with Individuals – Prerequisite: SW 519 or both SW 511 or SW 512.

- SW 612 Advanced Clinical Methods with Families and Groups – Prerequisite: SW 611
Rationale – The MSW program was recently modified such that SW 612 was moved from fall to the winter semester. Due to this change, courses SW 611 and SW 612 will be offered in sequence. Students in the Advanced Standing Track may take SW 519 instead of SW 511 and SW 512.
- v. Revised proposal process for new programs (or substantial program revisions) – Current chairs of GPC, Academic Senate, CUP, and EPC met recently to finalize the process for a more efficient and effective proposal process. Frankie shared these documents with GPC members. The new proposal review process will begin next year and applies to new programs and programs with substantial revisions.

New program proposals (or major revisions) will be submitted in two parts as summarized in the table below (A modified plan will be implemented for proposals with a Fall 2022 start date.)

Proposal review process for new programs

Due Date	Proposal Form	Review Process:	Proposal will include:
Feb. 1	Part 1. Links: CUP GPC	<ul style="list-style-type: none"> • Submitted to CUP (or GPC) for review of the program. • CUP (or GPC) immediately forwards Part 1 to EPC for simultaneous review. • Senate Subcommittee Review: (1) CUP and GPC review Part 1 of the proposal for academic merit. (2) CUP and GPC share their recommendation (yes or no) with EPC and the Academic Senate Chair, who then shares the recommendation with the Provost. <i>(No full Senate review at this time)</i> • EPC Review: EPC reviews Part 1 of the proposal and shares its recommendation (yes or no) with 	<ul style="list-style-type: none"> • Rationale • Curriculum grid and brief program description with requirements • Marketing analysis • Budget and staffing plan • Administrative and faculty support • Library resources

		<p>the Provost, Academic Senate Chair, and CUP (or GPC).</p> <ul style="list-style-type: none"> • All recommendations will be made by April 15 of the winter semester. 	
Oct. 1	<p>Part 2. <i>(By invitation of CUP or GPC)</i></p> <p><u>CUP</u></p> <p><u>GPC</u></p>	<ul style="list-style-type: none"> • Submitted to CUP (or GPC). • CUP (or GPC) will forward a recommendation for the complete program (Parts 1 and Part 2) to the Academic Senate Executive Committee for review by the full senate, <i>if the program is fully approved in subcommittee.</i> • CUP recommendations for approval will be made by Feb. 1 of the winter semester. • GPC recommendations for approval will be made by March 30 of the winter semester. 	<ul style="list-style-type: none"> • Bulletin copy • Individual course proposals • Syllabi • Final copy of Part 1 • Documentation required for Part 1 approvals by EPC, CUP or GPC • Documentation of administrative support and commitment to staffing and financial expenditures required to launch the new program.

c. Policy (M. Jennings, Chair; L. Eckert, L. Larkin, and D. Rowe) – Ph.D. Policy Document – Matt Jennings shared the most recent document with GPC members and suggestions for minor edits were provided. The document will be shared with the Academic Senate at the April 20 meeting for informational purposes.

7. Proposed election results for 2021-2022 academic year:

- Chair: Matt Jennings
- Vice-chair: Mike Strahan – has agreed to be Vice-Chair with the support of the current committee
- Secretary: Melissa Romero

Adjourned 5:20 pm – Klett/Jennings

Respectfully submitted by
Melissa Romero, GPC Secretary