Graduate Programs Committee

**Minutes of December 10, 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, M. Vroman, F. McCormick, B. Bergh, Sarah Johnston (student) T. J. Aiyash (student)

Absent: J. Howard

Guest: Jill Leonard (Biology), Robb Winn (Biology)

1. Approval of Agenda – Suksi/Strahan - **Approved**
2. Approval of Minutes – November 12, 2015 – Jensen/Strahan – **Approved**
3. Assistant Provost’s Report (Brian Cherry) – B. Cherry reported this is his last GPC meeting. Brian has met with Robb Winn on several occasions to assist with his transition and Robb is ready to begin in January. Brian will remain in town until February if questions come up. R. Winn introduced himself and announced that he is excited to assume the Assistant Provost (of Graduate Education and Research) position next semester.
4. Chair’s Report (Kurt Galbreath) – Kurt provided a GPC thank you to B. Cherry for his service and welcomed R. Winn.
5. Graduate Student Association Report (Sarah Johnston) – Sarah Johnston reported the GSA hosted a student mixer which took place on November 13th from 6 to 8 pm. The mixer went well and attendance was pretty good in spite of the weather. Elections took place a few weeks ago. This is Sarah’s last semester serving as a representative on the GSA. A new student representative will take Sarah’s place on the GSA next semester. Due to scheduling conflicts, Sarah was unable to attend most GPC meetings. T. J. Aiyas served as Sarah’s proxy for a portion of this semester. T. J. will remain on GPC as a GSA student representative during winter semester 2016. T. J. will speak to students on the ASNMU about GPC’s process for identifying student members to serve as representative on GPC which includes having two students; one from the ASNMU and one from the GSA. T. J. will attempt to recruit a student representative from the ASNMU to serve during winter semester 2016.
6. GPC Sub-Committee Business
	1. Faculty (Members 2015-2016: M. Romero, J. Howard, B. Bergh)
		1. Graduate Faculty Applications - Suksi/Galbreath– **Approved**

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| **Last Name** | **First Name** | **Department** | **Level** | **Term** | **Begins** | **Expires** |
| Greer | Christine | Education/Ldrshp/PubSrvc | Level 2 | 3 years | 08/01/15 | 08/01/18 |
| Lawton | Robert | Math/Comp Sci | Level 1 | 1 year | 08/01/15 | 08/01/16 |
| Pepin | Gina | Education/Ldrshp/PubSrvc | Level 1 | 3 years | 08/01/15 | 08/01/18 |
| Shevy | Mark | CAPS | Level 3 | 5 years | 08/01/15 | 08/01/20 |
| Stanley | Athena | Education/Ldrshp/PubSrvc | Level 1 | 3 years | 08/01/15 | 08/01/18 |
| Zinser | Brian | College of Business | Level 2 | 3 years | 08/01/15 | 08/01/18 |

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

1. BI 443 – consideration for graduate credit – Vroman/Suksi – **Approved -** pending CUP approval and inclusion of additional explanation of graduate level assignment in syllabus.
2. Biology requests to change Graduate Bulletin language – Strahan/Romero- **Approved**- Biology submitted a request for editorial changes in reference to graduate level courses and their listing in the Graduate Bulletin.
	1. Three courses (BI 406, BI 419, BI 420) are currently approved at the graduate level and are listed in the Graduate Bulletin but are not listed under the available courses for the majors.
	2. BI 424 (Entomology) should be listed in the same format in both the Graduate and Undergraduate bulletins. The correct language is BI424 Entomology.
3. GPC forms for course and program proposals – Suksi/Galbreath – **Approved** - M. Strahan revised all of the forms (documents) for course and program approvals with the exception of the New Graduate Faculty documents. The following editorial changes were suggested by Mike Strahan:
	1. New Courses (both 400 and 500 level) document: Delete D so that course objectives are only requested once (under Course Outline)
	2. New Courses (400 and 500 level) document: each question will be listed separately as an individual item. For instance, all of the items under the heading Rationale (items i, ii, & iii) will be listed as subheading type questions.
	3. New Courses (400 and 500 level) document: under Course Outline, specific references to a textbook will be removed
	4. New Courses (400 and 500 level) document: under Library Holdings, some of the items will be moved up under Anticipated Costs.
	5. New Programs document: under item 11 (Anticipated Costs), each item will be listed as subheadings to be addressed individually
	6. New Programs document: two library items (#14 & #17 will be merged as one item)
	7. New Programs document: state “attach forms for all new courses”
	8. New Programs document: item #4, change what is currently stated to “indicate how the proposed program compares to other graduate programs that exist at other regional and national universities”

Mike Strahan will upload the documents to the website once they have been approved by the GPC.

1. Policy (Members 2015-2016: R. Jensen, F. McCormick, M. Vroman)
2. Process for revoking Graduate Faculty status – review draft language – Jensen/Strahan – **Approved pending minor editorial revision –** GPC approved a policy for revoking graduate faculty status. M. Vroman drafted the policy and it was reviewed by Dale Kapla and Brent Graves. Final approval is expected to take place at the January meeting.
	* 1. Bylaws revision - **Tabled**
3. Unfinished Business

Adjourned- 4:52 pm – Suksi/Strahan

Respectfully submitted by

Melissa Romero, GPC Secretary