Graduate Programs Committee

**Minutes of December 14, 2017**

LRC 311

3:00 - 4:30 PM

Present: M. Romero, R. Jensen, F. McCormick, R. Prather, M. Strahan, C. Wozniak, K. Teeter, M. Jennings, L. Eckert

Absent: C. Hart

Guest: Abigail Wyche, Department and Assistant Professor – Social Work Department

1. Approval of Agenda – Strahan/Jensen - **Approved**
2. Approval of Minutes – November 16, 2017 – Strahan/Jensen – **Approved**
3. Interim Assistant Provost’s for Graduate Education and Research Report (Lisa Eckert) – No report.
4. Chair’s Report (Frankie McCormick) – No report.
5. Graduate Student Association Report – No report. No student was present at the meeting.
6. GPC Sub-Committee Business
   1. Course and Programs (Members; M. Strahan, M. Jennings, C. Hart)
7. MSW Proposal– **Tabled -** GPC reviewed a proposal from the Social Work department for a Masters in Social Work program. The course and programs committee members previously met with social work faculty to review the proposal and are continuing to meet with them. GPC will revisit the proposal once final revisions are completed. Some suggestions for revisions consist of the following:

* Identify core competencies in the proposal or place them in an appendix.
* Obtain letters of support from NAS and the Department of Psychology.
* Ensure that course descriptions, prerequisites, and number of credits for courses are identical in the proposal and in bulletin descriptions.
* Add language about a capstone requirement in the final field placement courses (SW 682/SW 684).
* Ensure that bulletin descriptions differ for individual courses.
* Consider removing required elective courses and instead, offering special topics courses. Another option might be offering electives taught by other disciplines.
* Update the budget to reflect changes from 4-credit to 3-credit courses.
* Review admission requirements for each track of the program.
* Minor editorial changes.

1. Workload management/Proposal form changes – GPC discussed course and programs subcommittee workload and plans to streamline and better facilitate the submission and approval process for new program proposals. Some ideas and suggestions included the following:

* Department heads should submit a letter of intent to the chair of GPC and Office of Graduate Education and Research six months in advance of proposal submission for Master’s programs and one year in advance of proposal submission for PhD programs.
* Once received by the Office of Graduate Education and Research, letters of intent will be stamped and dated.
* Staff in the Office of Graduate Education and Research could complete an initial proposal review and provide editorial suggestions, course number discrepancies, etc.
* Other subcommittees may need to be involved in reviewing proposals to reduce course and programs subcommittee workload.
* Current proposal forms entitled, *Graduate* will be re-titled, *Masters* and PhD specific proposal forms will be developed by the policy subcommittee.
  1. Faculty (Members: F. McCormick, M. Romero, R. Prather)
     1. Graduate Faculty Applications – Romero/Prather– **Approved**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Department** | **Level** | **Term** | **Begins** | **Expires** |
| Norman | Taylor | English | 2 | 1 | 8/1/2017 | 8/1/2018 |

* + 1. Status report – New levels of graduate faculty status/process - **Tabled**

1. Policy (Members: R. Jensen, C. Wozniak, K. Teeter)
2. Status report – developing a new program proposal for potential PhD programs - **Tabled**

Adjourned 5:30 pm – Strahan/Jensen

Respectfully submitted by

Melissa Romero, GPC Secretary