

Graduate Course and Program Review Committee

December 2, 2020

Zoom Meeting ID 945 7781 5477

Present: Chad Baker, Jason Baker, Robyn Davis, James Delle, Ollie Dreon, Leslie Gates, Laura Granruth, Ann Gaudino, Aileen Hower, Kelly Kuhns, Lucie Lehr, Julie Lombardi, Cayleigh Minter, Susanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Karen Rice, Karena Rush, Helena Tuleya-Payne, Scott Warner, Tyrone Washington, Charlton Wolfgang,

1. Review and Approval of Minutes from October 2020 meeting:
 - a. Motion to approve: T. Washington motion. S. Warner second. Approved.
2. Updates and Announcements:
 - a. Calendar changes for spring 2021-
 - i. There are two calendar versions. The one posted on the Registrar's webpage is correct.
 - ii. The spring semester starts on Wednesday, January 20.
 - iii. There are several days off: President's Day, Mar 10 and April 1+2
 - b. Summer courses 2021-
 - i. MU remains optimistic for face to face summer courses.
 - ii. Be prepared to pivot back to remote instruction.
 - iii. DL approval will be needed for summer and fall courses.
 - c. New Dept. of Health Guidance and Implications –
 - i. Students coming into PA have to quarantine 14 days or provide a negative Covid test.
 - ii. Voluntary Covid19 testing is now available to all students at Health Services.
3. Curricular Action Items:
 - a. Course Change Proposal 038 -
 - i. Adds DL to MATH 613.
 - ii. Instructor liked the (temporary) format so would like to continue.
 - iii. Motion to approve: B. Powers motion. L. Granruth second. Approved.
 - iv.
 - b. New Course Proposal 066 -
 - i. MUSI 550: The Art of the Modern Band
 - ii. For local teachers to take for professional development.
 - iii. We need to request new language on multimodal methodology.
 - iv. Re-vote next meeting.
 - c. Course Change Proposal 068 -
 - i. Add DL to SPED 653
 - ii. Motion to approve: J. Baker motion. A. Hower second. Approved.
4. Policy Items:
 - a. Incomplete Grades Policy -
 - i. Vote to retain existing policy: 18 yes, 2 no
 - ii. The existing policy converts the Incomplete grade to F at the end of the following semester (thesis, dissertation and scholarly project grades after one year).
 - iii. The policy will be enforced beginning with the spring 2021 semester. This includes those who are given Incomplete grades this fall 2020.
 - iv. Incomplete grade recipients will be notified via letter/email (the instructor and coordinator copied) at the end of each semester after grades roll. L. Lehr will add

this process to the similar existing process of checking F grades, C grades and GPA. Any dismissal letter due to an Incomplete grade will inform the student of the policy so there is no confusion.

- v. J. Delle and T. Wright will inform the Registrar of the enforcement so the F grade conversion is automatic.

b. Continuous Enrollment Policy –

- i. Current policy is only found in the Thesis & Dissertation Guidelines
- ii. Reasons to have a policy: encourages completion and acknowledges the chairs continued workload (individual instruction).
- iii. The fee, in the form of 1 credit per term, was never officially approved by Finance & Administration. Maybe remove the word “fee” from the Guidelines.
- iv. Doctoral programs need to develop the course or reuse an existing course that is repeatable.
- v. Partner institutions need to be notified.
- vi. Apply this requirement to master’s programs? A follow up meeting will be necessary, to include programs with theses. Invite undergrad honors program as well.

c. Accelerated Degree Programs Policy -

- i. The policy was amended.
- ii. The language was scrutinized for potential for a proposal remaining in limbo if there is a disagreement by either grad or undergrad. It makes better sense read step by step.
- iii. Oversight and transparency for both parties was the goal; to coordinate the efforts.
- iv. Most of the credit changes will occur in the undergrad program.
- v. It is not entirely known yet how this will look on audits.
- vi. L. Gates will revise it so it is clearer.

d. Workflow of Grad CAP -

- i. After review of current policy it was determined we can remove the minor change option from Grad CAP
- ii. Motion to approve: l. Gates motion. T. Washington second. Approved.

5. Discussion Items:

a. Handling existing/past incompletes –

- i. In January an updated list of past active student Incompletes will be sent to all coordinators (copy dept chairs).
- ii. The coordinator should contact the instructor for resolution. A grade of F can be applied via Change of Grade form or, if the instructor is not present, via the Grad Dean. Though discouraged, in some cases of misunderstanding between instructor and student a late grade of W can be requested.
- iii. This cleanup project will start with active students. At a later date we will address older cases.

Meeting adjourned at 3:22 pm

Minutes respectfully submitted by L. Lehr