

Graduate Course and Program Review Committee

August 30, 2023

Minutes

Present: Chad Baker, Joe Behun, Bertha DeJesus, James Delle, Ollie Dreon, Leslie Gates, Ann Gaudino, Laura Granruth, Lauren Kaiser, Lucie Lehr, Ann Marie Licata, Julie Lombardi, Clarence Maxwell, Erin Moss, Nicole Pfannenstiel, Beth Powers, Kelly Rotondo, Karena Rush, Deborah Tamakloe, Melissa Tineo, Scott Warner, Carlton Wolfgang, Tiffany Wright, Sepi Yalda

1. Review and Approval of May 2023 Minutes:
 - a. L. Kaiser motion. J. Lombardi second. Approved with 2 abstentions.
2. Updates and Announcements:
 - a. J. Delle provided a Course Dog demo –
 - i. Enter via the Associate Provost’s web page. Use “Course & Curriculum Proposals” link to enter.
 - ii. Left gold button “Curriculum Approval Process” leads to sign-in page.
 1. “Courses” tab – has every course in system. Banner info only.
 2. “Programs” tab – has all approved programs. Banner info only.
 3. “Proposals” tab – has 4 sub tabs which are action/sort buttons.
 - a. Here you fill out form. Some fields will be auto populated.
 - b. This triggers the workflow.
 - c. You can see the status of your request. Decisions are steps.
 - d. If you need to flag something then start a comment with the word “FLAG” first.
 - e. There is an edit button or you can reject back to yourself to start over.
 - f. Submit a Help Desk ticket if there are any technical issues. Kim Broskie is the lead support contact.
 - g. Decanal analysis is up front. Some feel it will cause delays, though.

- h. Warning! If you click outside of the browser you will lose your work. This issue is being addressed.
 - iii. Right gold button “CAP Information Page” leads to the old wiki landing page. Proposal help is provided here: how-to guide, training video and FAQs.
 - b. IT has changed how a new students get activated in our system. They are first loaded into SLATE so the arrival into MAX will take a day or two longer.
 - c. There is a new SLATE report that shows students who applied but are not yet admitted. The report does not show enrollment numbers.
 - d. There will be a Graduate Admissions Virtual Open House on Thursday, October 26 from 6-7 p.m.
 - e. There is a change in transcript policy for graduate admissions. We required all prior transcripts but now just the last degree conferred (some programs will need to continue to require all transcripts). This should speed up the admissions process.
 - f. We are up and running with Academic Partnerships. Additional programs will be added in spring or fall. The numbers have not been impressive so far.
 - g. Final enrollment number for fall is over 1000. Good job everyone!
 - h. A special thanks to those who participated in GAAC hearings over the summer.
 - i. A. Gaudino shared her recruitment strategy. She emphasized engaging closely with our Marketing team (share your vision with them) and utilizing word of mouth to promote your program (family feel).
- 3. Policy and Related Items:
 - a. MEd Core Draft Revisions –
 - i. A new poll will go out for more input.
- 4. Old Business:
 - a. Graduate Assistant Task Force –
 - i. The program is a big budget item so needs reviewed.
 - ii. Discussions so far have involved looking at like-institution data for number of credits, pay and benefits.
 - iii. The group is assessing the scholarly use of assistants.
 - iv. Coordinators are encouraged to share their ideas on this matter.
 - b. GCPRC Commencement Committee Representative 2023-2024 –
 - i. A. Licata has volunteered to serve.

5. New Business

- a. Interdisciplinary Certificates and Programs -
 - i. There have been communication issues between programs that share courses. How officially does one program inform another of a course change?
- b. Course cancellations –
 - i. Course enrollment requirements seem to have changed.
 - ii. Cancellations lead to lower enrollment, and faculty have been feeling they must provide independent/individualized alternatives.
 - iii. Is national accreditation taken into account?
 - iv. Many graduate students enroll late. Would a \$ course hold help?
 - v. Faculty need to actively advocate for their programs.
 - vi. It would be helpful to document the cases, as in a form. This will be a data gathering effort. T. Wright will request a Registrar's Office enrollment graph to determine when graduate students typically enroll.

Meeting adjourned at 3:20 pm.

Minutes respectfully submitted by L. Lehr