**GRADUATE FACULTY COMMITTEE**

**September 15, 2017**

In attendance: Jim Artesani, Richard Ackerman, Elizabeth Allan, Susan Bennett-Armistead, Justin Dimmel, Sara Flanagan, Mary Ellin Logue, Ian Mette, Dee Nichols, Johanna Prince via distance, Eric Pandecio, Patrick Womac

1. Administration of Graduate Programs
   1. GAC Purview

The committee structure of the COEHD was reordered last year when we passed the bylaws. GAC remained as a standing committee, primarily to oversee grad programs in the COEHD and to have an opportunity for representatives from each graduate program to discuss issues related to graduate education in the college.

Eric asked if he is still a representative to Graduate Board. Where should the reps come from, which areas? *It was determined that Eric is still a member of the Graduate Board.*

Dee mentioned that from a University-wide constitution and bylaws we’re looking at other representation to university life committees. He recommended that the COEHD hold spring elections for Faculty Senate to ensure that there are four representatives, one from each school. Learning & Teaching, because of the number of faculty members, would have two reps. He also mentioned that Faculty Senate is pushing to have more shared governance and faculty participation this year

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*Jim recommended that GAC craft bylaws this year. There was general agreement with this.*

We have four representatives on the graduate board this year. Three of these members are going off at the end of the year, so we should try to balance the revised membership to ensure representation from all schools. Current members are Ian Mette, Deborah Rooks Ellis, Eric Pandiscio, and Jim Artesani.

Jim shared two flow charts illustrating the approval process for masters and CAS programs. Jim pointed out that changes to doctoral programs, research & foundation courses shall be approved through GAC as outlined in the COEHD by-laws.

Patrick asked what would constitute a change that rises to the level needing to undergo this process, and what would be an example of a minor change that doesn't require this process. Responses from Committee members included changing/updating in a syllabus, changing some course content, changing assignments, that is still consistent with the intent of the course does not require approval through the described processes. Changes that would result in revisions to the graduate catalog typical does require approval through the processes presented. Susan suggested referencing the Graduate School Policy Handbook where these kinds concerns are outlined, although there are some gray areas.

* 1. Graduate Board Sub-committees and Reps
     1. Executive Committee
     2. Graduate Curriculum Committee
     3. Counsel for Associate Deans and Graduate Studies
     4. University Research Council

Currently, Jim is the rep on each of these committees, Cat Biddle is also on the University Research Council. *Justin volunteered to take Jim’s place on the University Research Council.*

1. COEHD Doctoral Programs

Forming a doctoral oversight committee was discussed in our GAC meetings last year. It has implications for how often this committee needs to meet, etc. There are management, procedures, policies that impact doctoral programs, but not other programs, which are represented on GAC. Since we have faculty who work intensely with doctoral students and doctoral programs, it makes sense to have a group of faculty overseeing those programs.

*The committee agreed that a separate meeting for the doctoral group and the non-doctoral group would make sense.* With the formation of a doctoral oversight committee, there are likely to be times that the GAC will not need to meet.

Jim mentioned that the Literacy, Educational Leadership, Prevention & Intervention, programs operate within a cohort model. Higher Education, STEM operate independently; however, there is a need for policy and procedures that cut across all programs. Some issues that have come up recently, particularly around scheduling of research and foundation courses. Organizing/scheduling the research courses is particularly challenging.

Jim posed the following questions. Should the GAC as a whole deal with the issues previously discussed, or 2) should there be a separate group; and is the second group a standing committee in our college or a sub-committee of GAC?

Motion:

Dee Nichols - Made a motion to create a doctoral program subcommittee of GAC to specifically address issues that impact all of the COEHD doctoral programs.

Second: Ian seconded.

Further discussion – This will this be a representative group with one faculty representative from each doctoral program.

Voting Reps: Sarah Flanagan, Justin Dimmel., Susan Bennett Armistead. Elizabeth Allan, Patrick Womac, Mary Ellin Logue, Richard Ackerman, and Johanna Prince.

*Motion Passed Unanimously*

1. Announcements

Research Forum Sea Grant Presentations Sept 29, information has already been shared.

Grant money is available for doc student travel -Lancaster Fund, deadline Sept 22.

Who do students address the letters to? Answer: Committee.

Jim reminded committee members of the faculty forum discussion from spring regarding research experiences for graduate students – next steps will be forth coming.

Jim has been working on the google docs folder for GAC.

Information Management as a college community is a concern.

Johanna suggested creating a Google Team Drive. *Jim will create such a folder.*

Webnow will be replaced by Target X for reviewing applications. Training sessions will be provided by the graduate school. Jim will also schedule training specifically for GAC members.

Dee mentioned that he is on Faculty Senate and reminded the committee to let him know if there is anything we would like him to bring before them. Susan Bennett-Armistead is also part of the Faculty Senate.

Jim noted that the Spring Research and Creative Symposium is looking for judges and asked everyone to please encourage our faculty and students to participate.

**Decisions and Next Steps**

1. *Eric Pandiscio is the fourth member of the Graduate Board.*
2. *Jim will begin to draft GAC By-Laws*
3. *Justin will assume Jim’s place on the University Research Council.*
4. *GAC members unanimously the creation of a doctoral subcommittee of GAC to specifically address issues that impact all of the COEHD doctoral programs.*
5. *Jim will create a GAC Google Team Folder.*

**Meeting Dates and Locations**

10/20        221A Merrill Hall

11/17        159 Shibles Hall

12/15        221A Merrill Hall

1/26         159 Shibles Hall

2/16          221A Merrill Hall

3/23          159 Shibles Hall

4/20         221A Merrill Hall

5/18         159 Shibles Hall