

Graduate Course and Program Review Committee
Minutes
August 29, 2018

Present: Jason Baker, Robyn Lily Davis, Victor DeSantis, Ollie Dreon, Marc Felizzi, Laura Granruth, Adam Grumbling, Claudia Haferkamp, Aileen Hower, Lucie Lehr, Jenny Monn, Becky Mowrey, Susanne Nimmrichter, Nicole Pfannenstiel, Beth Powers, Tyrone Washington, Tiffany Wright, Barbara Zimmerman

The meeting was called to order by B. Mowrey at 2:00 PM

1. Review and Approval of April 2018 Minutes:
 - a. L. Granruth moved. M. Felizzi 2nd. Approved.

2. Updates and Announcements:
 - a. CAP (Curriculum Approval Process) will meet on Friday 8/31.
 - i. The process is still in transition.
 - ii. Will replicate undergrad process but with fewer steps.
 - iii. Hopeful for implementation by end of the academic year.
 - b. Graduate Catalog 2018-19 was uploaded and is available for viewing.
 - c. The Graduate Studies Office has moved to the other end of Lyle Hall same floor; the space formerly occupied by Undergrad Admissions.
 - d. Grad enrollment has hit its highest level since 2012. Enrollment expected to go over 1000. Everyone is to be congratulated!

3. Old Business:
 - a. GAAC (Graduate Academic Appeals Committee)
 - i. New Chairs are T. Wright and L. Granruth
 - ii. New language has clarifications.
 1. One time only appeal.
 2. Face-to-face meetings are not necessary if there is no additional pertinent information. Electronic appeals are more efficient.
 3. "Extenuating circumstances" is more clearly defined.
 - b. Incomplete Grades
 - i. Coordinators are asked to be vigilant and not let Incompletes accumulate.
 - ii. Do not encourage those with Incompletes to register for more courses.
 - iii. One idea is to hold future registration upon the 2nd Incomplete grade.
 - c. No Show Admits
 - i. It is difficult to anticipate how many. Leaves a space open that could have been extended to another applicant.
 - ii. It is worth exploring requiring deposits to hold a space. This would be more applicable to cohort programs.
 - iii. The Grad Studies Office can help coordinators to retrieve student information to assist in identifying these students in advance of the semester start.

4. New Business:

- a. Since V. DeSantis is now assuming responsibilities as the Interim Chief of Staff to President Wubah, an announcement regarding the new Graduate Dean is anticipated to be made this Friday.

The meeting was adjourned at 3:00 PM
Minutes respectfully submitted by L. Lehr