

# Minutes

## Graduate Course and Program Review Committee

Wednesday, January 29, 2025

### Stayer 104

Present: Aileen Hower, Alison Wells, Barb Havercamp, Beth Powers, Chad Baker, Charlton Wolfgang, Clarence Maxwell, Deborah Tamakloe, Drew Hunter, Erin Moss, Joe Behun, Julie Lombardi, Karena Rush, Kelly Rotondo, Lara Willox, Laura Granruth, Leslie Gates, Lynn Marquez, Nicole Pfannenstiel, Ollie Dreon, Scott Warner, Tiffany Wright

1. Review and Approval of November and December Minutes (thank you Alison Wells for taking minutes):

- a. [GCPRC Minutes 11.20.2024.docx](#)
- b. [GCPRC Minutes 12.4.2024.docx](#)

Motion: J. Lombardi | Second: J. Behun | Abstained: L. Granruth, A. Hower | Approved

2. GAAC Updates

- a. Huge thank you to Drs. T. Wright, J. Lombardi, A. Hower, J. Behun, C. Wolfgang, and L. Granruth for their help with Graduate Dismissals
- b. Registrar process updates – N. Pfannenstiel and B. Havercamp
  - i. RO is handling emails to students
  - ii. Forms are being corrected

3. Curricular Review

- a. ACTE 610 The Reflective Practitioner – new course – O. Dreon
  - i. <https://app.coursedog.com/#/cm/request/BDgHl0cXTb4lFa66RrFc>
    - 1. Looking to formalize inducted process
    - 2. Intended for every fall, may be offered on going elsewhere

Motion: A. Hower | Second: T. Wright

- b. RDED 627 - add DL – A. Hower
  - i. <https://app.coursedog.com/#/cm/request/zT5VZ0PpjO3SytJZFLaO>
- c. EDUC 561 Second Language Acquisition – Add DL – B. Himmele (A. Hower)
  - i. <https://app.coursedog.com/#/cm/request/AMjrGZMeT1fHzlqXmSrV>
- d. EDUC 580 Methods for Teaching English Language Learners – Add DL – B. Himmele (A. Hower)
  - i. <https://app.coursedog.com/#/cm/request/zedu1EJpHESTEWtn9b5j>
    - 1. c. and d. UCLC handling error of entry as undergrad instead of grad

Motion: for b; c; and d; K. Rush | Second: O. Dreon

e. Curricular voting form used

Curricular results for a; Approved

Curricular results for b; c; and d; Approved

4. Commencement Updates – A. Licata
  - a. On Jan. 24 reviewed commencement
    - i. Will return to Pucillo going forward (if the SMC is used in the future, sun glare should be addressed)
    - ii. Grad and undergrad will be combined
    - iii. Subcommittee plans to meet again during Spring break
    - iv. Grad commencement application form errors have been corrected. OnBase should be used, but if you use Quali it goes to same place. No paper forms.
5. Justification for Continued Administrative support of Notetaking
  - a. According to GCPRC Policy – Graduate Coordinators attend to represent their program. Taking notes limits their capacity to engage fully in that task.
  - b. TEC has an administrative assistant who takes minutes. As comparable committees, TEC reviews curriculum and policy similar to the dual function of GCPRC.
  - c. NOTE: current GCPRC policy needs to be cleaned up to help flush out additional justifications and/or determine the role of members who attend this meeting
  - d. Follow-up: please send N. Pfannenstiel additional justification to help us put together the request
  - e. <https://www.millersville.edu/policies/pdf/university-structure-and-governance/fs-graduate-course-and-program-review-committee.pdf>
6. Spring GCPRC meetings and Dean invites – N. Pfannenstiel
  - a. This is already in the policy
7. Spring Graduate Graduation Application
  - a. Registrar sent email to grad coordinators
8. Thesis and Dissertation submissions
  - a. Thank you, subcommittee, L. Gates, N. Pfannenstiel, and T. Wright
  - b. Checklist sent to faculty to help students with paperwork – checklist is currently a pdf but working to share on website
9. Announcements from Dean Lara Willox
  - a. GA Allocations
    - i. Follow-up: Grad Coordinators should start prepping
      1. GA positions will be posted using PeopleAdmin
        - a. Posting can be open to all or just a person chosen
      2. After Spring semester, GA positions will start at zero to make allotment equitable
      3. 100 GA positions are university sponsored
      4. 72 grad positions in total
        - a. GA should be supporting programs that they are assigned to
        - b. “Golden ticket” recipients can apply to any of the 72
          - i. Hoping to award
      5. 22 GAs allocated to program coordinators – guaranteed positions – draft was reviewed and sent to coordinators
        - a. Can combine if needed
        - b. Concerns that enrollment numbers are not reflected properly
          - i. New students in programs need extra support
          - ii. Dual enrolled students not captured in draft
        - c. An additional 50 GAs available

6. Only some certificate programs are included – need to be all or none
  7. Graduate.Assistant.Request form will be emailed by B. Havercamp by Jan. 30, due Feb. 7
- b. Class waitlists and class cancellations
    - i. Classes need to be canceled within 2 weeks so that students can be notified
    - ii. Waitlists used to determine if new sections will open
    - iii. Try to push students through track
    - iv. Average minimum for grad classes to run is 10 – determination is based on many factors
      1. Where are students in the program?
      2. What is the need for the course?
      3. How many are enrolled?
    - v. Social media for parents – undergrad students are concerned they can't get classes
  - c. Forms
    - i. Review to determine which are needed and which are repetitive
    - ii. As we transition to OneSIS, all forms will be moving to OnBase
      1. There is a patch for Quali until OnBase move is complete
    - iii. Use admin support for degree candidacy – provide list to department secretary and they will update – secretaries will receive instruction guide
    - iv. Combine and streamline forms
    - v. Future – grad and undergrad forms will be located in the same place
    - vi. Certification – working on a solution
    - vii. Coming – Make a plan in MarAUDIT for tracking for student who needs classes
      1. Invite Megan Jones (RO) – to review MarAUDIT
      2. PostBac was pulled out of MarAUDIT because you can't see grad and undergrad together
      3. Piloting – moving to SharePoint for advisor and student
        - a. Program of study will be updated each semester
        - b. 4+1 accelerated program – M. Jones?
          - i. C. Baker sends welcome email to accelerated students and provides code for free application
        - c. MarAUDIT will not be turned off, just using SharePoint for better tool
  - d. Website
    - i. Graduate Studies website has been divided:
      1. [Graduate Studies & Adult Learning | Millersville University](#)
      2. [Graduate | Millersville University](#)
    - ii. Gradually updating
    - iii. Future - will ask for feedback/input
  - e. Individual Grad Coordinator Meeting
    - i. Will begin once a semester meeting with department chair, college dean, and graduate dean
    - ii. Can share of advocate for program
10. Collaboration – create a “buddy system” to answer questions
11. Policy Updates Needed
- a. Sub-committee: L. Granruth, L. Marquez, and T. Wright

Meeting was adjourned at 3:30 PM

Minutes submitted by A. Wells