

## GCPRC Minutes

9.25.24

Present: Ann Marie Licata, Lara Willox, Duane Hagelgans, Leslie Gates, Clarence Maxwell, Lynn Marquez, Julie Lombardi, Laura Granruth, Tiffany Wright, Kelly Rotondo, Ann Gaudino, Joe Behun, Drew Hunter, Erin Moss, Aileen Hower, Charlton Wolfgang, Scott Warner, Deborah Tamakloe, Nicole Pfannenstiel.

1. Review and Approval of August Minutes: [GCPRC Minutes 08-28-24.docx](#)
  - a. Motion to approve D Hagelgans. / Second L Granruth
  - b. Motion passed
2. Fall 2024 Freeze numbers from Registrar
  - a. Largest ever graduate enrollment
3. Announcements from the interim Graduate Dean, Dr. Lara Willox
  - a. Overview of graduate studies activities
    - i. Two people potentially coming to support grad studies according to meeting with the provost yesterday. New supports in place.
    - ii. Registration-related forms that Lucie managed moving toward Registrar's office.
    - iii. New graduate application forthcoming
    - iv. Outstanding item: where Graduate Assistant responsibilities lie. For now, bring GA related concerns to Dean Willox. Everything else goes to graduate.admissions@millersville.edu email address.
    - v. Need to return to the workflow for graduate students who are publishing theses with processes in the library.
      1. Will re-convene subcommittee who previously worked on this and invite library faculty to finish establishing the workflow. Dean Willox will find out which librarian will assist.
      2. Nicole Pfannenstiel will look for old documents about membership of the subcommittee.
  - b. Graduate Coordinator Meetings
    - i. Purpose? Attendance? Timing?
    - ii. J Delle held monthly meetings with graduate coordinators. Dean Willox asked for feedback about those meetings.
      1. Dean Willox will send out form to ask how often each grad coordinator would like to meet. (Opt-in process)
4. DL definitions in the new contract (Article 41)

- a. Point of notification: CourseDog opened on the 20<sup>th</sup>. Included new DL definitions in the new faculty contract. Fields in CourseDog have changed; not all fields in the previous version are not all there. You will need to select a type of DL based in new contract.
  - b. Information coming from APSCUF that will clarify the various types of DL.
5. Curriculum Workflow
- a. Local Agreement Meet and Discuss - [local agreement](#) requires each step in the curricular approval process to move forward within a two week time-frame.
  - b. Monthly GCPRC meetings creates a challenge given this timeline
  - c. Votes also need to be anonymous; recommendation we move to online form.
    - i. Motion, based on discussion L Gates / T Wright:
      - 1. GCPRC will meet online to address curricular items only for second and fifth week of each month as needed throughout the 24-25 Academic Year.
      - 2. N Pfannenstiel is charged with checking with Rachel/IT if GCPRC can run on a different timetable with CourseDog.
        - a. If yes, then coordinators talk to APSCUF reps about revising the local agreement.
    - ii. Motion passed
    - iii. N Pfannenstiel will send outlook invites with zoom links to hold 2<sup>nd</sup> and 5<sup>th</sup> weeks.
6. Graduate Curriculum Proposals
- a. N/A
7. Consent Agenda
- a. N/A
8. Policy and Related Items:
- a. MED Core Group will work on drafting a process so new courses can apply to be added to one of the MED Core categories.
  - b. Current volunteers: Dr. Tiffany Wright, Dr. Scott Warner, Dr. Julie Lombardi, Dr. Ann Marie Licata
9. Off-Agenda Items
- a. Student who requested appeal has not submitted required documents. When they do, N Pfannenstiel will reach out to those who volunteered to hold an appeal hearing.

- b. J Lombardi: Concerns that those doing recruiting and hiring of GA's are not accurately explaining extra fees, etc. that Graduate Assistants will be required to pay. Graduate Assistants are frustrated and can't register because of account holds and issues with extra fees. Students claim they were never aware of their fees.
- c. L Granruth has badges if anyone wants for encouraging voting.
- d. L Willox will find someone to take minutes at future meetings.