

GRADUATE COURSE and PROGRAM REVIEW COMMITTEE (GCPRC)

**Minutes**

Wednesday, November 20, 2024, 2:00-3:30 PM

Stayer 104

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**Minutes**

Graduate Course and Program Review Committee

**Wednesday, November 20, 2024**

**Stayer 104**

**Present:** Aileen Hower, Alison Wells, Ann Marie Licata, Barb Havercamp, Beth Powers, Cayleigh Minter, Chad Baker, Charlton Wolfgang, Clarence Maxwell, Deborah Tamakloe, Drew Hunter, Erin Moss, Joe Behun, Julie Lombardi, Karena Rush, Kelly Rotondo (virtual), Lara Willox, Leslie Gates, Nicole Pfannenstiel, Ollie Dreon, Scott Warner

**1. Review and Approval of October Minutes** (thank you Amanda Amspacher for taking minutes):

[GCPRC Minutes October 30, 2024.docx](#)

*Motion:* C. Wolfgang | *Second:* C. Minter | *Abstained:* A. Licata, J. Behun | Approved

- a. Future note taking – previous position no longer exists
  - i. Historically done by Dean's admin, Lucie Lehr stepped in during replacement search and continued
  - ii. This is the only curricular/policy body to have admin take notes
  - iii. Proposal 1: Faculty rotation
    - 1. Struggle - hard to take notes while participating
  - iv. Proposal 2: Grad Coordinator brings GA to take notes
    - 1. Struggle – GA roles are in flux, and work schedules don't necessarily align
  - v. Motion: table the discussion to allow Graduate Coordinators time to research and discuss with departments and/or GAs

**2. Announcements from Dean Lara Willox**

- a. Need to help how the graduate program looks going forward
  - i. Suggestion of a subgroup or retreat
  - ii. What resources should we have in place to support graduate programs
    - 1. Committee – A. Licata, K. Rice
  - iii. Should there be a Dean of Graduate Studies (or decentralized)
    - 1. Dean, faculty or administrative role?
      - a. Need someone to advocate for graduate student support
      - b. Need someone to oversee graduate program
      - c. Struggle – faculty need release time to participate as coordinators let alone organize committees
      - d. L. Willox can request framework from Gail but preference it to come from the body, can check other PASSHE process
      - e. Letter or strike for support – program coordinators at other organizations get course release request for same structure

- f. Make a list to suggest why a dean is needed
    - g. Taking a year to explore how processes align with undergrad
    - h. A. Hower can offer GA to research other processes – will share at Jan. 29 meeting
  - b. What resources should we have in place to support graduate programs
  - c. Should there be a Dean of Graduate Studies (or decentralized)
    - i. Dean or Director?
    - ii. Administrative or Faculty? (complications for Dean's Council)
    - iii. What should they be advocating for?
  - d. What is the role of Graduate Studies moving forward
  - e. How can GCPRC set a proactive agenda moving forward
  - f. How does Graduate Education fit into the long term vision of this university – how does GCPRC create and argue for this?
  - g. Decentralized: repetitive practices – moving of Registrar pieces, moving of Admission pieces eliminated most of the repetitive practices. What do we do with the pieces that are left?
  - h. Student reimbursement and course scheduling on the list of needs
  - i. Advocate (needs to be determined immediately):
    - i. Open doors to share about graduate programs
    - ii. Increase 'shout outs' across larger announcements bring awareness to graduate programs
  - j. Subcommittee: Aileen's GA Megan Poff, Nicole, Lara
  - k.

### 3. Continuing Business

- a. Distance Learning Course Review
  - i. Explanation box – break out boxes that need to be addressed
  - ii. Review master list of DL by Dec. 2
    - 1. Send updates to L. Willox, with Cc to N. Pfannenstiel by Dec. 1
    - 2. N. Pfannenstiel will share at Dec. 3 UCAPC meeting
- b. MED Core Changes subgroup – updates
  - i. Subgroup has not had chance to meet
- c. Thesis and Dissertation subgroup – updates
  - i. Vetted by L. Gates, checked with Registrar's Office and Library
  - ii. Checking with Graduate Studies on paperwork to ensure everyone is ready for graduation

### 4. Curriculum Items

- a. Mathematics M.Ed. - putting the program into moratorium. Graduate coursework will remain. <https://app.coursedog.com/#/cm/request/1kvhel11qdTKcYTDNsUL>
  - i. Voting link will be sent after meeting
  - ii. Graduate level courses will continue to be offered as well as in winter and summer but there will not be a program
  - iii. Low enrollment due to students going elsewhere for online M.Ed. programs is causing need for independent studies

*Motion:* K. Rush | *Second:* A. Licata | *Abstained:* none | *Approved*

Vote Results tallied November 22<sup>nd</sup> – 16 approve, 3 abstain. Motion passes.

**5. New Business**

- a. Role of GCPRC moving forward. Current policy  
<https://www.millersville.edu/policies/pdf/university-structure-and-governance/fs-graduate-course-and-program-review-committee.pdf>
- b. Note: cannot change policy without union approval
- c. Can use to advocate
- d. Remove faculty senate?
- e. Who is responsible for getting students at meeting?
- f. Table to discuss at another meeting and make changes all at once

**6. Fall 2024 GCPRC meetings**

- a. Dec. 4 – Curriculum Meeting (as needed – online)

**7. Spring 2025 GCPRC meetings**

- a. N. Pfannenstiel will send out calendar appointments after dates are confirmed:
  - i. Jan. 29 – Stayer
    - 1. Discussion item: future of notetaking GA versus administrative support
    - 2. Identify a graduate speaker for graduation
  - ii. Feb. 12 – Curriculum only
  - iii. Feb. 26 – Stayer
  - iv. March 12 – on hold for Spring Break
  - v. March 19 – Curriculum only
  - vi. March 26 – Stayer
  - vii. April 9 – Curriculum only
  - viii. April 23 – Curriculum only
  - ix. April 30 – Stayer
  - x. End of curricular review for Spring 2025

Meeting was adjourned at 3:10 PM

Minutes submitted by A. Wells