COE Graduate Programs Committee Meeting Minutes
September 23, 2020
Recorder: Bianca Nightengale-Lee

1. **Call to order**: The meeting via Zoom was called to order at 1:00 p.m. Dr. Peluso

2. **In Attendance**: Paul Peluso (CE), Deborah Shepherd (Dean's office), Lisa Finnegan (ESE), Deena Wener (CSD) sat in for Caitlyn Imgrund (CSD) who is on family leave, Eileen Ariza (T&L), Maysaa Barakat (ELRM), Kelly Emelianchuk-Key (CE), Jarrett Warshaw (ELRM), Bianca Nightingale-Lee (CCEI), Sabrina Sembiante (CCEI), and Victoria Brown (T&L)

3. **Approval of minutes**: The minutes were reviewed by committee members A motion to approve the minutes was put forward by Dr. Barakat and seconded by Dr. Warshaw. Dr. Wener noted that the r be removed from her last name as this was a misspelling from the previous minutes. No one opposed the motion or abstained from voting.

4. **Curriculum Subcommittee report and recommendations**:
Dr. Paul Peluso, shared there were four curriculum requests from T&L. One was a new course, and the remainder were course changes focused on eliminating prerequisites for courses that had not been offered in a long time and were no longer on the books. These prerequisites were courses that no longer existed and were causing issues for students as they matriculated through their programs. All curriculum requests were recommended for approval by Dr. Peluso, and passed unanimously by all members.

5. **Student Petitions Subcommittee report and recommendations**: Dr. Jarett Warshaw lead the petitions subcommittee in the absence of Dr. Darling. Dr. Warshaw stated that the petitions committee had five petitions in total. In Counselor Education, there were two (2) petitions- one student requested transfer of 3 credits from MSW to an EDS degree totaling nine credits, the second student petitioned for a leave of absence due to various reasons, asking to return to the program in Fall 2021. In ELRM, there were three (3) petitions, one student petitioned to waive continuous enrollment all but FELE exam and residency requirements, the second student defended her dissertation in the summer and is working on edits and therefore requested to waive residency requirements, student number three, requested a leave of absence through Summer 2021, for a variety of personal and mental health reasons. All five petitions received departmental and petition subcommittee approval. All petitions were recommended for approval, and passed unanimously by all members.

6**. University Graduate Council/University Graduate Programs Committee Updates**:
Dr. Peluso shared that he invited individuals from the graduate college for the October GPC meeting to discuss the new application software system that will be implemented within the graduate college. Communication Science & Disorders was the first college to utilize the software program (4 years of usage), as the graduate college slowly rolls out the delivery of the new program. The program is purposed to help manage the admissions process, and provides users additional supports to communicate with prospective

applicants. Dr. Peluso also shared that Assoc. Provost Russ Ivey has asked to meet with the university graduate programs committee, regarding the process for evaluating new curriculum, more details will shared about this after the UGPC October meeting. The last item shared by Dr. Peluso is the revision to the graduate faculty governance document. The graduate dean would like to make some changes to the document, specifically in the terms of the number of years between renewals of graduate faculty status, as well as revision around dissertation committees and having outside members on those committees. The process for revision, per the faculty governance document, states that once the revisions/language is approved by the graduate council, there is an electronic voting by all eligible members of the graduate faculty. Voting has to reflect at least 10% faculty representation, and for any changes to be approved, it must be done by at least a two-thirds majority. Once the graduate council approves this in October, the faculty will have at least 15 days, and no more than 20 days to vote on the documented changes and then all votes will be tallied after that point.

7. Other items and updates: Dr. Peluso addressed questions regarding dissertations. Dr. Peluso thanked each committee member for getting and compiling departmental feedback around dissertation credits. Dr. Peluso shared his screen to show the Google document, which compiled all departmental feedback. At which point Dr. Peluso facilitated a college wide conversation where each committee member shared their overall themes and ideas discovered from their respective departmental feedback. Dr. Peluso captured the feedback from all committee members on a single document. Dr. Peluso will e-mail the document out to all members to review prior to our October meeting.

8. Adjourn: A motion to adjourn the meeting was presented by Dr. Peluso and seconded by Dr. Wener. The meeting adjourned at 1:58 p.m.