

College of Education (COE) Graduate Programs Committee (GPC)

Meeting Minutes

Wednesday, September 17, 2025

Call to order: The COE-GPC meeting was called to order via Zoom Videoconferencing at 1:00 pm on September 17, 2025.

In Attendance: Melissa Antonelli (DCI), Maysaa Barakat (ELRM), Hannah Bowers Parker (CE), Sharon Darling (DSE), Lisa Finnegan (DSE), Mary Liberman (ELRM), Dale Williams (CSD), Deborah Shepherd (Dean's Representative), and Lilyanna Zmijak (CSD).

1. Roll Call and Convening Announcements.

a. The Curriculum Sub-committee didn't have quorum. Items will be discussed with the whole group.

2. Minutes Approval. August 2025 minutes were presented and approved by committee vote.

3. Recorder for Minutes. The recorder role for the COE GPC rotates among the committee members. Maysaa Barakat volunteered to take this meeting's minutes.

4. Curriculum Subcommittee Report (presented by Lisa Finnegan).

a. One curriculum item was discussed. Communication Sciences Department (CSD) proposed program change to remove a duplicated course (EDF 6481) and add a new elective course on interprofessional practice. CSD representative clarified that while the removal would reduce credits from 68 to 65, the new elective course would not affect the total credit count as it is currently being offered under Special Topics. The committee requested that these clarifications be added to the program change form to avoid confusion with the UGPC.

▪ Lisa F. moved to approve the program change and new course elective name change pending the requested updates, Maysaa B. seconded the motion. Motion passed by unanimous vote.

5. Student Petitions Subcommittee Report (presented by Sharon D.).

a. The Petitions Sub-committee reviewed four petitions from two departments. DCI submitted three petitions: two to waive maximum hours for a graduate assistant, and one to request full-time status for a doctoral student who has completed coursework. EDLRM submitted one petition to waive recency of credits for 14 graduate courses.

▪ Motion (& second) to accept the subcommittee's recommendations for approval of both, made by Sharon D. (Subcommittee Chair). Motion passed by unanimous vote.

b. Informational item: Petition from DCI last month to waive maximum hours for a graduate assistant, approved by the COE GPC, was denied by the Graduate College (GC) based on the student's F1 visa status.

6. University Graduate Council (UGC)/University Graduate Programs Committee (UGPC) Updates –

- a. Below is the tracking system link being implemented. There is ongoing discussions about simplifying syllabi templates at UGPC for program and course change purposes. https://bit.ly/CoE_GPC_Proposals
- b. The main focus was on addressing concerns about academic progression plans, particularly regarding undergraduate students with low GPAs transitioning to graduate programs
- c. Dean Dukes had requested each department to create a formal academic policy by December 25th
 - i. There was discussion regarding having a unified college level policy vs. specific policies per department. Programs have different needs based on discipline, level, partnerships etc. suggesting a balance between common college level elements and departmental flexibility.
 - ii. Programs shared existing policies and practices e.g.: early warning systems, a grade of B or higher requirement in all coursework, and if a student receives a B- or lower, they must retake the class; writing multiple APPs for struggling students, having faculty committee work with students and set goals. Importantly, the committee stressed the importance of focusing on providing support to students.
 - iii. Lisa F. will create and share a google document for departments to share existing AAP policies. This document will have Subtitles including Communication with graduate students, continuous low performance, policies for support, and policies for academic dismissal
 - iv. There is a need for an Excel calculator to plan out students' progress and ensure the students' ability to achieve overall GPA of 3.0 within time restraints. The Dean is working on developing the Excel calculator.

7. Action Steps:

- Dr. Lisa to create and share a Google Doc with headings based on Dean Dukes' requirements for departments to document their academic progression policies.
- All departments to finalize their academic progression policies by December 25th.
- Department representatives will copy and paste their existing academic progression policies into the shared Google Doc.
- Dr. Lisa to share the curriculum tracking system link with everyone via email (Link is included above).

8. Other Business. None.

- 9. Adjourn:** Maysaa B. moved to adjourn meeting, seconded by Sharon D. meeting adjourned at 2:00pm.