

# College of Education (COE) Graduate Programs Committee (GPC) Meeting Minutes

November 5, 2025

**Call to order:** The COE-GPC meeting was called to order via Zoom Videoconferencing at 1:00 pm on November 5, 2025.

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

## **Roll Call and Convening Announcements.**

**Minutes Approval.** The previous minutes were reviewed and approved by a vote.

**Administrative Matters:** Quorum confirmed and discussion of upcoming UCA conference proposals.

**Curriculum Review:** No new graduate-level curriculum items; Senate updates shared.

**Student Petitions: Seven petitions reviewed; all approved except one from Curriculum Instruction due to poor academic performance.** Motion (& second) to accept recommendations made by Dr. Darling (Petitions Subcommittee Chair). Motion passed by unanimous vote.

1. Nov. 2025 GPC Petition Subcommittee Reviewed 7 petitions from four departments.
  - a. Counselor Ed- Submitted two petitions to waive recency of credit and waive the five-year rule for GRE scores. The Subcommittee recommended approval.
  - b. Curriculum and Instruction-One request to remove (late withdrawal) from two graduate courses. The Subcommittee recommended not to approve.
  - c. Educational Leadership and Research Methodology- Three petitions. One to waive the recency of credit, two to waive the maximum GTA hours. Subcommittee recommended approval.
  - d. Special Education- One petition to waive reapplication and fees related to the deferral of degree entry more than one year after being accepted. Subcommittee recommended approval.
2. The subcommittee recommended approving six and disapproving one of the petitions considered.
3. The GPC as a whole voted to accept the recommendations of the Subcommittee.

**Grade Forgiveness Petition: Denied unanimously due to GPA concerns.** Motion (& second) to deny the petition as recommended by Dr. Darling. Motion passed by unanimous vote.

**Academic Policy Updates:** Discussed textbook requirements, international student deadlines, and enrollment concerns in multiple programs.

1. Syllabi with no textbook required – provide a sample of the selected readings
2. International student application deadlines are the same as domestic
3. BOG Degree Productivity Policy – Low enrollment programs (4). The departments are all aware of those low-enrollment programs – COE master's in reading, master's in environmental education, educational specialist in curriculum and instruction, and PhD in special education.

**Academic Policy Review Initiative:** Departments to create/review policies on progression/dismissal by December; policies to be accessible to students.

**Graduate Student Dismissal Policy:** Need for clear guidelines emphasized; Dr. Finnegan to draft and distribute policy.

**Other Business:** Updates/Reminders on APP Policy

1. Shared the APP Policy document and the AI tools used to examine the specific program differences
2. Each department is being asked to provide a formal written policy and complete it by December (confirm with Dean Dukes specific date)
3. Policies should be clearly visible and easily accessible to students through program handbooks, websites, and other relevant resources.

#### **Next Steps:**

- Dr. Finnegan: Send the AI-generated policy document and relevant links to all GPC members for distribution to their departments.
- All GPC members: Take the shared policy document to their respective departments and ensure a formal written policy is created or reviewed/updated by December.
- All GPC members: Ensure that the new/updated policies are made readily available to students in multiple locations (e.g., program handbooks, websites).
- Dr. Finnegan: Reconfirm with Dean Dukes the exact deadline for departmental policy submission (ideally by mid-December).
- Department chairs/program coordinators: Share the policy document and charge with all department faculty in preparation for departmental meetings.
- Dr. Finnegan: Share with all GPC members the suggestion that policies should be accessible in all student-facing materials (handbooks, websites, etc.).

**Adjourn:** Meeting adjourned at 2:15 pm.