

**Minutes**  
**Graduate Academic Affairs Committee**  
**December 14, 2018**

**Members in Attendance:** J. Barber, G. Bledsoe, J. Buehler, J. Garcia-Martinez, B. Looker, M. McCormick, A. Miller, S. Mudigonda, A. Nelson, N. Reed, A. Rellergert, A. Sebert Kuhlmann, D. Stallings, K. Thatcher, A. Trees, C. Werner, and R. Wood,

**Guest in Attendance:** Erica Salter, Karen Myers, Mary Chittooran, and Jennifer Buehler

**Call to Order:** R. Wood called the meeting to order at 9:05am.

**Approval of Minutes from the November 16, 2018 Meeting:** Minutes from the November 16, 2018 meeting were unanimously approved once the few revisions were updated

A proposed Revision to GAAC Forms to section 3.2, 3.3, and 3.7 – also provide the text for the program overview for the University Catalog. – Section 3.2 Jan thought there was a template in the new catalog for Roadmaps. She suggested they just attached the Roadmap for Appendix A instead of doing a Table. Rob and Jan to discuss. Jan will discuss with Gary as well.

**Health Care Ethics Program Change:**

- Erica advised of the 2 changes
- No Discussion – all approved in favor, will be sent to the Board.

**PhD in Education Policy and Equity (Chittooran):**

- In November meeting they presented raised 3 questions. Rina answered all 3 questions – regarding advanced standing, what happens if you already have a bachelor, and how do people chose the electives.
- Question on page, Rina provided details.
- April had concerns about the Special Topics course 5930, Appendix A, a course number will be issued eventually
- Chart with the FTE was discussed and a revision will be made
- Question was raised if some classes will be offered, when they haven't been offered for several years and if they will have the faculty to teach – it was discussed and was advised the classes will be offered and have the capacity to teach it.
- It was unanimously passed

**Marketing New Graduate Programs (Tree):**

- April provided brief update. A vendor has been identified (Collegis Education) and the funding will be the responsibility of the School or College who is housing the program.
- The contact person is Dr. Tracy Chapman
- A few questions were unanswered and April agreed to go back to Collegis
  - o What is the capacity limit?

- For new programs are there things we want to recommend at the University level to increase their odds of success – what should structurally happen and timing of things.
- How long does it take?
- Does Collegis help with website marketing
- It was noted that some Faculty use Twitter to market program – was brought up, maybe we could somehow reach out to Faculty to market thru Social Media as well. Maybe a workshop or something.

**New Certificate in Disability Administration in Higher Education (Myer):**

- Karen worked with Kathleen to work on the assessment plan – ended up with 2 learning outcomes (evaluated institutional disability program and analyzed institutional university design)
- Madrid campus question from the last meeting, spoke to Paul and will be offered via skype and will be happy to support the program
- Chart with the FTE was discussed, specifically the part time students, and a revision will be made
- It was unanimously passed

**IP Grades:**

- Nothing at this point

**Absence policy:**

- Working on. Drafting an absents policy. Working with Campus Ministry to figure out Religious policy and there will maintain.

**Announcements:**

- Dr. Wood announced a new course UNIV5010 – graduate student emotional, mental, wellness and health 8-week segment. Capped at 10 students. Asking everyone to encourage graduate students to take this course.
- Angie announced the 3MT winners and will publish them in the Newslink.
- Possibly do a Mock 3MT in the Spring – Angie looking into this

Meeting adjourned at 10:22 am