Minutes of the Graduate Programs Subcommittee
January 14, 2016
SF 329
12:00 pm – 1:50 pm

Present: Lynn Eudey, Cathy Inouye, Joanna Lee, Karen Mucci, Asha Rao, Mitchell Watnik, Donna Wiley
Absent: Linda Smetana, Holly Vugia, Ke Zou.
Guests: Sarah Aubert, Jason Singley

Wiley convened the meeting at 12:09.

1. Approval of the agenda.  (M Eudey/S Rao/P)

2. Election of the chair and secretary. Wiley was elected chair and Watnik was elected secretary by acclamation.

3. Reports.

   a. Semester Conversion Report. Singley reported that graduate programs are due to their college curriculum committees by Feb. 12. There is no specified deadline to APGS, but it is assumed that APGS would be notified immediately after college approval. New course and program proposals that have not been previously submitted to the college should be done using Curriculog. He noted that the course numbering document has been approved by the Senate and the President. There was a question about assigned time. Singley indicated that the “project” has budgeted 4 WTU for the task. However, the timeline for the subcommittee was Spring and Fall. Subcommittee members may choose to take overload pay, rather than a course off. There was some discussion about the difference between the subcommittee’s review and the college committees’ reviews. Watnik mentioned the Senate-approved procedure for approval (if the subcommittee has a super-majority approving, the Senate gets the approval as information and does not need to approve).

4. Action items

   a. Process for reviewing graduate program curriculum revision proposals. Wiley and Aubert demonstrated using Curriculog and, in particular, how the program will be employed by the subcommittee. It was noted that, once a proposal is "launched", the ability to edit is limited. Subcommittee members thanked Aubert for her help.

   b. Revision of Master’s Program Information section of Catalog. (M Rao/S Eudey to discuss). Wiley introduced the section and noted that
the actual policies and approvals have been lost to time, but some changes have been made recently.
c. The next meeting of the committee was scheduled for January 28\textsuperscript{th}, 12 – 2:00 PM.
5. Adjournment. The meeting was adjourned due to loss of quorum at 1:50.

Respectfully submitted,
Mitchell Watnik, subcommittee secretary