

**Graduate Subcommittee Meeting Minutes**  
**September 22, 2022**  
**Virtual via Teams**

**Persons Attending**

Abe Schwab (non-voting), Terri Swim (non-voting), Kerrie Fineran (chair), Alan Legg, Sarah Wagner, Kate White, Elliot Barger, Ebenezer Amartey

**Absent**

Hadi Alasti (sent vote on prospective member via email)

**Meeting Time:**

9:30am-10:09am

**Business:**

1. Minutes from Sept 1 meeting were approved unanimously.
2. Unanimous vote to approve Ebenezer Amartey as a graduate student representative to the committee. Elliot Barger was elected to the committee between meetings by unanimous email vote.
3. Introductions and welcome to new members.
4. Abe Schwab led a discussion about the role of the graduate subcommittee in the structure of the graduate school. He explained that undergraduate programs at PFW operate very independently in terms of policies and procedures, but that graduate programs fall under the purview of the Graduate School housed at West Lafayette. Therefore, when procedures for our campus are announced, they may not apply to graduate programs and students. The need for leeway for our graduate programs that are unique in that they are master's level and professional programs was discussed. Abe suggested that any questions about policies and procedures be directed to his office. Representation on the Graduate Council was discussed and higher levels of membership and participation for PFW graduate faculty were highlighted.
5. Terri Swim discussed the procedure that new programs, majors, and certificates must go through for approval, including where the Graduate Subcommittee is in that workflow. Terri noted that anytime there is a new proposal to review, she will send to the chair of the Graduate Subcommittee as part of the remonstrance period of 7 days before the committee can vote. Approved proposals should be sent from this committee to PFW faculty Senate for information only or as an item for discussion as necessary. The proposal is then sent to Graduate Council and higher level review by the Graduate School.
6. Discussed that at least one proposal will be coming to the committee in October for review before the October 20<sup>th</sup> meeting.
7. Discussed whether Graduate Subcommittee should review proposals for new courses rather than just programs, majors, and certificates. Tabled for next meeting.
8. Meeting was adjourned

**Upcoming Meetings:**

October 20<sup>th</sup> at 9:30am via Teams

November 17<sup>th</sup> at 9:30am via Teams

## **Graduate Subcommittee**

**Membership:** The Graduate Subcommittee shall consist of: One elected representative from each Major Unit offering graduate programs, who will hold membership on the appropriate graduate faculty. Members will be elected by the Voting Faculty at large from among the nominees elected by each Major Unit represented on the Subcommittee; representative from the library elected to a three-year term by the Voting Faculty from among nominees selected by the librarians; The Associate Vice Chancellor for Academic Programs (nonvoting member), Director of Graduate Studies (nonvoting member), and the Faculty member in charge of liaison with the graduate school of Purdue University; Two graduate students elected annually by the other members of the Subcommittee from among nominations submitted by departments or other units responsible for graduate degree programs

**Responsibilities:** In matters affecting graduate education at PFW, and subject to the rules established by Purdue University and its graduate school, the Subcommittee shall advise the Senate concerning planning and policy and exercise of the Faculty's right of review of the graduate curricula.

**Planning and policy functions:** To encourage and coordinate the development of graduate education at PFW, the Subcommittee shall:

Foster program coordination among PFW units and among PFW and the graduate schools;

Evaluate and make recommendations concerning the need for new programs; Advise on policies for admission procedures and standards; Advise on policies for fellowships, assistantships, and other forms of financial assistance. Review functions: To exercise the Faculty's right of review of the graduate curricula, the Subcommittee shall: Examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review.

During this examination, the Subcommittee shall evaluate: 1. The rationale for the proposed program; 2. The use of PFW resources; 3. The relationship among proposed and existing programs; 4. Other effects on PFW and on PFW's constituencies of the proposed program. 5. Upon completion of this examination, the Subcommittee shall: a. Report to the Senate "for information only" its finding that the new program requires no Senate review; or b. Advise the Senate of its finding that the Senate should exercise its right of review.

Upon a request from the Senate, an academic unit, a graduate school, or PFW's Chief Academic Officer, examine and report on existing academic programs or courses. 1. Such examinations shall be requested only when one of the following circumstances occur. First, significant questions of proper sponsorship or academic quality arise. Second, there are administrative or faculty ed initiatives to reorganize, merge, reduce, or eliminate academic programs or units that impact graduate-level programs. Third, there is a PFW-wide effort to ensure the periodic review of academic programs by a body functioning above the department level. Procedures for carrying out these responsibilities can be found in Senate Document SD 19-24.

Upon completion of this examination, the Subcommittee shall: a. Report to the initiator, and to the Senate “for information only,” its finding that no Senate review is appropriate; or b. Advise the Senate of its finding that the Senate should exercise its right of review

**Graduate Subcommittee Meeting Minutes**  
**September 1, 2022**  
**Virtual via Webex**

**Persons in Attendance**

Abe Schwab (non-voting), Terri Swim (non-voting), Kerrie Fineran, Alan Legg, Hadi Alasti, Sarah Wagner, Kate White

**Absent**

None

**Meeting Time:**

10:00am-10:26am

**Initial Annual Meeting - No Previous Minutes to Approve**

**New business**

- Kerrie Fineran was elected Chair for the year. Alan Legg will assist.
- Discussed the need for representation on the Graduate Council as regional representatives. Discussed the importance of this representation and the optics of not having representation on the council. Kate White volunteered to be a representative for the year (noting that in-person attendance may not be possible for her) and Abe Schwab noted that he had some other interested individuals. Other members of the subcommittee will talk to faculty in their respective areas to seek volunteers and will encourage those individuals to contact Abe.
- Terri Swim briefly reviewed charges of the committee from the senate bylaws.
- Abe Schwab volunteered to speak at a future meeting about the relationship between PWL and PFW graduate schools and the role of this committee. This will take place at the next subcommittee meeting.
- Meeting dates were set for the semester.

**Upcoming Meetings:**

Sept. 23 at 9:30am via Teams

October 20<sup>th</sup> at 9:30am via Teams

November 17<sup>th</sup> at 9:30am via Teams