

Graduate Subcommittee Meeting Agenda
August 31, 2023
Virtual via Teams

Persons Attending

Abe Schwab (non-voting), Terri Swim (non-voting), Nurgul Aitalieva (liaison to PWL (arrived 9:25)), Kerrie Fineran, Alan Legg, Sarah Wagner, Hadi Alasti (arrived 9:20)

Absent

Kate White

Meeting Time:

9:00am – 9:35 via teams

Business:

1. Review Meeting Minutes from April 21, 2023 meeting (copied below)
2. Election of Chair for 2023-2024. Kerrie Fineran was elected chair for another year. Alan Legg will assist as needed.
3. Cynthia Wilson has resigned her position from the committee. We will need to fill this vacancy from the School of Business. Terri Swim noted that the Business School will work to fill this vacancy. K. Fineran will follow up.
4. Two graduate student representatives will be elected to the committee. Abe Schwab will send email to all graduate directors requesting they talk to students about their interest in serving on the committee and forward him or K. Fineran names. Committee members will reach out to students in their programs to gauge interest.
5. Set meetings for the semester (with consideration of document deadlines for Senate, listed below). Next meeting was scheduled for Tuesday Sept. 19 at 9:00am
6. We will have one upcoming proposal to review for our next meeting (sent via email by Terri Swim).
 - a. MBA concentration (sent 8/29) All committee members will review the proposal and have questions/feedback prepared for the next meeting.
7. Discussion on needs for committee to review courses. This would be done to mirror what PWL does in their processes, however it doesn't seem to be relevant to our campus. Committee members thought that course review should stay in the discipline and would unnecessarily slow down the process of course approvals.
8. Abe Schwab shared that many changes to administrative structures changing at PWL and the Graduate School is being significantly altered, but that no clear plan or purpose has been outlined. Courses will probably no longer go through graduate council and will instead be administratively approved instead. Graduate Council will probably continue to review degrees and majors, potentially certificates/concentrations. Many former members of the staff at the Graduate School at PWL are no longer with the office, and Dr. Eric

Barker's role as Acting Associate Provost for Graduate Programs is over Feb 2024. It is unclear what administrative structures will be in place in the future or how that will impact our work at PFW.

Upcoming Meetings:

Tuesday Sept. 19 at 9:00am via teams

Graduate Subcommittee Meeting Minutes

April 21, 2023

Virtual via Zoom

Persons in Attendance

Kerrie Fineran (Chair), Alan Legg, Hadi Alasti, Sarah Wagner, Kate White, Elliot Barger, Ebenezer Amartey, Nurgul Aitalieva (PU Liaison)

Absent

Abe Schwab (non-voting), Terri Swim (non-voting), Ebenezer Amartey

Meeting Time:

10:00am-10:20am

Old Business

- Tabled item from 9.22.22: Should graduate subcommittee review proposals for new courses rather than just programs, majors, and certificates?
 - Committee discussed reasons for considering this question and the typical process for graduate course approval. Committee questioned the need for course review based on the various level of review through the Office of Academic Affairs at PFW and at Purdue West Lafayette. Concerns about being able to assess content of courses adequately at this level of review were raised. However, if more levels of review at our campus are necessary for any reason, the committee is willing to consider changing processes. This item was tabled for a fall discussion.

New business

- Review of new concentration proposal for College Counseling and Student Affairs out of the School of Education. Committee reviewed proposal and comments submitted through the remonstrance period. Committee voted unanimously to approve the proposal.
- Discussed charge of the committee and terms for current members. Elliot Barger (student representative) was thanked for his service this academic year. New student representatives to the committee will need to be identified for next year. Committee members were asked to consider potential nominees.

Upcoming Meetings:

- TBA in fall semester

2023-2024 Senate Document Deadlines (3pm each day)

August 25

September 22

October 27

November 17

December 1

January 26

Feb. 16

March 22

Graduate Subcommittee Charge

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