

The final GPSEPC meeting of the academic year took place from 3-5 pm on May 4, 2009 in Galileo 113. Margaret Brown-Salazar, Jeanne Foster, David Bowen, Rebecca Proehl, Jerry Brunetti, Laurie Edwards, and Steve Miller were in attendance.

Graduate Handbook

- Grading policies- we agreed in principle on the language about grading and asked Chris to re-write that section and send us the update.
- We voted UNANIMOUSLY to approve the handbook with the provision that we all find the language about grading acceptable. We will take some time in the next two weeks or so to create a list of "handbook items" that the new GPSEPC should discuss/address at the start of next year. We are forwarding the handbook to the Academic Senate with the recommendation that it be approved and go into effect on July 1, 2009.
- We also agreed that there should be an annual review and revision of the handbook, but we have not established specific procedures for this.
- We looked into an earlier annual starting date for the handbook (i.e. June 1). We decided that this would be too difficult to accomplish this year but that it might be possible to change the starting date in the future.

BOS 2.4

- In our overview of the document, we would like to see clarification of the roles of the GPSEPC and the Graduate Council. In some of the items in the document, it says that the duties/responsibilities are shared, but it remains unclear how they are shared. We are seeking clarity here. It is our recommendation that the 2009-2010 GPSEPC amend the Faculty Handbook language pertaining to the functions/responsibilities of the GPSEPC and the Graduate Council to clarify which responsibilities are shared (and how they are shared) and which ones are not.
- Summary of report to Academic Senate - We accept the document (BOS 2.4) as it stands, but recognize that more precise detail is needed in certain areas (e.g., the responsibilities of the GPSEPC and Graduate Council noted above). We support the action item pertaining to the EXPLORATION of a vice-provost position for graduate studies.
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Fast Track Guidelines

- We UNANIMOUSLY approved the guidelines with the following two amendments: 1) we added "and professional studies" to the first sentence so now it reads "... graduate and professional studies programs at Saint Mary's College." and 2) we added language that states that another function of the fast-track process is to allow the college to respond quickly to the educational needs of the outside community. (This is beyond the purpose of carrying out a pilot project.)
- We will ask that they be put on the agenda for the next Academic Senate meeting for approval.

Document for Discontinuation of Programs/Departments

- We approved the amendments to the Procedures for Discontinuance of an Academic Department or Program that calls for a) more clear procedures for program suspension that allow for the GPSEPC/UEPC to take a more active/consultative role BEFORE any program is suspended; and b) in section 1a of the process to discontinue a program, we called for specific criteria on which the GPSEPC should base its decision. The criteria include quality of the program, demand, efficiency, and centrality to the mission.

- We will ask that the amended Procedures for Discontinuance of an Academic Department or Program be put on the agenda for the next Academic Senate meeting, and we recommend its approval.

Proquest

- Rebecca will be meeting with KSOE program directors later in the week and report back to the committee via email about our recommendation to the Academic Senate.

Carryover items for next year's committee

- Handbook—this is an ongoing task. We will compile a list of items that need attention.
- Proquest—we may make a recommendation to programs to use this service, but there are many details still to be determined.
- BOS 2.4—some of the action items have already been addressed while others have not. Many of the items involve input from the GPSEPC.
- PRC guidelines—In March 2009, we asked the Program Review Committee (PRC) to: a) share with the GPSEPC the annual calendar of when the graduate programs would be reviewed, b) provide an executive summary to the GPSEPC of each graduate program review, and c) amend the PRC guidelines to include financial information so that the PRC and the GPSEPC are aware of the financial health of each graduate program. We have not heard back from the PRC.
- Course Evaluations—during the last two years the Committee on Teaching and Scholarship has been working on amending the SMC course evaluation form. The GPSEPC has been working with this committee on these changes so that the new course evaluation form will be acceptable to use in graduate courses as well as undergraduate courses. We have not heard back from the committee since November 2008.

Accomplishments of this year's committee

- Graduate Handbook approved!!!!!!
- Amendments to the fast-track guidelines approved
- Amendments to the procedures for discontinuation of a program or department document approved.
- Protocol for the determining degree equivalency is established.
- Proquest is now being used for doctoral dissertations.
- Steve made it through without completely losing his mind...

The meeting was adjourned somewhat unceremoniously at 5pm...