MINUTES
GRADUATE BOARD
December 10, 2018

PRESENT: M. Bohlen, C. Creech, M. Deibis, S. Drummond Lewis, M. Finney, T. Hemphill, S. Selig, M. Straham (student), S. Turner (Interim Associate Provost), J. Witt

ABSENT: S. Munir (student)

1. The minutes of the 11/12/18 meeting were approved as presented.

2. The record of activity from 11/26/18 was accepted as presented.

3. Master of Arts in English Language & Literature (MAELL) Program Review
   - There was discussion regarding these aspects of the self-study report:
     o Goals and Objectives including identified strengths and weaknesses
     o Faculty resources
     o Budget template
     o Student enrollment data and degree completion data
     o Disaggregated results from 2016 Graduate Student Satisfaction Survey
     o Information included regarding new teaching practicum course ENG 595
   - The Program Director will be invited to the next meeting to discuss the following items:
     o Length of time for degree completion
     o Budget template – address average number of credits/student and faculty costs
     o English 595 – provide more information regarding teaching practicum course
     o Discuss faculty enthusiasm for the program
     o Describe the format of course delivery for the program
     o Please describe the process followed to determine the availability of course offerings; are courses listed as 400/500 level courses?

4. Discussion Regarding Program Change Requests
   - Process improvements for the Graduate Board will be addressed next semester. Where appropriate, we will look to adopt Rackham guidelines.

5. Informational Change Requests Received via Curriculog
   - Post-Master’s Certificate in International Business
     o Ads one additional elective to the list.
   - Physical Therapy PhD
     o Edits program listing only to more clearly explain the processes inside the program.
6. Matters Arising
   ▪ There was a review of the additional items listed on the To-Do list.

Next meeting: 1/14/19 @ 2:00pm in the Graduate Programs Conference Room