



Plymouth State
UNIVERSITY
COLLEGE OF GRADUATE STUDIES

Graduate Faculty
Meeting Agenda
October 28, 2013 – 4:00 p.m.
Frost Commons

In Attendance: Linda Carrier, June Hammond Rowan, Eric Hoffman, Fran Rancourt, Gail Mears, Marcel Lebrun, Mike Kopish, Mike Fischler, Cheryl Baker, George Tuthill, Christie Sweeney, Elena Marrotte, Judy Ciesielski, Angela Adams, Steve Flynn, Ann Berry, Jim Wenhart, Osama Ta'ani, Gary Goodnough, Sarah Robertson, Marjorie King, Susan Shapiro, Trent Boggess, Jim McGarry, Jason Swift, Jennifer Pinckney, and Ellanna Tallent

CALL TO ORDER

Introduction of guests/new members
Sign in Reminder

- Mike Fischler called the meeting to order. George Tuhill introduced Ellanna Tallent who will be filling in as his assistant until retirement.

APPROVAL OF AGENDA WITH Add-ons & PERMISSION TO DEVIATE

Request for agenda add-ons (time permitted)

- Approval of agenda - unanimous.

APPROVAL OF CONSENSUS ITEMS

Minutes from September 2013 meeting

Action taken by the Curriculum Committee

1: Curriculum Change – Mathematics Education, Non-Certification option
2: Course Description Change – AT 5750, AT 5760, AT 5770, AT 5780
3: Requirement change – CAGS and Prof Cert for Superintendent
4: Requirement Change – CAGS, MEd, and Prof Cert for School Principal
5: Prerequisite Change – MEd and Prof Cert for School Principal
6: Prerequisite Change – CAGS and Prof Cert for Superintendent
7-9: Course Description Change – AE 5700, AE 5060, and AE 5050
New CC Business

- 1. Course Number Requests for SAS Courses*
- 2. Course Number Requests for Open NH Courses*

Action: The above changes were deemed minor and approved by the Curriculum Committee. The above changes will take effect in the 2014-15 academic catalog.

Cheryl Baker explained the new business presented at Curriculum Committee. Both course number requests were brought to CC as a change necessary for DegreeWorks. The courses for SAS (Shanghai American School) and Open NH have been offered regularly as special topics and will now have individual course numbers assigned. George Tuthill explained that the CC approved the new numbers, but requests that the syllabi are brought up to current requirements. Susan Shapiro added that the CC did approve this change, but worried about the precedent it sets for other special topics courses that reoccur. Gail Mears reminded the group that if a new course is getting added, it still needs to go through full vetting by the CC, not just slide through as a minor item. George explained that these are partner courses that have been reviewed that it is up to PSU to give them a thumb up or thumb down.

Motion to approve consensus items: - George Tuthill
Second: - Cheryl Baker
Approved

THE POLICY & BY-LAWS COMMITTEE

The committee discussed and would like to propose having a 'First Day Drop' policy at the graduate level that would be similar to the UG policy. We have a handful of students right now that remain enrolled (mostly in online courses) but do not participate. Despite CoGS emailing these students about needing to drop or get in touch with the professor ASAP, they are remaining enrolled for purposes of keeping federal financial aid and their enrollment status/UG loan deferment. Below is the proposed catalog language. Internal processes and procedures for handling these would be similar to what is happening now, with the added step that students would be notified they'll be dropped by a specific date if they have not made contact with their professor.

First Day Drop/Non-Participation

Students who do not appear for the first class meeting of each course and do not notify the course instructor before that class meeting that they will be absent may be dropped from the course by the instructor and their place may be given to another student. For online classes, students who have not logged in to the course within a week of the start date and have not notified the instructor of a delay in their participation may be dropped from the course by the instructor and their place may be given to another student.

Action: The above policy is being proposed by the Policy & By-Laws Committee and recommended for approval to the Graduate Faculty.

Eric Hoffman discussed this catalog addition that the Policy & By-Laws Committee recommend. It is modeled from the undergraduate policy but has the additional non-participation aspect for graduate level online courses. This gives the option to instructors to have a non-participating student dropped.