College of Education (COE) Graduate Programs Committee (GPC)

Meeting Minutes

September 2024

Call to order: The COE-GPC meeting was called to order via Zoom Video-conferencing at 1:04 pm on September 11, 2024.

In Attendance: Maysaa Barakat (ELRM), Katie Friesen (ELRM), Sharon Darling (DSE), Lisa Finnegan (DSE), Christy Timm Fulkerson (CSD), Adrianna Labarta (CE), Elizabeth Villares Sacks (CE, Chair of GPC), Sabrina Sembiante (C&I), Michelle Vaughan (C&I), Deborah Shepherd (Dean's Representative)

1. **Roll Call and Convening Announcements;** Welcome extended by E. Villares sacks, GPC COE Chair
2. **Minutes Approval.** Minutes from August 2024 meeting were approved with revisions related to petitions. Discussion arose regarding listing absent committee members. Past minutes have not reflected absent committee member. A determination proposed for members who were not in attendance not to be listed as being absent. Motion to approve made by Sharon D. and seconded by S. Sembiante. Approved unanimously.
3. **Recorder for Minutes.** Recorder role for the COE GPC rotates among the committee members. Lisa F. volunteered to take this meeting's minutes.
4. **Curriculum Committee Report and Recommendations** (presented by Elizabeth S). Curriculum Sub-committee reviewed curriculum changes from one department. The DSE requested course grade and pre-requisite criteria be added to course catalog description to enhance clarity. Additional wording was also added to course description to align with acceptable terms in the field of special education. The subcommittee recommended approval on all requested changes. GPC accepted the subcommittee's recommendation.
5. **Student Petitions Committee Report and Recommendations** (presented by Sharon D.). Eleven petitions from 5 departments reviewed. CSD: 1 petition to waive continuous enrollment. CE: 2 petitions to waive GRE, 1 to waive continuous enrollment, 1 to extend leave of absence, and 1 to transfer an additional 9 credits into a MEd degree. DCI: 1 petition to waive full-time enrollment. EDLRM: 1 to request a leave of absence to return in spring 2025; 1 to waive reapplication and reactivation. DSE: 1 petition to waive continuous enrollment. The subcommittee recommended approval on all petitions except DCI (petition to waive full-time enrollment) and EDLRM (1 to request a leave of absence to return in spring 2025). These two petitions have been tabled for additional information. GPC accepted the subcommittee's recommendation.
6. **University Graduate Council (UGC)/University Graduate Programs Committee (UGPC) Updates** (presented by Elizabeth S.) The University committee is requesting a rationale statement to be shared about the changes occurring on the program Change forms. Additionally, information provided on all forms must be completed within boxes provided. You may need to change the font size. Finally, as a reminder all changes brought forward in Fall 2024 will occur in Spring 2025. Sharon D. requested that COE GPC committee share with the university committee that the form does not allow font size to be changed easily and requests that they make the form more easily changeable.
7. **Other Business.** No other business brought forward
8. **Adjourn:** Michelle V. moved to adjourn meeting, seconded by Adriana. Meeting adjourned at 1:40 pm.