

**Graduate Council Program Review Committee**  
**August 31, 2018 • 9:30 am • MH 395E**

**MINUTES**

**Members Present:** Gerald Smith (COHPA), John Weishampel (CGS Liaison), Cheyenne Ro (RHSMG), Jennifer Sandoval (COS), Patrick LiKamWa (Optics, Chair), Yael Zemack-Rugar (CBA), Rich Gause (Library), Viki Kelchner (CEHP), Travis Jewett (COM), George Weremchuk (CAH), Michelle Upvall (CON)

**Recorder:** Emily Stettner

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**Welcome and call to order**

The meeting was called to order at 9:38am by committee chair Dr. LiKamWa. Introductions of the members followed.

**General Business-Overview of purpose and role of committee**

Dr. Weishampel presented a PowerPoint on the committee's function and explained the related policies. The committee's charge to review the graduate faculty in the programs that will be examined as part of the 7-year cycle was explained. This year, the committee will review programs in the College of Optics and Photonics, the College of Business Administration, and the College of Engineering and Computer Science. The graduate faculty in these programs will be reviewed in the fall. Next, there was an overview of the policies in the Graduate Catalog on graduate faculty and scholars.

In the spring, any programs in which the external reviewers suggest be discontinued will be reviewed. The committee will also review the different graduate student awards for teaching, thesis, and dissertation, as well as, the review of the University Excellence in Graduate Teaching and the University Excellence in Graduate Mentoring awards.

Emily Stettner gave an overview of the Graduate Council and GradInfo websites. It was explained the Graduate Council website is where information regarding the Graduate Council and the different subcommittees will be available. Meeting agendas, minutes, schedules, etc. for the Program Review Committee will be available on this site. On the GradInfo website, a demonstration was given on the location of materials for faculty review including worksheets, policy, and vitas.

**Announcements/Discussions**

Primary reviewers were discussed and assigned for faculty nominations for future meetings. The faculty in the College of Optics and Photonics will be reviewed during the next meeting on September 7<sup>th</sup>. The following committee members volunteered to review first: Rich Gause, George Weremchuk, and Viki Kelchner.

It was discussed that the committee will reserve meetings for new program proposals on October 5<sup>th</sup> and November 16<sup>th</sup>.

The meeting was adjourned at approximately 10:10am. The next meeting will be held on September 7<sup>th</sup> at 9:30am in Millican Hall, room 395E.