

**Graduate Council Program Review Committee**  
**August 30, 2019 • 9:30 am • MH 243**

**MINUTES**

**Members Present:** Matt Stock (CHIPS), Winston Schoenfeld (CGS Liaison), Cheyenne Ro (RHSMG), Xiaohu Xia (COS), Patrick LiKamWa (Optics, Chair), Yael Zemack-Rugar (CBA), Rich Gause (Library), Viki Kelchner (CCIE), Travis Jewett (COM), Cheryl Briggs (CAH), Michelle Upvall (CON), Hansen Mansy (CECS)

**Recorder:** Emily Stettner

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**Welcome and call to order**

The meeting was called to order at 9:40am by committee chair Dr. LiKamWa. Introductions of the members followed.

**General Business**

The committee took nominations from the members for the Vice Chair role. Dr. Zemack-Rugar volunteered and was elected unanimously as the Vice Chair for the 2019-2020 academic year.

**Overview of purpose and role of committee**

Dr. Schoenfeld 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 Health Professions and Sciences, the College of Community Innovation and Education, and the College of Graduate Studies. The graduate faculty in these programs will be reviewed in the fall. Next, there was an overview of the policies 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 website and Teams. 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. For Teams, 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 Graduate Studies and the College of Community Innovation and Education will be reviewed during the next meeting on September 20<sup>th</sup>. The following committee members volunteered to review for the first meeting: Patrick LiKamWa, Michelle Upvall, Travis Jewett, Rich Gause, Viki Kelchner, Cheyenne Ro.

It was discussed that the committee will reserve meetings for new program proposals on October 4<sup>th</sup>, October 18<sup>th</sup>, and November 15<sup>th</sup>.

The meeting was adjourned at approximately 10:22am. The next meeting will be held on September 20<sup>th</sup> at 9:30am in Millican Hall, room 243.