Meeting Minutes
Graduate Studies Committee Meeting
Tuesday, September 16, 2014

Members Present: Kenn Daratha, Ted Chauvin, Jeff Joireman, Jonathan Yoder, Lou Vyhnanek, Thomas Salsbury, Chandra Murali, Jennifer Schwartz, Sue Marsh

Members Absent: Aurora Clark, E. Lincoln James, Bob Richards (on leave for fall 2014)

Students: Valarie Adrian, Megan Slaker

Students Absent: Chris Campbell

Graduate School Staff: Lori Carris, Ana Rarig

Call to Order at 3:04pm

- Introductions
- Announcements
  - Graduate Studies Committee (hereafter: GSC) Processes and Committee Member Roles
    - New programs and new courses go to the Registrar where they are vetted by the Catalog Subcommittee, once approved, items go to GSC. After items are approved by GSC they are forwarded to the Faculty Senate.
    - Bylaws are submitted to, and reviewed by the Graduate School, then items go to GSC, and once approved, to the Faculty Senate.
    - Dr. Daratha and Ana Rarig review requests that have come to the GSC, and assign new business at the upcoming meeting. Items assigned will be voted upon at the next GSC meeting; reviewers are provided a standard 3 week window from assignment to request for completed review.
    - Revised documents, and assignment reviews should be sent to Ana for updating on the GSC website.
    - The GSC website (http://gradschool.wsu.edu/facultystaff-resources/graduate-studies-committee/) includes resources and templates for all GSC review work
  - Catalog Subcommittee Representation and Processes
    - Catalog Subcommittee: GSC is emphasizing the Subcommittee’s role in assessing student learning outcomes in syllabuses. Lou Vyhnanek represents GSC at Catalog Subcommittee meetings.
    - Tracking Resources are available on the Faculty Senate’s Website, detailing items in process
- Action Items
  - 4.1.2014 Minutes: APPROVED
• **Course Approvals**
  - **EE CPT 539**: TABLED PENDING UPDATES (Specifically, signature of the course request from the department chair and college dean)
  - **ETM**: 6 conjoint courses- moved to approve retracted until documents are available for the committee to view- TABLED

○ New business assigned: all reviewer assignments were accepted and plan to present reviews at the next GSC meeting.
  - The next GSC meeting will take place on Tuesday, September 30, from 3:00-4:30pm

Meeting adjourned at 4:15pm