**Graduate Committee Summary Report | 2018 – 2019**

**Our charge (wou.edu/facultysenate/committees/)**

1. The Graduate Programs Committee includes membership representing each graduate program on campus and serves as an extension of the Faculty Senate on matters concerning graduate curriculum and university admission standards.
2. It makes recommendations to the Faculty Senate concerning
	1. graduate courses;
	2. graduate program changes; and
	3. university graduate policies.
3. In addition, the Graduate Programs Committee serves as an advisory committee to the Director of Graduate Programs. It reviews and decides upon graduate student petitions and advocates for graduate programs at WOU.

**Our work for 2018 – 2019**

1. Our team met for our regular meetings: September, October, November, January, February, April and May and for one additional meeting in April. We also held a three hour retreat on June 14th with Provost Winningham and Dr. Linda Stonecipher.
2. Our team developed an efficient approach to sharing and reviewing proposals prior to each meeting using a Google Team Drive and votes registered in Google Forms
3. Our team reviewed a number of curriculum proposals and modifications this year for graduate programs across the University. We completed every review on time and during our regularly scheduled 3:30 – 5 p.m. meeting times
4. Our team also began a deep dive into policies and procedures that affect graduate studies, looking at their efficacy in recruiting students, retaining students, and promoting student success. We hosted Ryan Hagemann as a guest to help with this conversation.
5. Worked closely as a committee to determine what doctoral study could look like at WOU, leading the recommendation of the Deaf Studies and Physical Therapy doctorates in graduate committee and the faculty senate.
6. Addressed concerns with changed understandings of doctoral study at WOU, and facilitated ongoing conversations that will carry over to next year.
7. Recommended changes in the structure of the graduate office, aligning with University recommendations for the search for a Dean; recommended members of the committee for this search committee.
8. Reviewed student petitions for ongoing study, if found in violation of graduate policies. Facilitated a merging of these petitions with the ongoing conversation about policies.

**Chair work for 2018-2019**

1. Meet with and assisted faculty throughout the year for curriculum edits, changes, updates and general assistance.
2. Prepared and distributed agendas and minutes to campus, with agendas distributed to committee members at least three days prior to meeting.
3. Sent a report to the Faculty Senate president after curriculum changes, itemizing the results and Curriculum Committee recommendations from the meeting.
4. Chaired the Graduate Studies PLC to develop Graduate Learning Outcomes and create a process for programmatic submission and review.
5. Met with and assisted faculty working in graduate programs who had concerns with the graduate office, to work with the graduate office to begin resolution of issues.