Interim Dean Wendy Crone called the meeting to order.

The minutes of November 14, 2014 were approved as written. The revised minutes of September 12, 2014 were approved as written.

Approvals and Updates:

1. Interim Dean Wendy Crone introduced Patricia Boyette from the Department of Theatre and Drama and David Rosenthal from School of Education, who presented the request for approval for changes to the Theatre and Drama MFA graduate program. The Theatre and Drama MFA plan will be newly created in the School of Education, and discontinued from within the College of Letters and Science. This approval request complements the November 14, 2014 GFEC approval for changes to the Theatre and Drama MA/PhD program. Boyette informed the committee that the Theatre and Drama MFA program students will transition from the College of Letters and Science to the School of Education with no disruption; teaching assistantships will continue to be allocated as they have in the past, the curriculum will remain unchanged, and faculty in Theatre and Drama will continue affiliate status with the Interdisciplinary Theatre Studies M.A. /Ph.D. program (and vice versa). Boyette noted that the Theatre and Drama MFA program will complete a program review in 2015.

   Motion: Moved and seconded to approve the changes to MFA in Theatre and Drama, including newly establishing the Theatre and Drama MFA plan in the School of Education, and discontinuing the Theatre and Drama MFA plan from within the College of Letters and Science. The motion was passed unanimously.

2. Interim Dean Wendy Crone introduced Alan Lockwood from the Department of Curriculum and Instruction, who presented the request to approve the Curriculum and Instruction follow-up report to the Provost regarding the four named options (Secondary English Education, Secondary Mathematics Education, Secondary Science Education and Secondary Social Studies Education) in the Curriculum and
Instruction Secondary Education M.S. program. The GFEC reinforced support for a review of these named options and their impact on related undergraduate and certificate programs by May 2018.

**Motion:** Moved and seconded to approve the request to approve the follow-up report to the Office of the Provost on the M.S. in Curriculum and Instruction Secondary Education named options. The motion was passed with 15 votes for, and one technical abstention.

**Program Reviews and Updates:**

1. Interim Dean Wendy Crone presented the program review follow-up for the Materials Engineering M.S./Ph.D. degree, in response to the program’s GFEC review on April 11, 2014. The GFEC commends the program on its recent improvements, and looks forward to the continuing success of the program.

2. Interim Dean Wendy Crone presented the program review follow-up for the Entomology M.S./Ph.D. program, in response to the program’s GFEC review follow-up on December 13, 2013. The GFEC praised the program for its inclusion of grievance procedures in the program handbook, and requests that the program further update their graduate program handbooks to include Entomology’s policies related to the University’s new HLC-related policies. The GFEC asks that Entomology update their handbook in time for the February 2015 GFEC meeting.

3. Interim Dean Wendy Crone present the program review follow-up for the Chemical Engineering, in response to the program’s GFEC review on December 13, 2013. The GFEC agreed that the memo sent to the program in December be re-written to provide additional clarity to the program regarding the committee’s concerns and recommendations. The GFEC will look to receive a response to their renewed recommendations in time for the April 2015 GFEC meeting.

4. Interim Dean Wendy Crone introduced GFEC member Robert Howell, who presented the Institutional (10-Year) Review of the M.A. in African Languages and Literature. Addressed were the program’s strengths including a successful “bridge” program linking the M.A. in Afro-American Studies to Ph.D. programs in English and History, strong record of research, excellent department climate and high-quality graduate students. The GFEC also discussed the program’s shrinking enrollment, loss of significant faculty representation and track in the social sciences, limited funding support for AOF students after their first year, and a general sense of gloom concerning impending mergers in the College of Letters and Science. The relatively small program and department experience a significant burden in providing required ethnic studies courses to undergraduate students, including surging levels of undergraduate enrollment in the program’s graduate-level courses, resulting in the courses becoming losing graduate-level rigor. The review committee recommends the department work to expand the faculty roster, ensure continued faculty representation in the social sciences, work on solutions to limit undergraduate enrollment in graduate courses to ensure that M.A.-level students are doing graduate-level work, work with the College of Letters and Science to improved funding support for students, provide more literary theory coursework to those students intending to complete the bridge program collaboration with the English Ph.D. program, conduct a formal orientation with the purpose of formally introducing students to faculty and affiliate faculty, produce a comprehensive graduate student handbook, and develop an assessment tool for students completing the degree. The GFEC will look to receive a response to recommendations in time for the April 2015 GFEC meeting.
Motion: Moved and seconded to accept the Institutional (10-Year) Review of the Afro-American M.A. program, with a request the program report back to the GFEC regarding the review committee’s recommendations by April 2015. The motion was passed unanimously.

Discussion Item:

Assistant Dean Kelly Haslam presented the draft check-in process for recently approved revenue generating programs, and asked the GFEC for feedback. Haslam noted that programs will be reviewed three years after the semester in which they implemented their program-revenue generating program. Three to six months prior to the three-year review, the Office of Academic Planning and Institutional Research and the Graduate School will provide to the program the check-in document and key data, enrollment and budget reports. Haslam confirmed that while GFEC members will not be individually assigned to participate in programs’ three-year check-in, the GFEC body as a whole will receive the data reports and programs’ check-in response for consideration and approval at GFEC meetings. The GFEC agreed that it will be important to invite program representatives to those GFEC meetings at which the three-year check-in reviews are approved. A GFEC member suggested that the check-in document include inquiry regarding whether programs are attracting and admitting the high quality of students for which the University prides itself. Haslam noted that the Graduate School will make edits to the check-in document, and that the GFEC will have another opportunity to review the document.