I. Call to Order

The meeting was called to order at 9:04 a.m. by Barbara Bales, Chair

Present:

(Committee Members): David Allen, Barbara Bales, Sheila Feay-Shaw, Shelleen Greene, Seyed Hosseini, Jennifer Jordan, Mo Zell

(Non-Committee Members): Vicky Everson, Tiffany Nation

Absent: Miren Boehm, Martha Carlin, Marija Gajdardziska-Josifovska (Ex Officio), Tracey Heatherington (Ex Officio), Jenny Kehl, Hamid Ouali

Guests: Susan Donohue-Davies, Donald Force, Shaun Hayes

II. Approval Minutes from the February 22, 2016 Meeting

Barbara Bales asked the committee if they had an opportunity to review the meeting minutes and if there were any objections to approval.

A motion was made and seconded to accept and approve the minutes as recorded. The minutes were approved as distributed and passed unanimously.

III. Announcements

Barbara Bales announced and reminded the committee that the May 16th meeting has been rescheduled to May 9th to accommodate the rescheduling of the GFC May 16th to May 9th meeting.

IV. Human Resources & Labor Relations (MHRLR) Program Review Report

Barbara Bales opened the floor to Susan Donohue-Davies, Graduate Program Representative of the Human Resources & Labor Relations program for her reactions to the internal and external reports.

Susan Donohue-Davies stated that the external reviewers were excellent and that the program agreed with their report. She informed the committee that the program had already achieved one of the recommendations of the external reviewers. The program received certification in January from the National Society for Human Resources Management Association. This certification certifies that the program’s graduate program matches what human resources professional should have.

Sheila Feay-Shaw served as the internal reviewer. She reported that she and the external reviewers were very impressed with the program and very impressed with how the program crosses over from the department of Economics to the School of Lubar. She stated that the external reviewers thought that this cross over was very usually but very successful. She reported that her biggest concern was in the leadership of the program. She stated that the leadership was wonderful but that the program was very dependent on the two leaders. She reported that one of the recommendations was to find additional leadership as a safe guard. She reported that some of the recommendations made by the external reviewers although looked very simple involved cost and due to budget cuts would take time to implement. She reported that marketing again was brought up by the external reviewers as an issue but otherwise stated that this is a wonderful and viable program.

The committee had a brief discussion on the issues of marketing and the awareness of University Relations to the marketing issues. Barbara Bales volunteered to draft a statement from the GPR committee concerning marketing issues that could be reviewed at the last meeting.
Barbara Bales informed the committee that Human Resources & Labor Relations (MHRLR) program review would go under GFC Automatic Consent. It was motioned, seconded, and passed unanimously.

V. Archives & Records Administration Certificate Program Review Report

Barbara Bales opened the floor to David Allen who served as the internal reviewer for the Archives & Records Administration certificate program review.

David Allen introduced Donald Force, Graduate Certificate Program Representative and Shaun Hayes, Archives Program Specialist from the Archives & Records Administration program.

David Allen reported that the program is a small program and will never be anything but small. He reported that the core courses have strong and high enrollments. He informed the committee that Donald Force and Shaun Hayes are new in managing the program and are working on surveys to understand what is needed in the program.

Donald Force stated that the program is striving and confirmed that the program is never going to be a huge program. He stated that every year they receive a handful of inquiries. He stated that the inquiries are from a large number of persons working with archives and are looking to enhance their degrees.

Barbara Bales informed the committee that the Archives & Records Administration certificate program review would go under GFC Automatic Consent. It was motioned, seconded, and passed unanimously.

VI. Revised Draft: GFC Doc. No. #951

Barbara Bales informed the committee that the revisions agreed upon in categories A, B, and C at the last meeting were included on page 2 in the February 22nd draft meeting minutes that were approved at the beginning of the meeting. She informed the committee that she had met with Tiffany Nation to ensure all results of the committee’s discussion and decision on revisions for categories A, B, and C were accurate.

Below are the results of the committee’s additional discussion and decision on revisions for categories A, B, and C. The committee’s most recent revisions are highlighted in yellow with red italic font and underlines.

A. Exemplar-Continuance without Conditions: This program meets or exceeds the external reviewers’ expectations of quality standards. The program will continue operations taking into account recommendations from reviewers. The next full review will be scheduled in ten years.

B. Continuance with Conditions Considerations: This program meets the external reviewers’ expectations of quality standards but with minor concerns. The program’s response will address the reviewers’ concerns and recommendations per the guidelines in IX. Section A. need to make substantial changes to its operations in response to the reviewer recommendations. The next full review would be scheduled in ten years.

C. Continuance with Show Cause: This program does not meet the external reviewers’ expectations of quality standards at this time. The program has one year to submit an action plan to the Unit Dean providing a plan to show cause for continuing as described in Section X. If acceptable, the program will continue on the usual ten-year review cycle. If progress is evident, the program will continue but the next review will be scheduled in five years unless the Unit Dean certifies progress. If show cause for continuing progress is unacceptable, the program will be moved to Provisional Status.

Motion was made and seconded to adopt GFC Doc. No. 951 changes. Passed unanimously.

VII. Adjourn

The meeting adjourned at 10:34 a.m.