MSED Committee Meeting Minutes

March 4, 2020 | 1:00 p.m. | Hill 339

I. **Call to order**
Dr. Pamela Correll called to order the meeting of the MSED Committee at 1:03 p.m. on March 4, 2020.

Present: Pamela Correll, Karen Engler, Michelle Morgan, Gay Ragan

II. **Approval of minutes**
September 30, 2019 and January 13, 2020 meeting minutes stand approved.

III. **Graduate Council Report: Dr. Gay Ragan**
   A. Dr. Ragan did not attend the February Graduate Council meeting. Dr. Pam Correll was present at that meeting to represent the MSED curricular proposal. The proposal was approved.

IV. **Secondary Education: Dr. Karen Engler**
   A. Dr. Engler reported on updates to GradCAS from a presentation held by Dr. Julie Masterson in January.
      i. There is a toolkit in Blackboard under "Organizations" that contains many resources for GradCAS.
      ii. Students must upload all transcripts, including MSU transcripts. This is a change from last year. If the MSU transcripts are uploaded, the student will not be required to upload their other transcripts because MSU will have all institutions included.
      iii. Some incomplete applications may be waiting for transcript uploads. Program Coordinators should check periodically to see if that is the case and notify students that transcripts need to be uploaded in order to process the application.
      iv. Graduate College can no longer upload transcripts. Students must work with a liaison.
      v. Programs should decide if there are any program requirements that are no longer needed. Changes must go through the curricular process.
      vi. Graduate College GPA minimum is 2.75.
      vii. The Graduate College would like to see more timely decisions being made for applications.
      viii. Students that applied but did not attend can return to their original application, even if it is in a former academic year, and resubmit without having to pay the enrollment fee again.
      ix. A student can email the Program Coordinator from Blackboard and it will go the Program Coordinators Outlook email account.
      x. There is a difference between a "Received" and "Completed application. An application is "Received" when the fee has been paid. An application that has been "Completed" is an application that has been received and all other program required items have been completed.
      xi. If a student application is denied, the Program Coordinator is to notify the student, but the student will also get a letter from the Graduate College.
      xii. If a student applies for the wrong program, they must delete that application and begin another one for the correct program.

V. **New Business**
   A. There have been discussions about restructuring the EPP subcommittees. Dr. Reesha Adamson is chairing an ad hoc committee to propose a recommendation. This committee may want to consider being part of another committee or suggest some options.
      i. The MSED Committee should remain to maintain control of the core.
      ii. Some of the information shared from this committee is also shared at other committees.

      iii. It is possible that this committee could be combined with another committee. It was combined with GPAC at one time but it did not work well. Maybe the committee meeting could be combined with a meeting of the Program Coordinators.

      iv. The committee may want to change the meeting schedule to every other month or four times per academic year.

  B. The committee discussed approving items in Taskstream. It has been a topic of discussion for almost two years with no decision made on what to do with it. The committee decided to draft a proposal to eliminate the use of Taskstream. Drs. Correll and Engler will craft a proposal and forward to the committee for review and input. The committee will address this again at the April meeting.

VI. Old Business

  A. No old business.

VII. Adjournment

Dr. Pam Correll adjourned the meeting at 2:04 p.m.
Respectfully submitted by: Vicki Kramer