**Report on PCC Discussion Items from 2015-2016 Academic Year**

In September 2015, Ann Weeks, Associate Dean of Programs at the iSchool, asked the PCC committee to generate a list of discussion items and for each program director to choose one to lead the discussion for PCC throughout the year. The topics that were decided upon were:

* Discussion of process for admitting students from outside of the college into iSchool courses.
* Discussion of Shady Grove Campus: What should the iSchool’s relationship with the campus be in the future?
* Discussion of policies surrounding: TAs, GAs, INST809 (individualized teaching experience), and graders.
* Discussion of issues surrounding the enforcement of prerequisites.

The last two bullets items were set aside during the year. Specific committees are focused on those issues, but have not yet brought them to the PCC committee. Below is a summary of the first two items, which were discussed, as well as two additional items, which proved to be incredibly important throughout the year.

In October 2015, the Tetyana, Program Coordinator for the MIM program, presented a draft policy for review, which focused on the process and procedure for admitting students from outside of the college into iSchool courses. The committee debated the structure of the policy and procedure, answered questions posed by Tetyana, and ultimately approved a policy and procedure document for students who wish to take iSchool courses and for our students who wish to take courses outside the College. The policy and procedure for this action can be found on the iSchool website.

In November 2015, Vedat submitted a report that gave an overview and summarized the ways the College might work with the Shady Grove campus in the future. This report focused on four possible scenarios the College might take. The PCC Committee discussed the current number of students at Shady Grove and the complaints about course offerings at the SG campus. The committee also discussed resources on the College Park Campus versus that of Shady Grove. While the discussion was important, no formal decisions were made.

In December 2015, the PCC committee discussed the policies surrounding deadlines for submitting courses to committees and PCC. While this was not on the initial list of activities and discussions for the academic year, this proved to be a valuable and necessary discussion. The committee discussed setting deadlines for Faculty submitting courses to be added to the next semester’s schedule, due to many concerns about the courses being submitted to PCC with such tight deadlines and without the approvals of the program committees. In addition, issues surrounding VPAC proposals and getting on the University schedule prompted the committee to establish the following policy:\

* Courses may be submitted to PCC at any time during the academic year; however, scheduling of approved courses will conform to the following schedule:
  + Special Topics courses must come to PCC by its September meeting if they’re to be added to following Spring schedule, and by February if they’re to be added to the following Fall schedule.
  + Hard Numbered courses must come to PCC by its September meeting if they’re to be added to the following Fall schedule, and by February if they’re to be added to the following Spring Schedule.
  + In both cases, courses must be approved by the appropriate program committees before coming to PCC. Faculty must submit the courses to the program coordinators in an appropriate timetable to be added to the program committee meeting agendas.
  + Undergraduate courses are exempted from this policy at this time.

In May 2016, the PCC committee voted to approve the Student Service Office Program Transfer Process. Jeff Waters, Student Services Coordinator, gave an overview of the process/procedure for transferring students between graduate programs. The process and procedure was necessary to update after changes from the Graduate School affected students who wished to transition from one graduate program within the College to another. The committee discussed the implications of this process and procedure, and how it would be communicated to students. It will be incorporated into the student handbook for the 2016-2017 academic term, and will be added to the Student Services webpage on the iSchool website.