**Graduate Council Meeting**

**September 28, 2018**

**201D DEV**

**Minutes
(approved 10/26/18)**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Courtney Karasinski, B. Martin, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Samantha Riggleman, Mark Staves, Jane Toot, Guenter Tusch, Marie VanderKooi, Betsy Williams for Barbara Harvey

A**dministrative Ex-Officio Present:** Irene Fountain, Tracey James-Heer, Steven Lipnicki, Mark Luttenton, Jeffrey Potteiger, Ellen Schendel, Pamela Wells

**Elected Student Reps Present:** Lex Drennan, My Nguyen

**Ex-Officio Students Present:** Cori Jaskiewicz

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
|  **I. Call to Order** | A. Bostrom called the meeting to order at 9:00 AM.  |  |
| **II. Approval of Agenda**  |  | **Motion:** W. Burns-Ardolino moved to approve the agenda. M. Staves seconded. Motion passed unanimously.  |
| **III. Approval of Minutes September 7, 2018** |  | **Motion:** P. Ratliff-Millermoved to approve the September 7, 2018 minutes with correction. W. Burns-Ardolino seconded. Motion passed unanimously.  |
| **IV. Chair’s Report – A. Bostrom** | A. Bostrom, J. Potteiger, and M. Luttenton met with Chris Plouff to discuss using GV-Assess for graduate program review. It is a better way to save data and have it available to search and pull reports. The New Programs Council is considering a new program prospectus for the MS in Cybersecurity.  |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The GC-CPR submitted the KCON program review final report to the Graduate Council as a motion to approve the document and move it forward through the process. KCON Program Review Final ReportM. Staves provided an overview of the graduate program review process and how the self-study template questions were developed. GC members provided feedback on the final review document. For future program reviews, accredited programs cannot submit an accreditation report, as their response to the self-study questions and external reviewers will be required, although that was waived for the KCON review. Other Curriculum ItemsThe GC-CPR approved a program change for the DNP program. The CMB director, CLAS dean, Graduate School dean, and Provost met recently to address the CMB program review final report and recommendations. | **Motion:** The Curriculum and Program Review Subcommittee moved to approve the KCON Program Review Final Report. Motion passed unanimously.  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The GC-PC reviewed quality control for 580/680/780 courses and determined no policy is required. Graduate Program Director (GPD) responsibilities were discussed. The GC-PC will consider a definition of graduate program director and the appropriate language for the Faculty Handbook and university policies defining GPDs. The GC-PC reviewed the ECS charge to “review the process of working with UCC on graduate program curricular changes” and determined that the dean, associate dean, and UCC chair could discuss and resolve any potential issues rather than create a policy. Similarly, the charge to “examine perceived redundancy of reporting requests by GC and FSBC related to program costs” does not require a policy. The GC-PC also discussed sharing the program review workload with the GC-CPR when there are a high number of reviews to be done in a year. Using GAs as TAs GC members discussed the handout “Enhancing Graduate & Undergraduate Education through Teaching Assistants” and the GC-PC’s recommendation to expand the role of GAs to including teaching responsibilities. The current Graduate Assistantship policy allows GAs to have instructional responsibilities, including lab instruction and classroom assignments but GAs cannot be the instructor of record. The Provost’s office is interested in this concept but the preference is to wait until the new university president is in place. The GC would need to explore different ways this could be accomplished. For example, providing a stipend but not a tuition waiver could be considered. A pilot program could be developed and look at strengths and weaknesses, then take the pilot data and make a policy change after a few years of pilot testing. TAs would need professional development and other units should be involved in training and preparation for TAs.  |  |
| **VII. Graduate Student Association Report – S. Lipnicki** | The first funding board meeting was held on September 12. There were 12 proposals approved, with adjustments. Some graduate programs do not yet have graduate student RSOs, which prohibits students from benefitting from GSA funding.  |  |
| **VIII. Dean’s Report – J. Potteiger** | Thesis/Dissertation WorkshopsThe Graduate School began hosting the thesis/dissertation workshops. Workshops were held on September 17 and September 27. The evaluations were positive and students provided good feedback. The presentation was revised after the first workshop to eliminate redundancies. When the policy was developed, mechanisms were explored for identifying students who needed to attend. Thus, students are contacted when they register for thesis/dissertation credits. However, many students mentioned they would have preferred to take the workshop before signing up for those credits. Students may attend any time so programs could promote the workshops in their research methods courses and elsewhere. The next workshop will be held on October 15. If there are any online and hybrid programs that require a thesis/dissertation, the workshop may be offered online for them. In the future, other workshops may be offered on different areas: getting started writing, selecting a topic to research, presentation, and projects. Students can use the Speech Lab for preparation for their defense. Library staff could talk to students about library support, and using citation management programs.  |  |
| **IX. Old Business**  | There was no old business.  |   |
| **X. New Business** | Acknowledgement to RecommendersA suggestion was made to have thank-you letters sent to people who submit letters of recommendation for incoming graduate students. Recipients may feel valued by this gesture and recommend more students, and also have it in their portfolios. Currently, the online application system allows the student to write a note to the recommender, but they don’t receive a thank-you letter. Combined Degree PolicyM. Staves opened the discussion regarding an issue with the combined degree policy. Students can count 12 graduate credits toward both their undergraduate and graduate coursework. Students are considered graduate students once they complete 120 credits. This allows them to get a GA position, but obtaining graduate student status also has a negative impact: they are charged graduate tuition and any undergraduate benefits, such as scholarships, are lost. There have been issues with students who transfer credits from other universities. They might be at junior level in the combined degree program but they have over 120 credits from taking courses outside the university that are not being used toward their undergraduate degree. In a combined degree program, they end up paying graduate credit and miss undergraduate benefits. If they take out graduate student loans, the interest rates are higher and there are limited number of loan options available. A solution to this problem would be to only count credits if they are being used for the degree. This way, they would be at graduate status at the end of their senior year. However, this blanket solution might not work for some programs, for example, Engineering runs its combined degree program differently. Per E. Schendel, tuition rates and practices are set by the budget committee and Board of Trustees and cannot be changed by the Registrar or Provost’s office. The guiding principle is that students taking graduate courses are charged the graduate rate. Bonnie Bowen in the Provost’s office would be a good resource for information about this budget issue.  |  |
| **XI. Adjournment** |  | **Motion:** M. Stavesmoved to adjourn. D. Balfour seconded. Meeting adjourned at 11:02 AM.  |