

Graduate Council
October 24, 2008
303C DEV
Draft Minutes
Approved Minutes

Faculty Present: C. Coviak, S. IsHak, P. Leidig, V. Long, M. Luttenton, C. Mader, M. Staves, D. Vaughn, R. Wilson
Guests Present: S. Borders, D. Cannon, J. Houston

Administrative Ex-Officio Present: B. Cole, I. Fountain, P. Kimboko, S. Lipnicki, J. Montag, J. Stevenson

Selected Student Reps Present: M. Gray, M. Soltis

Ex-Officio Students Present: T. Valdez, K. Wildeboer

AGENDA ITEM	DISCUSSION	ACTION/DECISION
I. Call to Order	M. Luttenton called the meeting to order at 9:08 AM.	
II. Approval of Agenda	J. Montag requested an addition to the agenda under new business to discuss yearly enrollment.	Motion: R. Wilson moved to approve the agenda with the addition. M. Staves seconded. Agenda approved with change.
III. Approval of Minutes of September 26, 2008		Motion: M. Staves moved to approve the Graduate Council minutes of September 26, 2008. P. Leidig seconded. Minutes approved.
IV. Report of the Chair	<p>M. Luttenton reported. The Fall Fora on Graduate Education are scheduled for October 29th in 205D DEV and October 30th in 2270 KC.</p> <p>M. Luttenton will meet with ECS to discuss the proposed GA policy and the proposed standards for non-tenure track faculty teaching graduate education. This topic as well as standards for regular</p>	

	<p>tenure-track faculty may be part of the forum discussions as well.</p> <p>J. Houston agreed to serve on the University Teaching Excellence Award Committee. D. Vaughn offered to step in if no one else volunteered.</p>	
<p>V. Report of the Dean</p>	<p>Topics in the Dean's Report handout included: the Graduate Education Fora, Strategic Enrollment Management (EDPAC), NCA follow-up, Graduate Directors meeting October 24th at 1 PM, Human Research Protection Program, the Fall 2008 Graduate Student Celebration on November 21, and the Graduate Student Presidential Research grants.</p> <p>J. Stevenson gave the report in P. Kimboko's absence. He and P. Kimboko met with N. Giardina regarding a student success model. They will be looking at communication tools, a focused message on graduate education, and to increase graduate presence through marketing, recruitment, retention, and program development.</p> <p>As reported at Deans Council, the NCA will provide a preliminary report in approximately 30 days. The site team identified space issues and graduate education as areas that need attention.</p> <p>The GC discussed concerns about commencement, particularly with students who walk in the ceremony without having completed their degree. Students who finish in the summer often walk in April rather than the next December. In some disciplines, such as PT, graduates are licensed and practicing by December and therefore not available to participate in commencement. CHP holds a summer hooding ceremony for DPT graduates. Once the DNP program has graduates, it may be necessary to include them in a hooding ceremony as well.</p> <p>K. Wildeboer suggested holding a graduate-only ceremony in August for anyone who finished in December, April, or August.</p>	

VI. Curriculum Subcommittee Report

Approval of GC-CC Minutes

A) Recommendation for Prospectus for MA in History

C. Coviak discussed the concerns of the GC-CC regarding the MA in History Prospectus. The GC-CC submitted a memo to the Graduate Council to recommend that the authors go forward with a Final Plan that will address the concerns of the GC-CC.

S. IsHak questioned the approval of the Prospectus before the issues listed in the GC-CC memo are addressed.

Per C. Coviak, the Prospectus provided all the required information, in accordance with the guidelines for writing a prospectus. The items in question should be addressed in the Final Plan. This is the rationale for requesting approval of the memo. She explained that the items in question were reviewed with the authors at the GC-CC meeting. Thus the approval of the memo is a formalization of that review.

B) Draft Proposal for Change in the GC-CC Structure, Membership and Relationship with UCC

C. Coviak reviewed the draft proposal and addendum of peer institutions. She noted that dual numbered courses will continue to be reviewed by UCC. New course proposals would be reviewed and acted upon and reported by the GC-CC, or the proposal would be referred to the GC and UCC if needed. If no further review is needed, the proposal would go straight to the Provost for approval.

Motion: C. Coviak moved to approve the minutes of the Curriculum Subcommittee meetings of September 12 and September 19, 2008. Minutes approved.

Motion: S. IsHak moved to accept the memo dated October 24, from the GC to Paul Murphy and Robert Adams regarding the M.A. in History Prospectus. C. Coviak seconded.

Action: S. IsHak called the question. The motion to approve the Prospectus passed with ten yes votes and one no vote.

	<p>Currently the UCC uses an expedited process for course change proposals that are not associated with a Final Plan. The GC-CC would adopt that same process for graduate courses.</p> <p>Course proposals associated with a Final Plan would be reviewed by the full GC unless they include undergraduate courses as prerequisites or as requirements. In those cases, they would be reviewed by UCC after GC.</p> <p>The proposed change in the membership structure would include a member from each college that has a graduate program. CoIS and the Library would be included if they want to participate. All members would have dual membership with the GC-CC and GC. This would increase voting members to 18. The UCC recommended having enough members n GC-CC to represent the university in deliberations.</p> <p>C. Coviak noted that, per the Roles & Responsibilities document, the college deans' role is to work within their colleges and the university with regard to resources. The GC's role is to ensure that graduate level offerings are sound.</p> <p>S. IsHak recommended that the issues be made into two separate proposals, with the membership structure as one and the procedures for approving curriculum as the other. C. Coviak will separate the proposals and post on Blackboard. Please send comments to her.</p>	
<p>VII. Policy Subcommittee Report</p>	<p>R. Wilson reported that the GC-PC is working on a 'time to graduation' policy. It is not yet ready for full GC vote.</p> <p>The GC-PC is working on a glossary pertaining to graduate education as there are many gaps in definitions of terms. They are also reviewing waivers, course substitutions, transfers, and those</p>	

	responsible for making decisions on course equivalents and related items.	
VIII. Report of GPSA	<p>The October 2008 issue of the GPSA newsletter was distributed.</p> <p>GPSA is hosting a meeting with President Haas on October 30, from 5-6 PM in the Amway Board Room. It was noted that these meetings tend to draw full time students, many of whom have graduate assistantships. GC members were asked to encourage part-time students to attend as well.</p>	
IX. New Business	<p>a) Year-Long Scheduling</p> <p>J. Montag asked for feedback from the GC regarding year-long scheduling of classes. He explained that the EDPAC subcommittee wants to look at the benefits and potential problems, therefore, he and Joe Godwin are attending Deans Council, department head meetings, and student group meetings to obtain feedback. He noted that no decision has been made to continue year long scheduling beyond the 09-10 academic year.</p> <p>Comments from GC members included:</p> <ul style="list-style-type: none"> • Upper level undergrad students will register for classes they know are tight, then sell their seats. Per J. Montag, some students will register for the same class in Fall and Winter. The Registrar's office now has systems in place to kick students out of classes so they can't hold seats. • It is very helpful to have yearlong scheduling for KCON students because most nurses need to know their work and class schedules well in advance. • From a faculty perspective, it is harder to make changes to the schedule when there are changes made to programs. J. Montag noted that new classes can be put in the schedule, but they won't be in catalog. • A number of students are parents and they often have to arrange child care long in advance for the school year. 	

- Financial salary incentives could be given to advisors to get undergrads through their programs in 4 years. J. Montag noted that the number of credit hours that undergrads are taking this year has gone up. Students can take 15 credits and pay for 12.
- It would help to have a 3-semester rolling enrollment rather than waiting until March to find out certain classes are not being offered in the next year. In March, some students don't know yet that they'll be going to school in the Fall. J. Montag commented that if a course is listed in the catalog, there has to be a commitment from department and there must be faculty available to teach. For students who need to look ahead, they can ask departments what their plans are to offer certain classes.
- From a student perspective, having the piece of mind knowing one's schedule is available, it helps having a framework.

J. Montag took an informal vote. Three GC members felt no change was necessary to the current year-long schedule. The remaining GC members voted for possible changes.

X. Old Business – GA Policy

There was no old business.

XI. Adjournment

Motion: S. IsHak moved to adjourn. M. Staves seconded. Meeting adjourned at 11:03 AM.