

**Approved Minutes**  
**Graduate Council Meeting**  
**April 22, 2005**  
**9-11 AM**

**Faculty Members Present:** Dave Cannon, Cindy Coviak, Chair, Wm Crawley, George Grant, Cynthia Grapczynski, Rita Kohrman, Mark Luttenton, Nancy Mack, Barb Reinken, Ben Rudolph, Roger Wilson  
**Absent:** Jeff Ray

**Student Members Present:** Rachael Stern, Jen Treat

**Administrative Ex-Officio Members Present:** Claudia Bajema, Brian Cole, Irene Fountain, Tracey James-Heer, Steve Lipnicki, Priscilla Kimboko  
**Absent:** Lynn Blue

**Guest:** Christine Mullendore, Vice-Chair, UAS

C. Coviak called the meeting to order at 9:02 AM. C. Mullendore, the interim Vice-Chair of UAS, was introduced.

**1) Approval of April 8 Minutes**

**Action:** B. Rudolph motioned and B. Reinken seconded. Minutes approved.

**2) Approval of Agenda**

**Discussion:** C. Mullendore was added to the agenda.

**Action:** B. Reinken motioned and N. Mack seconded to approve the agenda with changes. Agenda approved.

**3) Report from the Dean**

P. Kimboko thanked the GC for their work and recognized C. Coviak, B. Reinken and R. Wilson for their leadership. She clarified that Doug Busman's name was incorrectly listed on the newly elected 05-06 GC. R. Wilson will be returning.

**Fair Labor Act for GAs**

**Discussion:** The Fair Labor Standards Act was revised last summer. The revisions have implications for GAs. GAs cannot work more than 20 hrs. per week at the university.

As a result of this issue, Student Employment looked at student wages and is taking steps to offer higher wages to students with expertise.

**4) Report from Curriculum Committee**

**Discussion:** Meetings were held on April 6 and April 15. The GC-CC approved seven COE documents. One proposal will be revised by the authors. Two must have library input. The others should be reviewed by GC-CC members for action.

## **TESOL/TOEFL**

**Discussion:** The university changed the TOEFL score to 610, per the website. However, English and COE programs ask for 600. A new TOEFL test format is coming out in the fall that will be Internet based. B Reinken suggested that the TESOL program change be sent back to COE to address the score change. The catalog should have the same information as the website. Per P. Kimboko, 610 will no longer be relevant as the scoring will change with the new Internet based test.

Two online courses in accounting/taxation are being sent back for further revision. The GC-CC will meet the week of September 15.

### **5) Report from the Policy Committee**

**Discussion:** The committee, grad directors, and Student Services are looking at templates for the grad bulletin so that all departments use the same format. Over the summer, the committee members will rough out a new version, then come back in September and look at insufficiencies. Per P. Kimboko, the provost would like Records and IM to be represented on the committee.

### **6) Report from Grad Students**

C. Coviak recognized D. Damdul, who is graduating in August; J. Treat, continuing student member, and S. Lipnicki and his office for all their work on getting the graduate student voice heard.

**Discussion:** D. Damdul reported that the students will meet again on May 20 to move forward and hope to elect officers for the grad student organization. Ten students are expected. They will be working on a model for a constitution. Some students are interested in volunteering and writing a newsletter. The president of SCB will work with them as well as the writing center. Ellen Schendel is doing a writing workshop in fall and asked grad students what they want covered. They hope to have a role at grad orientation if the organization is set up by then. D. Damdul thanked the GC for its support and encouragement. It has been a great learning experience.

Additional communication suggestions: A flyer can be created to inform grad students about the organization and all grad students should have access to the BlackBoard site. The website can be updated to make it more user-friendly to graduate students. It would be of value to the GSGA office to know what students want to see. It was clarified that the grad student organization would be a subgroup under the existing student organization link.

## **7. Reports from Colleges**

CLAS: The math department program for middle school teachers has been put on hold because of unexpected things that came up due to reorganization.

The PSM has been moving slowly in terms of student recruitment, partly because three departments are involved but none have taken the lead yet. The Chemistry concentration has been approved. They received some external funding.

Library: R. Kohrman reported that Millie Jackson is coming back from sabbatical. The new dean is coming to the library retreat on May 4 at which time further reorganization within the library will be discussed. R. Kohrman enjoyed her time on the GC. She felt it was one of best committees she has served on.

COE: COE has spent two years reorganizing the grad programs. In the fall, most programs will have been updated. The NCATE review is next February. Five programs in the past three weeks have been accredited. They will look at issues such as what it means to be a college rather than school, what the units should look like, where the programs belong, should they be divided by teaching programs vs. administrative programs. COE will start looking at the undergrad program for initial certification. R. Wilson is taking over as faculty governance chair in COE. The prospectus for specialist degree is moving to the final plan stage.

CHP: The DPT program is moving along. PAS will have a focused visit from their accrediting organization. OT is making a presentation at the national conference on how to develop entry level professional degrees.

CCPS: Per W. Crawley, CJ has made changes at the grad level. They have adopted a cohort model. They reduced the number of courses by about 40% but increased enrollment by twice as much. Deb Ross will replace W. Crawley on the GC next year.

G. Grant reported that SW would like to name itself after a donor. Additionally, state legislators passed a law that all social workers will have to take a test and be licensed. Continuing education credits will be required. Different types of social work will require different tests, e.g., private practice vs. community counseling would be tested with differing items. However, there are issues with interpretation of the law. Another change is that a BSW must get an MSW to continue being considered a social worker.

CIS: No report.

SCB: Accreditation renewal is coming up. Ethics will be incorporated into business programs.

Grad Admissions: T. James-Heer announced that Admissions launched new web pages yesterday. She is updating grad pages, any feedback please contact her. Liquid Matrix has been purchased and the conversion will be a big undertaking.

Student Services: There is a virtual orientation that now links to the Grad Admissions page. It was launched last year and now is a good time to make changes. The GC was asked to review and comment. Student Services will also be offering a module to be

delivered at program orientations, which will give students general information. The regular grad orientation will still be offered.

KCON: A clinical doctorate prospectus (like the DPT) will be worked on next year. The clinical nurse leader track may not move forward as entry to practice degree because of concerns of clinical partners.

## **8) Report from GC Chair**

C. Coviak recognized the subcommittee chairs for their work.

Some issues for future GC discussion are: how to work best as a new faculty governing body; keeping in mind the strategic planning process will guide the GC. The GC needs to determine what items will be on the agenda early in the year such as the Provost's visit to discuss our strategic plan and leftover curriculum items. A high priority item is grad student leadership and how to move the organization forward. C. Coviak thanked S. Lipnicki for his leadership role working with the students who are trying to get the organization going.

Noting the retirement of Mary Seeger, student items that had previously gone through ARC may be more appropriately addressed by the Graduate office. The GC needs to continue working with IM and Rhonda Lubberts to ensure that grad students are aware that Graduate Studies regulates an organized system of policies that will give them security.

The GC-CC needs input from the whole GC to establish policy on review criteria and characteristics of quality grad programs.

Part of the Strat. Plan is to strengthen the role of the graduate dean and ensure that both the Graduate Studies office and the GC become part of university "consciousness."

C. Grapczynski would like the GC to address the graduate workload and expectations of faculty to be publishing.

Assessment of programs and how the NCA is focusing on graduate studies should be examined. If program learning outcomes show a program isn't working, they should be addressed by this committee.

These items will be made into goals for the GC final report to the faculty governance.

## **9. New Business**

### **a) Elections for 2005-06 AY**

GC members 05-06 are: N. Mack and M. Luttenton, CLAS; B. Rudolph and D. Cannon, SCB; C. Bajema ex officio, SCB; B. Reinkin and R. Wilson, COE; D. Ross and P. Stowe Bolea (covering for G. Grant), CCPS; J. Ray, CEC; C. Grapczynski, CHP; C. Coviak, KCON; M. Jackson, Library; CIS is vacant; B. Cole, ex-officio, CIS; and S. Lipnicki, ex-officio, Student Services; and grad students are selected by the Student Senate.

P. Kimboko chaired the meeting for the officer elections. The positions to be filled are: chair, vice chair; chair of GC-CC, and chair of GC-PC.

Elections:

Chair: N. Mack nominated C. Coviak for GC chair. B. Rudolph seconded. C. Coviak was re-elected as GC chair.

Vice Chair: B. Rudolph nominated R. Wilson. R. Kohrman and G. Grant both seconded. R. Wilson was re-elected as GC vice-chair.

GC-CC chair: N. nominated B. Reinken. B. Rudolph seconded. B. Reinken was re-elected as GC-CC chair.

GC-PC chair: N. Mack nominated M. Luttenton. R. Wilson seconded. A brief discussion was held due to Luttenton's absence. M. Luttenton was elected as GC-PC chair pending his acceptance.

UCC rep: B. Reinken was nominated and approved by acclamation to serve as GC-UCC rep.

#### **AY 05-06 Meeting Schedule**

C. Coviak surveyed the GC members. Meetings will be held on Fridays, but starting later, at 9:30 AM. The GC shall continue with one meeting per month and a second tentative one depending on business. The subcommittees may meet on the off weeks. B. Reinken suggested that the GC-CC and GC-PC should set a day and time like other standing committees.

#### **Christine Mullendore, Interim Vice-Chair, UAS**

**Discussion:** C. Mullendore discussed how GC and UCC can work together. She noted that GC appears to be progressing well. She suggested that the GC monitor the UAS and ECS agendas to address relevant issues and to avoid duplication. Faculty workload and equity are starting to be addressed.

Robert Franciosi is running unopposed for UAS chair. The GC should stay in touch with him. Someone from ECS should be involved in all GC committees and subcommittees.

One issue being discussed is the use of GAs for classroom instruction. The current policy in handbook is unclear; there is only one sentence that they are designated by a dean's office. Our GA policies need to be reflected in handbook. Using grad students for grading and teaching has been opposed. Per P. Kimboko, currently there are no teaching assistantships approved through the GSGA office. Mullendore asked the GC to proactively take a stand on and clarify this issue.

R. Kohrman suggested doing a survey of grad students to see if they perceive themselves as being engaged in clerical work or taking part in intellectual stimulating work.

The GC discussed GAs in teaching roles: A department hired students to teach as adjuncts but HR does not consider them adjuncts because they are full time students. These students are well prepared and may have full time jobs in the field. Undergrad students have to be considered, however, in that they may not want to be taught by grad students; they would prefer faculty.

Per P. Kimboko, the university counsel suggested eliminating GAs and making them hourly, but the Deans Council defeated this proposal. Because of the changes in the law, she has been looking at how GA's are classified.

**Adjournment**

The meeting adjourned at 11:02 AM.

Minutes were approved at the 9/23/05 Graduate Council meeting.