



Office of Graduate Studies  
2006-07 Graduate Council Actions

Graduate Council Charge: Responsible for the formulation of policies concerning the graduate programs of the University of Wisconsin Oshkosh; serves as an advisory body to the Director of Graduate Admissions and Records, and the Provost and Vice Chancellor.

Graduate Council 2006-07

COBA

Dean's Representative—Don Gudmundson  
College's Graduate Faculty—Don Simons, Mike Godfrey

COEHS

Dean's Representative--Michael Beeth  
College's Graduate Faculty—Kathryn Henn-Reinke, Curriculum and Instruction; John Lemberger, Curriculum and Instruction  
Graduate Student—Jillian Schofield (MSE-Counselor Education)

COLS

Dean's Representative—Andrew Robson,  
College's Graduate Faculty—Steve Bentivenga, Jim Koch  
Graduate Student—Grant Heller, MS-Psychology/Experimental

CON

Dean's Representative—Roxana Huebscher  
College's Graduate Faculty—Leona Dempsey, Vicki Moss  
Graduate Student—Katherine Pacovsky (MSN)

Office of Graduate Studies

Director of Graduate Admissions and Records--Greg Wypiszynski (non-voting; ex-officio)

Dean-in-Residence—Alan Hartman, Dean, COBA

**Joint Meeting with Graduate Program Coordinators, September 27, 2006; 90 minutes**

Action Items

1. Correction to minutes of April 13, 2006, GC/GPC meeting: Don Gudmundson's name was misspelled. Minutes with correction stand as distributed.
2. Motion/second by M. Godfrey/R. Huebscher to approved the following committee assignments and appointments. Motion passed unanimously by GC members present.
  - A. Curriculum Approval Committee: Mike Godfrey, Chair; Jim Koch; John Lemberger; Vicki Moss. Jim Koch will be the GC faculty representative to the Academic Policies Committee for AY 2006-07. A graduate student representative for the CAC and APC is needed.
  - B. Distinguished Thesis/Advanced Opportunity Program Review Committee: Leona Dempsey, Thomas Lammers, Alan Saginak, Don Simons.
  - C. Graduate Faculty Marshals for Fall 2006 Commence: Roy Knispel, Physics/Astronomy, COLS; Don Simons, COBA
3. Curriculum Approval Committee Items
  - A. Motion/second by M. Godfrey/V. Moss that the Graduate Council formally adopt the dual level course rubric originally developed by UW-River Falls, for use at UW Oshkosh. Motion passed unanimously by GC members present.
  - B. Motion/second by M. Godfrey/K. King that the "some" degree of distinction be the minimum level for approval.
  - C. Motion/second by M. Godfrey/D. Gudmundson to amend previous motion: "clear" degrees of distinction or better would meet the minimum level for approval. The GC members present approved the amended motion unanimously.

Comment: Graduate faculty will be encouraged to apply the formally adopted dual level course rubric to existing courses and submit course revisions as needed.

Discussion Items

4. Alan Hartman, Dean-in-Residence, commented that during the coming year, there are many issues for the GC/GPC to address, to the extent that they will need to meet more frequently, and specific task force groups will also be needed. The following groups were determined.
  - A. Graduate Studies Bylaws Revision: Alan Hartman, Karen King, Fredi Staerker
  - B. Graduate Council Chair: To start, the Provost and Graduate Studies will jointly fund a \$3,000/year overload payment (July—June) to a graduate faculty member who will serve a 2-year appointment as the GC Chair.Comment: Given the level of responsibility of the position, the GC requests that the Provost consider adding a 1-course load reduction each semester.

- C. NCA Higher Learning Commission (HLC) Graduate Education: Greg Wypiszynski, Alan Hartman, Provost, Graduate Council Chair (to be determined), and others as needed.
  - D. Graduate Summer Initiative Program (GSIP): Alan Hartman, Roxie Huebscher, Susan Cramer. Group will determine a new model for the GSIP.
  - E. Enrollment Management and Planning: Greg Wypiszynski, Alan Hartman, Roxie Huebscher, Don Gudmundson, Kathy Henn-Reinke; need Graduate Program Coordinator or graduate faculty representative from the COLS. This group will address not only graduate enrollment, but the direction and growth of graduate education—increase, decrease, remain the same; external issues and pressures; how graduate enrollment should factor into the university's total enrollment target. This group will meet on a regular basis.
5. The Graduate Assistant allocation process needs a major revision and will be discussed at a future meeting.
  6. Duane Goupell, Director of Testing Services, informed Greg that there will be major changes in GRE testing and test scheduling. Duane will meet with interested Graduate Program Coordinators to brief them on these changes. Greg will arrange a meeting.
  7. Linda Freed, Director, Office of Grants and Faculty Development, contacted Greg regarding the Graduate Collaborative Research Program. The undergraduate component is being revised—should the graduate component be revised, also? Steve Bentivenga is willing to serve as a reviewer in revising the current collaborative grant process.

Information Items

8. Those graduate programs who have not submitted graduate honors criteria for review and approval by the GC need to do so by the end of the Fall 2006 semester, in order to participate in the Spring 2007 Honors and Awards Ceremony.
9. The Graduate Council Executive Committee includes the following (Deans' representatives): Michael Beeth, Don Gudmundson, Roxie Huebscher, Andy Robson. One graduate student representative needs to be added.
10. The Graduate Studies Faculty Development Appointee is Robert Wise, Biology and Microbiology.
11. The timeline for filling the two vacant positions in the Office of Graduate Studies is one position filled by the end of the calendar year, and the second by the start of the 2007 Spring Semester.

**Joint Meeting with Graduate Program Coordinators, October 25, 2006, 62 minutes**

*Action Items*

1. Minutes of 9/27/2006 meeting of GC and GPCs approved as distributed.
2. Curriculum Approval Committee Report—Mike Godfrey, CAC Chair
  - A. The CAC has reviewed a number of course and program actions, as well as the MS-Psychology Academic Program Review.
  - B. Greg W. is working with Mike to finalize the dual level course rubric and a cover memo, incorporating all of the comments from GC members and GPCs. The rubric will then be distributed university-wide.

*Discussion Items*

3. Discussion on Graduate Council Chair Position: the position description was revised based on comments at the last meeting, and distributed to the GC and the GPCs. Since then the Provost has determined that the GC Chair will not need to attend Enrollment Management Team meetings. Greg W. will revised the PD based on additional discussion (focusing on the compensation for the position) and distribute it to the GC members and the GPCs.
4. Bylaws Revision Task Force: Alan Hartman will schedule a meeting of the Group (Karen King, Fredi Staerkel)
5. Graduate Summer Initiative Program (GSIP) Task Force: A meeting will be scheduled (Susan Cramer, Roxie Huebscher, Alan Hartman).
6. Enrollment Planning and Management Process Task Force: Greg W. will schedule a meeting of the group (Don Gudmundson, Kathy Henn-Reinke, Roxie Huebscher, Alan Hartman).
7. Holistic Admissions for Global MBA: Don Gudmundson and Lynn Mazingo presented information on the proposed admissions process, which requires that the GC approve an exception to the current admissions policy, which is (a) completion of a baccalaureate degree from a nationally accredit institution, and (b) a minimum undergraduate gpa. Students will be admitted in full standing to the Global MBA or not at all. There will be no probationary admissions. This will be an action item for the GC's vote at their next meeting.
8. HLC/NCA (Response Team—Lane Earns, Alan Hartman, Greg W., future GC Chair): Greg will be providing additional Graduate Studies' responses to Michelina Manzi within the next week. A draft of the campus self-study report will be distributed in a few

weeks. Greg asked those present to review the draft from a graduate education perspective, in addition to their individual perspectives.

9. The University's Draft Integrated Marketing Plan has been presented to various campus groups. The Council and Coordinators asked Greg W. to draft a position statement regarding integrated marketing for graduate education for discussion and approval at the next meeting.
10. Milwaukee UW Oshkosh Satellite Office: UW Oshkosh has leased office space in the Private Industry Council (PIC) Building on the corner of 27<sup>th</sup> and North in Milwaukee to be used by the University as a "presence" in the Milwaukee community. A part-time employee has been hired through the Admissions Office. The space is not planned for use as a classroom but as a location through which the University can make contact with prospective students, organizations, etc. Greg noted that there may be potential for him and others to have some scheduled time in that office for marketing and recruiting. Comment—could have a graduate fair. Greg will keep the GC and GPCs informed on this.
11. Midwest Student Exchange Program: The Midwest Higher Education Compact (MHEC) administers the MSEP (Midwest Student Exchange Program), which is a multi-state tuition-reduction program in Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin. Through the MSEP, public institutions agree to charge non-resident students (from the seven member states) no more than 150% of the in-state resident tuition rate for specific programs; private institutions offer a 10% reduction on their tuition rates. This will be implemented at UW Oshkosh for Fall 2007. If this is of interest/help to any graduate programs in their recruiting efforts, they may want to emphasize this opportunity. Students apply to an MSEP campus administrator identified on each campus. The maximum entitlement is five years.
12. Registering for any Research Class Pending IRB Approval: Greg W. confirmed with those present that it is acceptable for the Graduate Studies office to process registrations for individual coursework (e.g., independent study, field reports, field projects, clinical papers, and theses) even though Institutional Review Board (IRB) review and approval has not yet been obtained. However, data collection involving human subjects should not begin until IRB approval has been received.
13. Graduate Assistant Allocation and Distribution Process: This needs to be revamped so that it is equitable and fair for all graduate students. Comment: Perhaps GSIP funds could be used for summer graduate assistantships.

14. GRE Changes for Fall 2007: A meeting has been scheduled for November 1<sup>st</sup> with Duane Goupell, Director of Testing Services, and Graduate Program Coordinators with a GRE admission requirement.
15. Items from Council Members and Graduate Program Coordinators  
The COBA's Green Bay MBA and Graduate Education Center "build-out" is going well. Classes will begin there in Spring 2007.

**Joint Meeting with Graduate Program Coordinators, December 1, 2006; 70 minutes**

Action Items

1. Approved minutes of 10/25/2006 meeting with Graduate Program Coordinators as distributed.
2. Approved exception to the grade point admission requirement for the Global MBA Holistic admission process: Yes-11; No-0; Abstain-0.
3. Approved the Graduate Council and Graduate Program Coordinators Position Statement on the University's Integrated Marketing Plan: Yes-11; No-0; Abstain-0.
4. Curriculum Approval Committee
  - A. No committee report
  - B. The dual level course rubric approved at the 10/25/2006 GC/GPCs meeting and an informational memo from the CAC were sent to Department Chair and Team Leaders, with copies also sent to the GC; GPCs, Deans; Jim Simmons, President of the Faculty Senate; Bill Wresch, Chair of the Academic Policies Committee; Provost Lane Earns; and Michelina Manzi, Assistant Vice Chancellor for Curricular Affairs. As per the memo, "This rubric is the primary tool the Curriculum Approval Committee (CAC) of the Graduate Council will use to evaluate course actions for all new or revised dual-level courses." Discussion on the rubric; future feedback should be given to Greg W. The CAC will revise the rubric as necessary.

Discussion Items

5. Graduate Council Chair--tabled to next meeting
6. Status Report on Bylaws Revisions  
The Task Force for Bylaws Revisions includes Alan Hartman, Karen King, and Fredi Staerkel. They have met and prepared recommended revisions to the Bylaws for Graduate Studies. The Task Force proposed that the Graduate Council considered one amendment as the starting point. The Bylaws currently state that revisions must be approved by a majority of the ranked graduate faculty members voting. The Task Force

proposed that this be amended to the Bylaws can be approved by the Graduate Council, using a 2/3 majority of all eligible members of the Graduate Council. Approved: Yes-11; No-0; Abstain-0. Gloria S. and Greg W. will coordinate getting the ballot out to the graduate faculty.

7. Graduate Summer Initiative Program (GSIP)  
The GSIP Task Force includes Susan Cramer, Roxie Huebscher, and Alan Hartman. They have met and prepared recommended revisions to the GSIP, which were distributed to the GC and the GPCs. Greg W. will work with the Task Force to present this as an “action” item at the next GC/GPCs meeting. Also, Greg W. will draft general procedures for reaction for this new review and allocation process.
8. Enrollment Planning and Management Process Status Report  
The Task Force includes is Greg W., Don Gudmundson, Kathy Henn-Reinke, Roxie Huebscher, and Jeanie Grant Moore. A Graduate Studies Enrollment Planning and Management “model, under development” was discussed by the GC and the GPCs. Once a model is accepted, implementation will need to be determined. Discussion; this model will evolve. The continued involvement of and feedback from the GC and the GPCs is needed. Greg W. will coordinate a session in the spring on trends and competitions issues.
9. HLC/NCA  
The “response team” includes Provost Lane Earns, Alan Hartman, Jeanie Grant Moore, and Greg W. They met to review the draft self study and provided comments to the authors. Graduate education is conspicuously absent in the draft self study. Between now and when the site visit team arrives, the GC/GPCs should plan to meet and formulate how to respond to any questions from the team about missing information and data. Greg, Jeanie, Al and others will coordinate this preparation. Susan Cramer, HLC/NCA self-study co-coordinator, commented that if specific additions can be identified and sent to her by Dec 5<sup>th</sup> or 6<sup>th</sup>, they may be included in the self-study. Also, the Wisconsin Room will be used as a resource room for the site visit team. Graduate programs are welcomed to have information on display there.
10. Graduate Assistant Allocation and Distribution Process  
Tabled to next meeting. Greg will follow up on various items and inform the GC/GPCs.
11. Admission Application Reevaluations--\$45 Fee  
Tabled to next meeting. Greg will follow up on various items and inform the GC/GPCs.
12. TOEFL Alternative—WESLI Completion  
Brian Mylrea, Student Advisor, Office of International Education, spoke on WESLI (Wisconsin English as a Second Language Institute), which is being proposed as an alternative for determining English proficiency for international graduate admission

applicants. It is accepted at the undergraduate level in place of the TOEFL (Test of English as a Foreign Language) and does not involve a fee. Consensus: Those GC members present agreed that the Office of International Education may begin on a test basis to identify applicants with WESLI proficiency. This test period will run for approximately two years. Greg W. will report back at various times to the GC/GPCs about the progress of the test. Assuming the results are successfully, Greg will propose to codify a formal change to admission policy and look at other possible English proficiency test measures.

13. Proposed OSA Seat for Graduate Students  
Tabled to next meeting. Greg will follow up on various items and inform the GC/GPCs.
14. Oshkosh Student Association—Proposed Employment Guidelines for Students Paid by Segregated Fees  
Post-meeting note: The resolution is being discussed at the 12/5/2006 meeting of the OSA. GC members and GPCs were emailed by Greg W. to send any comments to him prior to 4:30 p.m. on December 5, 2006.

### **Joint Meeting with Graduate Program Coordinators, February 21, 2007; 103 minutes**

Introduction of Dr. Jeanie Grant Moore as chair of the Graduate Council for AY 2006-07.

Provost Lane Earns and Dean-in-Resident Alan Hartman spoke on the upcoming HLC/NCA site visit at UW Oshkosh, March 12-14, 2007. The 1997 reaccreditation noted graduate education as an area of concern.

#### Action Items

1. Minutes of 12/1//2006 meeting of GC and GPCs approved with following correction: Page 3, bottom paragraph, "Next Steps," first sentence should be deleted. Corrected minutes approved: Yes-9; No-0; Abstain-0.
2. The following graduate faculty were approved as Graduate Faculty Marshals for the Spring 2007 commencement ceremonies.
  - a. Ben Arbaugh, COBA (afternoon ceremony)
  - b. Denise Clark, COEHS (afternoon ceremony)
  - c. Jeanie Grant Moore, COLS/English (morning ceremony)
  - d. James Koch, COLS/Psychology (morning ceremony); formal nomination by COLS Dean is pending but assumed; tacit consent given by the GC that they would approve the final nominee.
3. Curriculum Approval Committee Items  
Greg W. reported for Mike Godfrey, Chair of the CAC. Course and program actions are



being received, reviewed, and returned in a timely way.

Discussion Items

4. Bylaws Revisions—Status Report (Task Force for Bylaws Revisions: Alan Hartman, Karen King, and Fredi Staerkel)

The graduate faculty in Dec06-Jan07 were asked to vote on the following.

Current Bylaw

Article IV. Amendment of Bylaws

These bylaws may be amended by a majority of the ranked graduate faculty members voting by mail ballot after 30 days written notice.

Proposed Revision

Article IV. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority of all eligible members of the Graduate Council.

Rationale:

The Graduate Council is currently composed of elected and appointed graduate faculty and deans' designees (also graduate faculty). The Council is responsible for understanding and addressing the academic and administrative issues related to graduate studies. Because the Council takes its responsibilities very seriously and believes it represents graduate faculty and education appropriately, the task of implementing changes to the Bylaws of this governance group does not seem a fair expectation of the graduate faculty at large. The proposed revision to the bylaws would eliminate an unfair expectation for faculty and improve the efficiency of the Council's operation. The Graduate Council represents graduate programs from across campus and the bylaws that govern its operation relate directly to the council itself; hence changes in those bylaws should be approved by the body to which they refer.

Ballots were sent to 305 eligible graduate faculty voters; 124 ballots were returned: 92 Yes (74%); 32 No (26%).

Alan H. distributed copies of the proposed revised Bylaws. A key item for revision is the membership of the Graduate Council. Current membership includes the following: two graduate faculty members elected from each college; one graduate faculty appointed by the dean of each college; two graduate students; all voting members. The Assistant Vice Chancellor for the Graduate School (needs to be replaced with Dean-in-Residence), and the Director of Graduate Services are non-voting members. There are 14 active graduate programs at UW Oshkosh. The following are proposed options for GC membership.

Option A

Keep the current membership but hold one meeting to include Graduate Program Coordinators (non-voting). This would mean that all in attendance can participate, but only GC members can vote. The size of the GC would remain the same as it is currently, and no Bylaws change is needed.

Option B

Have one representative from each graduate program plus one appointed from each college by the dean. In effect this merges the GC and the GPCs because the assumption is that each graduate program would elect their coordinator to the GC. The GC would then have 20 voting members—14 representatives of the programs, 4 deans' representatives, and two graduate students (all voting), and two non-voting ex officio members—the Dean in Residence and the Director of Graduate Studies. (Sections 3 b and 3c under Article II of the current Graduate Studies Bylaws identifying graduate students and deans' representatives remain as they are.)

Each active graduate program (“active” is defined as having, over the last three years, on average at least five students taking classes) will elect a graduate faculty member to serve a 3-year term on the Graduate Council. They will have full voting rights on the GC. The terms shall be staggered so that no more than 1/3 of the faculty members shall be new each year and those elections must take place by the end of the spring semester. The term of office begins on September 1.

There was lengthy discussion about the proposed revisions and bylaws issues in general. At the next GC meeting, there will be more discussion and a vote on the membership

5. Marketing Projects

- A. WBAY College 101 television program: Jeanie and Greg thanked the group for their excellent suggestions—100 names were received. Fifteen names were submitted to University Relations, so that each graduate program would be represented. Due to the television film and production schedule, the names were cut to 6. Filming took place on campus on February 19, 2007; the 30-minute program will be aired on WBAY on March 10—UW Oshkosh will have a 9-minute segment in the program. The cost for participating was \$5000 and was taken from the Summer Revenue Fund.
- B. “We’re Your Neighbors” newspaper ad: There is no cost for participating, and the ad is coordinated by the UW Oshkosh foundation. The ad campaign runs in the Oshkosh Northwestern. The purpose of the ad is to establish the University’s connection to the Oshkosh community. An ad focused on graduate education will run on March 16, 2007. Greg asked for suggestions of outreach/community-centered activities in the graduate programs that could be featured in the ad. Additional suggestions can be submitted to Greg by February 28, 2007.
- C. B2B Magazine: The graduate programs can place an ad in this publication’s

August issue about higher education; the cost should be \$400-1100. Or the cost for the ad might dovetailed with the UW Oshkosh Foundation's ad package. The Council and Program Coordinators gave Greg an OK to pursue putting together an ad along with determining the actual cost. The Council/Coordinators will give final approval once Greg presents these details.

6. Gary Adams and Fran Rauscher presented information on a proposed change to the Admission to Candidacy process for the Industrial/Organizational emphasis. The Council and Coordinators did not feel the new process circumvents current policy as it applies to admission to candidacy.
7. A Task Force is needed to study the allocation of Graduate Assistantships.. They would meet from now through the 2007 Fall Semester, with any changes to be implemented for Academic Year 2008-09. Between volunteers at the meeting, and nominated individuals, the Task Force will include Steve Bentivenga, Fran Rauscher, Lynn Mozingo, Jaya Jambunathan (Nursing), Mike Beeth, Jeanie Grant Moore, and Greg Wypiszynski.

#### **Joint Meeting with Graduate Program Coordinators, April 4, 2007; 95 minutes**

##### Action Items

1. The minutes of the 2/21/2007 joint meeting of the GC and GPCs were approved by a voice vote.
2. Curriculum Approval Committee report—Greg Wypiszynski reported for CAC Chair Mike Godfrey; no delays or specific discussion items to report.

##### Discussion Items

3. HLC/NCA Site Visit: The site survey team did not focus on previous deficiencies but mainly on decentralized graduate studies and the Graduate Council's role in governing it. Distinction (or lack of) between undergraduate and graduate requirements in dual level courses was a concern.  
Suggestion to do an inventory of dual level courses to address: A) What percentage of courses is taken as dual level, and B) how many dual level courses does each college/program have? Greg will email each program with a request for information needed to compile an inventory of dual-level courses and compile the responses for the next GC/GPC meeting.

4. Bylaws:

The following revisions were approved for the Graduate Studies Bylaws:

A. Article II a.

Motion – The membership of the Council is changed effective immediately to one coordinator of each active graduate program, a dean’s representative from each College (as defined in the current bylaws) and two graduate students (as defined in the current bylaws).

Friendly amendment – Insert “degree” between “graduate” and “program”

Discussion: It is assumed the coordinator on the Council represents each degree program. It is also assumed each degree program will have a coordinator. If there is a separate coordinator for a certificate, regardless of the certificate being a part of a degree program or not, the certificate coordinator is not eligible for Council membership

Vote in favor: 10 (current council membership), no nays, no abstentions, motion PASSED

B. New Article II e.

Motion – A chair person will be elected by a majority of the Graduate Council to a two year term at the last meeting of the spring semester every other year. The chair will represent the Council, assist in developing agendas for meetings, preside over meetings, and lead the executive committee. The chair is a voting member of the Council.

Discussion: A question was raised about changing the name of chair to something that is more encompassing of the scope and role of the position, but there was no consensus on this issue.

Vote in favor: 17 (new council membership), no nays, no abstentions, motion PASSED

C. Technical Changes to Bylaws

Motion – Replace references to AVC to Dean-in-Residence and/or Provost and Vice Chancellor; Change focus to be graduate programs not Office of Graduate Studies; Remove fourth category of graduate faculty and rename third category to be consistent with university employment categories.

Discussion - None

Vote in favor: 17, no nays, no abstentions, motion PASSED

5. Marketing Projects

- A. WBAY College 101 and Promo Spots: Greg has the VHS tape of the College 101 program if anyone is interested in viewing it.
- B. Advertising in the B2B Magazine  
July is the deadline for ad copy. Greg distributed information showing the readership of the B2B magazine. This information is about 2 ½ years old. A new survey was done in March, 2007, but the results will not be available until sometime in the summer. The Graduate Studies Initiatives Program funds could be used to cover the \$400-\$1100 cost of an ad. Don Gudmundson suggested talking with Kathy Fredrickson in COB when negotiating ad rates. She has experience with buying ad copy and has contacts that may be able to lower our costs.
- C. Other Marketing Discussions  
The MBA program will have an ad in the Midwest Airline flyer. Most of our graduate programs are currently being promoted by word of mouth. There is a need to raise awareness for potential students about the quality of the master's degree programs UW Oshkosh offers. A strategic plan needs to be implemented with specific goals the programs feel need to be promoted or addressed. It may be presented to the administration to show we want graduate studies to grow.

6. Graduate Assistant Allocation and Distribution Process: no report.

7. Honors and Awards Ceremony

Discussion – Greg reported that there has been some confusion between the Graduate Studies office and individuals coordinating the Honors and Awards ceremony regarding the selection criteria that determines which students will receive honors and awards at the ceremony. While it appeared that there would be substantial reductions in the number of graduate students walking at the ceremony this may not be the case. He plans to investigate further and get back to any programs to address specific problems with their student nominees.

Comments from Council members and Coordinators – The Colleges and programs who have submitted recipients have not noticed that their students are not being excluded this year in numbers any different than the past year or two. The MPA program wants to be certain that certain of their award recipients can attend the ceremony.

8. \$45 Application Fee for Multiple Applications

Greg will be meeting with Tom Sonnleitner and Lori Worm to clarify when the \$45 graduate admission application fee should be collected from applicants. With an increasing number of certificates and students/applicants switching programs, the requirement to collect an application fee needs to be clearly identified. Greg will report to the Council about the results of his meeting.

**Joint Meeting with Graduate Program Coordinators, May 2, 2007; 120 minutes**

Action Items

1. Minutes of the April 4, 2007, GC/GPC meeting approved.

Curriculum Approval Committee Items

2. Mike Godfrey, CAC Chair, reported on course and program actions recently approved by the CAC. He commented that some kind of dual level course compilation would be helpful in order to know what courses are at issue.

Discussion Items

Comments by Provost Lane Earns on HLC/NCA Site Visit

3. The formal evaluation from the HLC/NCA Review Team will be received in Summer 2007. General comments by the Review Team while they were on campus are as follow.  
Favorable observations: The new organizational structure of Graduate Studies is acceptable. The approval process for graduate coursework is “good.” The Provost is involved in the selection of external reviewers for academic program reviews.  
“Needs work”:
  - A. Some graduate programs allow one half of the degree coursework to be 500/600 level courses and one half to be 700 level courses. The proportion of 700-level courses should be higher.
  - B. The dual level course matrix needs to be more rigorous. The dual level course syllabi that the Review Team saw were inconsistent in distinguishing the difference between the undergraduate and graduate course requirements.
  - C. Graduate Faculty Status needs to be revised; a more rigorous process is needed.

Provost Earns, Alan H., Jeanie G.M. and Greg W. were commended for their preparation on graduate education issues prior to the HLC site visit.

The following were not concerns expressed by the HLC/NCA Review Team, but are of “local” concern.

- D. The Graduate Council should have a closer relationship with the Grants/Faculty Development Office in promoting graduate research and scholarship. Greg W. and Linda Freed have begun working on this. Linda could be invited to attend GC meetings as needed.
- E. Concern has been expressed about there not being one advocate for Graduate Studies, e.g., an Assistant Vice Chancellor. However, multiple voices can be good.

Comments by Provost Earns on Graduate Enrollment Planning and Management

4. Growth will be planned and funded only if state GPR dollars are received. The UW Oshkosh Growth Agenda will not be pursued without funding. There is separate and much concern about the decline in graduate enrollment and stopping this decline should be a focus of any support from the Growth Agenda. Data needs to be compiled and analyzed, and a graduate marketing plan developed. This should happen regardless of funding any initiatives from the Growth Agenda. If Growth Agenda funding is desired, graduate initiatives would have to be proposed. Grad Studies and Graduate Programs need to be ready with proposals if funding becomes available. The “best guess” as to when any funding would be available is late August at the earliest.
5. Curriculum Discussion Items
  - A. Certificate Proposals: The current certificate program guidelines do not specify a formal review by the Graduate Council of graduate certificate programs. Rather, the Academic Policies Committee asks the GC’s Curriculum Approval Committee for a “response” to any proposals. The guidelines are a separate University issue, but the Graduate Council may want to take the lead for revising the review process to formally include the CAC.
  - B. The Professional Education Program (PEP) has initiated an academic program action effective 5/1/2007 that graduate courses for licensure will no longer be available to undergraduate students. The actual practice has been phased in during the 06-07 academic year and this program action formalizes it. This is an undergraduate program action, and all graduate program areas in the COEHS were aware of it and could respond if they had concerns.
  - C. Dual Level Course Compilation: Greg distributed compiled information he had received from some of the graduate programs as requested at the last Council meeting. Any additional information should be given to him.

Comments

Graduate enrollment in some dual level courses may be sporadic enough that the instructor will not have constant contact with graduate students.

Graduate students who are placed on academic probation look for dual level coursework in which to register to re-gain full standing; also those who need financial aid eligibility.

All graduate programs should make conscious efforts to help students who are on academic probation re-gain full standing, rather than keep dual level courses on “the books” for such purposes.

6. Bylaws Revisions

A concern was expressed that the approval by the Graduate Council at its 4/4/2007 meeting to expand the Graduate Council membership may have unintentionally nullified college elections of graduate faculty to the GC. Consensus by those present that the newly approved GC membership (one coordinator of each active graduate program; a dean's representative from each college [as defined in the current bylaws], and two graduate students [as defined in the current bylaws]) be phased in by the end of the 2008-09 academic year in order to let the remaining GC appointments expire. Alan Hartman will draft a set of operating procedures to provide for transition of the GC membership over the next two years.

Jeanie Grant Moore was thanked by the GC for serving as Chair. Jeanie commented that anyone interested in serving as GC Chair should contact either her or Greg W. She suggested, based on her experience, a 3-year rather than a 2-year term. The first year is spent "learning," and it would be more productive for the Chair to serve two more years, rather than one.

Motion approved to send an email to all graduate faculty, inviting those interested to apply for the position of Graduate Council Chair, to serve a 2-year term. The Graduate Council will vote on the applications and select a Chair by the end of the Spring 2007 semester.

7. Graduate Assistant Allocation and Distribution Process: The committee (Steve Bentivenga, Fran Rauscher, Lynn Mazingo, Jaya Jambunathan, Mike Beeth, Jeanie Grant Moore, and Greg Wypiszynski) is meeting and gathering data.
8. Graduate Enrollment Planning and Management Team: The committee (Jeanie Grant Moore, Don Gudmundson, Kathy Henn-Reinke, Roxie Huebscher, Alan Hartman, and Greg Wypiszynski) is meeting and gathering data.
9. \$45 Application Fee for Multiple Applications: Greg will email information on this to the GC members. With approval from Financial Services, charging an application fee will general apply to an applicant's first application and an applicant will not be charged multiple application fees to apply to more than one program, Certificate or GAP.

**May 29, 2007**

Email sent by Alan Hartman, Dean-in-Residence, Graduate Studies to the Graduate Council: It is my pleasure to inform you that Professor Linda Hartenian has been elected Chair of the Graduate Council for the 2007/2008 and 2008/2009 years (per the Graduate Council current bylaws).