

GRADUATE COUNCIL MEETING MINUTES

April 2, 2015, 1:20-2:51 P.M.
Sage Hall 2210

Present: Elizabeth Alderton, Eric Brunsell, Denise Clark, Susan Cramer, John Cross, Mike Ford, David Fuller, Fredi Giesler, Randy Harris, Marci Hoffman, Phan Hong, Toni House, Lixin Jiang, Shelly Lancaster, Karen Landay, Deb Matulle, Mandy Potts, Christine Roth, Alan Saginak, Bob Stelzer, Jen Szydlik, Judy Westphal, Bill Wresch, Greg Wypiszynski

Excused: Jamie Ceman, Steve Dunn, Karen Gibson, Kathy Hagens, Karen King, Erik Krohn, Lori Worm

The meeting was called to order at 1:20 p.m. by Phan Hong.

- A. The minutes of the Graduate Council meeting of March 5, 2015 were approved as written. Motion to approve/second: Jen Szydlik/Shelly Lancaster, all in favor (19-0-0).
- B. Curriculum Approval Committee – The Graduate Council discussed each action. Motion to approve the following three curricular actions/second. Mike Ford/John Cross. All in favor. (19-0-0).
1. Special & Early Childhood Education Program Change
 2. Teaching & Learning Program Change
 3. PTAE Certificate Program Change

TESOL Certificate Program – Further discussion ensued regarding the timeline for course offerings and the number of graduate credits that can be taken during a 4-week term. The purpose for offering six graduate credits during one 4-week term is because the TESOL Certificate is designed to be an intensive summer program for K-12 teachers. Jen Szydlik motioned to table this program action to the May Graduate Council meeting, so the program can discuss alternative options for the timeline. Second John Cross. Table approved. Approve: 15, Not Approve: 3, Abstain: 1.

Extensive discussion of the TESOL program continued. The Council expressed that they support the TESOL curriculum action as an innovative program that fulfills a need within local school districts. However, further discussion by the initiating program is encouraged, particularly a review of graduate bulletin policies related to credit loads. Motion to put TESOL back on the table for continued Graduate Council discussion/Second: Eric Brunsell/Shelly Lancaster. Motion approved. Approve: 17, Not Approve: 2, Abstain: 0.

Motion to reconsider approval of the TESOL Certificate Program Action/Second: Shelly Lancaster/Elizabeth Alderton. All in favor (19-0-0).

The Introduction to Linguistics course required for the program is offered through the English department, and is a difficult, labor-intensive course. This course is currently under discussion between English faculty and Teaching & Learning faculty. Changing the course requirements to better-fit the Teaching & Learning students' needs would compromise the needs of English students. English students already struggle to complete this course, and an overlap with another course within a 4-week term is a concern expressed by English faculty. The Council expressed concern about the change in rigor from one program to the other if the same course had separate expectations for each.

The Graduate Bulletin states that the maximum credit load for a graduate student is four during a 4-week term. The Council asked if one course could be offered during spring interim and one course offered during the first 4-week term. Motion to amend the TESOL language to reflect the bulletin requirements/Second. Eric Brunsell/Elizabeth Alderton; the friendly amendment is to remove when courses will be offered and only state what courses are required. All in favor of amendment. Approve: 19, Not Approve: 0, Abstain: 0.

Motion to approve the TESOL Certificate with the amendment/Second: Jen Szydlik/Shelly Lancaster. All in favor. Approve: 19, Not Approve: 0. Abstain: 0.

- C. Continuation Policy - Motion to approve the new Continuation Policy/Second: Christine Roth/Fredi Giesler. Discussion ensued.
1. Cost – The Council agreed that the cost should be the equivalent of one credit at that program's cost per credit (including fees).
 2. Use of Funds – Funding obtained from culminating experience credits are required to be applied to culminating experience expenses, which include, but are not limited to, faculty conferences, student travel and conferences, software, equipment and supplies, and student support (GA). Funds cannot be applied to faculty salary.
 3. Budget Management – All funds will automatically be linked to departmental accounts, and will be managed by Department Chairs. Division of accumulated fees is under discussion (i.e. if Graduate Studies or Dean's Offices will receive some funding).
 4. When Begins – The Council voted against retroactive fees applied to current students. All current students are exempt from this policy. Students beginning a graduate program as of fall 2015 moving forward may pay a fee (if applicable to their program). The first year a Continuation Policy fee will be applied to a student's account may be 2017-18.
 5. Registration – Students will be registered and monitored for Continuation credits by their program office. A separate course will be built for all programs interested in participating in the Continuation Policy. A shared course number will be used (similar to the thesis 795 course number used by departments).

Motion to amend the continuation policy to decentralize the registration, pricing (equivalent of one graduate credit in that program), and the monitoring of students and budgets, as these will be the responsibility of the program departments/Second: Jen Szydluk/Shelly Lancaster. Approve: 18, Not Approve: 0, Abstain: 1.

All in favor of amended continuation policy (19-0-0). The Provost's Administrative Staff will need to approve this policy before it is submitted to APC (via Form C).

For programs interested in applying this policy, Forms A and B (with a copy of the policy's approved Form C) are required to be submitted through the regular curriculum approval structure.

1. Form A – to create the new Continuation course (course number TBD, Phan Hong and Lisa Danielson will find one number for all programs) that will bill students and keep them in progress until they officially withdraw or complete their requirements.
2. Form B – Submit to include a description that fees are attached to this requirement.

D. Budget

1. Travel Fund History – Elizabeth Alderton provided a review of the award history, and found that disbursements have been very similar throughout the years. The Council thanked her for reviewing the data.
2. GSIP – Math has been approved for GSIP funding. Literacy, Social Work, and Human Services are working on proposals for funding. Please submit all GSIP requests ASAP, as the projected rollover allocation for next year is only \$5000.
3. STEP – STEP is expected to continue next year. Please prepare your proposal for funding, and submit it to Susan Cramer as soon as the Chancellor announces the program. The deadline for proposals to be considered for Graduate STEP funding is tentatively September 15.
4. Titan National Scholars Program – The Chancellor recommended an increase in the GPA requirement to 3.2. Some flexibility is available, as all students will be reviewed holistically. International students are not eligible. Permanent resident students' eligibility is under discussion. A three year limit will be applied, but no minimum enrollment is required.

- E. Meetings – The Council discussed if meetings should be held twice per month. Curriculum tends to be delayed due to the scheduling of all governance groups, and the Council is often asked to expedite actions. Emergency-only meetings may be called, but preference is to keep one meeting each month.

Restructuring each monthly meeting was discussed. A focus on action-based items rather than discussion is preferred, and instead, reports could be disseminated to members. Anything that requires further review could be discussed by a subcommittee rather than the full Council. Phan Hong will call a

meeting of the Executive Committee to discuss restructuring future Graduate Council meetings.

F. Announcements

1. GradSchool Fest is April 23 at 4:30-6:00pm during Celebration of Scholarship
2. Friends of Graduate Education Reception will be May 28 from 4:30-6:00pm
3. Extra GA dollars are available for this academic year
4. The Provost has held GA's harmless of the 10% budget reduction, and the 10% portion that was cut will be provided to the College Deans.
5. GSA Open House with Chancellor Leavitt will be April 13 from 4:45-7pm in the Pollock House.

Motion to adjourn at 2:51pm. The next Graduate Council meeting is on May 7, 2015 from 1:20 – 2:50pm in Sage 2210.

Marci Hoffman, Recorder

Copies to:

Graduate Council

Provost Lane Earns

Deans

OSA President

Office of Graduate Studies Staff