

**GRADUATE COUNCIL MEETING MINUTES**

February 2, 2017 1, 2017, 1:21-2:48 P.M.  
Sage Hall 2210

**Present:** Elizabeth Alderton, John Beam, Eric Brunsell, Anna Filipova, Allison Garrity, Karen Gibson, Tonya Hameister, Phan Hong, Toni House, Erik Krohn, Ann Mickelson, Bonnie Nickasch, Connie Schuster, Bob Stelzer, Nathan Stuart, Ashley Thompson, Cathy Toll, Mary Weeden, Judy Westphal, Greg Wypiszynski

**Excused:** Pete Brown, Jamie Ceman, Lisa Dorn, Steve Dunn, Dale Feinauer, Fredi Giesler, Lori Halstead, Bailey Hermann, Marci Hoffman, Christopher Iwuji, , Eric Kuennen, Deb Matulle, Brandon Miller, Karl Nollenberger, Christine Roth, Alan Saginak, Lori Worm

The meeting was called to order at 1:21 p.m. by Phan Hong.

- A. Motion to approve the Graduate Council minutes of December 1 as written/Second: John Beam/Judy Westphal Approved (14-0-3).
- B. Motion to approve the Consent Reports/Second: Judy Westphal/John Beam. Approved (14-0-3).
- C. Approval Items:
  1. Curriculum Approval Committee: Motion to approve Public Administration (MPA), Add Elective Course Options/Second: Brunsell/Stelzer. Approved (16-0-1).
  2. Executive Committee
    - a. Graduate Faculty Definition –The goal of the policy put forth was to promote rigor while providing departments with flexibility when hiring faculty to teach at the graduate level. . Discussion ensued regarding whether the policy inadvertently excluded an qualified persons and whether the policy was consistent with requirements for HLC. Approved (17-0-0)
      - Minimum Credit Hours Requirement – John Beam pointed out the requirement regarding minimum participation in the classroom and requirement for outside hours of study defined in the HLC documents might be problematic as there is not way to truly account for these hours. This might put the university in a bind if there is a lack of consistency between the document and what is put into practice in accounting for hours.
    - b. Graduate Council Chair Position Description – Question were raised with regard to the lack of granted course releases with the position and how the course releases might be funded. The prospective chair and the Provost will need to negotiate chair compensation . John Beam suggested to change the language for two courses waiver to read “per academic year”. Approved John Beam friendly amendment. Karen Gibson/Judy Westphal (17-0-0)
- D. Discussion Items
  1. Applications for Graduation Process – The Graduate Studies Office/Commencement office recommends students apply sooner resulting in submission of Admission to Candidacies to also be completed earlier. Students received emails stating they cannot graduate until the Admission to Candidacy was completed and approved and Mary Weeden asked faculty could be cc'd on emails to students regarding graduation. Anna Filipova requested to have a listing of students who are anticipated to graduate so congratulatory email/posting to the website can be done before the actual commencement date.
  2. Graduate Council Chair Elections – Election will take place at the March or April meeting to allow the candidate to meet with Lane Earns. This is a 3-year appointment.

3. Graduate Studies Strategic Plan Feedback – The plan was last updated 2010 and needs to be reviewed; however, it is not advantageous at this time due to the fact within the next 6 months there will be a new Graduate Council Chair and a new Graduate Dean. This will be posted on Google Drive for members to review. Greg Wypiszynski will meet with the Provost to inquire if a consultant is needed to draft the Strategic plan.
  4. Graduate Assistantship Review ad Hoc Committee –Ad Hoc committee to review Graduate Assistantship included: Chair-Mary Wedden, Ann Mickelson, Marci Hoffman. The ad hoc committee was charged with obtaining a clear definition of what is meant by a "research-comprehensive" school and how to best define the responsibilities of a graduate assistant in order to promote the strategic goals of the university while promoting student education. .
  5. Grading in Collaborative – Erik Krohn put forth a question regarding the lack of +/- and the lack of C- to D- grades and why a C- grade is automatically changed to an F. He indicated this is problematic for collaborative programs as other programs allow for more nuanced grading whereas UWO does not. He voiced a concern that this may lead students to seek out opportunities at other institutions. Discussion ensued about how the policy emerged and what is the best way to serve our students, observe rigor in graduate education, and promote collaborative programs across the UW system. It was recommended that he talk to his department and submit a formal request to the Graduate Council to re-evaluate this policy as needed.
- E. Guest: Gabe Loiacono, Graduate Programs Participating in Quest I – changes are being drafted to the Quest program. The new proposal would designate the third week of spring semester (starting 2018) as Showcase Week during which academic department/programs are invited to hold one three-hour open house. QII would be required to visit at least three of these showcases. USP is looking to connect UG students with the campus and graduate programs. Several programs expressed interest in participating in this program.
- F. Greg Wypiszynski will make data available for STEP projects, and will review if funding is available for spring.

Motion to adjourn 2:48pm. Connie Schuster, Recorder.

Copies to: Graduate Council, Provost Lane Earns, Deans, OSA President, Office of Graduate Studies Staff