



Graduate Council Meeting Minutes
March 3, 2011; 1:22pm – 2:51pm
Dempsey 301

Dean-in-Residence: Fred Yeo

Graduate Council Chair: Jim Koch

Director of Graduate Services: Greg Wypiszynski

Present: David Bruno, Sharon Chappy, Susan Cramer, Penny Garcia, Kathy Henn-Reinke, Aaron Knapp, Jim Koch, Craig Maher, Judy Martin, Kristina Pagel, Fran Rauscher, Alan Saginak, Jen Szydlak, Kim Udalis, Bill Wresch, Greg Wypiszynski

Excused: Christine Roth, Bob Stelzer, Fred Yeo

Absent: Denise Clark, Ashay Desai, Joan Simmons

Invited Guests: Al Hartman

The meeting was called to order at 1:22 p.m. by Jim Koch.

Announcements

1. Kristina Pagel replaces Thomas Wolf this semester as the Graduate Council Student Representative and will serve on the CAC and APC.
2. Craig Maher volunteered to be the Graduate Studies Representative to the Office of Grants and Faculty Development, Collaborative Research Committee. This is a 3-year term.
3. Bill Wresch will replace Mike Tippins as the Graduate Program Coordinator for MBA. Dr. Wresch will also replace Dr. Tippins' Graduate Council Committee Assignments (Executive, GSIP, and GSTF)
4. Bob Stelzer returned to the Graduate Council, and will take over from Lisa Dorn (alternate) his role on the GSIP Committee.

Approval Items

1. The minutes of the Graduate Council meeting of December 2, 2010, were approved as written. Motion/Second by Craig Maher/Jen Szydlak. Motion passed: Yes-15, No-0, Abstain-0.
2. Jim Koch and the Graduate Council Executive Committee proposed a change to the assessment language in the Faculty and Academic Staff Handbook in regards to

evaluating the assessment of graduate programs during their self-study. The following proposed language was approved by the Executive Committee on February 10 2011, *“Describe results of assessment of student learning outcomes and how these results have affected the program, curriculum, and assessment procedures.”*

Jim Koch shared additional background information and discussion ensued. Motion was to accept the Executive Committee’s recommendation of the statement about assessment. Motion/Second by Bill Wresch/Kim Udliis. Motion passed: Yes-15, No-0, Abstain-0.

3. Jim Koch announced that all Graduate Council Membership and Committee changes for the spring 2011 semester were approved via email ballot.
4. Kim Udliis shared the Math Education GSIP Proposal, stating that it was well-written and concise. The GSIP committee unanimously recommended the proposal be approved, and Kim Udliis motioned for Graduate Council Approval. Alan Saginak second. Motion passed: Yes-15, No-0, Abstain-0.

Jen Szydlik added that the Evaluation Form worked very well with writing the proposal.

5. Kim Udliis shared the Educational Leadership Program Review and the CAC’s summary and recommendations. The CAC recommended the Council accept and approve the committee’s recommendations. Motion/Second by Jen Szydlik/Kristina Pagel. Motion passed: Yes-15, No-0, Abstain-0.

Bill Wresch stated that timely movement of program reviews is necessary, noting that previously the program review for the MPA program was submitted two years before it was approved in spring 2010. Jim Koch noted that the CAC has done well to forward the program reviews through quickly, as they received five from the AVC in November 2010 and one has already been approved and the other four are all currently being reviewed.

Committee Reports

1. Graduate Education Development Team (GEDT) : Al Hartman shared the initiatives and background of the GEDT, noting that creating a Graduate Dean position is the ultimate goal. He asked Greg Wypiszynski to share data obtained from the Market Research Study with the Council. In April, a Graduate Retreat (similar to the Undergraduate Retreat in January) will be held and will be very goal-directed. Discussion ensued regarding a need to identify the tremendous market in the greater-Oshkosh area, as well as the possibility of losing UW-Madison and UW-Milwaukee from the UW-System.
2. Curriculum Approval Committee (CAC): Kathy Henn-Reinke stated that the CAC is finishing up the program reviews submitted to them in November 2010. Before today’s Council meeting, the CAC finished Biology, Curriculum & Instruction, and Reading Education’s reviews, and will have them available for Council approval at the April meeting. Due to committee membership changes, the CAC had not finished the Professional Counseling review; however David Bruno stated he would initiate moving it forward so that it is ready for the April Graduate Council meeting, as well. The CAC provided the Council with a list of course and program items they had completed since the December 2 meeting.
3. Graduate Studies Initiatives Program (GSIP): No further report.

4. Graduate Studies Travel Fund (GSTF): Greg Wypiszynski stated that due to student questions regarding the guidelines and how they are interpreted, Marci Nondorf sent a revised draft of the Guidelines to the GSTF to review and make any necessary changes. He asked that the Committee review the changes and provide feedback. The updated guidelines will be shared at the April or May meeting for Graduate Council approval, so that they may be used during the 2011-12 academic year.
5. Graduate Council Executive Committee: The Executive Committee shared their minutes from their February 10, 2011 meeting. A copy of the current bylaws was provided with notes of Executive Committee suggested changes. Discussion ensued of all proposed changes. Susan Cramer moved to waive the first reading, second by Bill Wresch. Fran Rauscher moved to approve the bylaws as amended and changed, second by Aaron Knapp. Susan Cramer called the question. Motion passed Yes-15, No-0, Abstain-0. The bylaws will be updated with the following changes:
 - a. Language Changes:
 - i. Article II. Section 1.A. The Coordinator of each active graduate degree program (or a substitute from that program who is designated by the coordinator for that meeting which the designee attends) will serve on the Graduate Council as a voting member. "Active" is defined as having, over the last three years, on average at least five students taking classes. The term for all Graduate Council members is indefinite concurrent with their term as coordinator for their respective program. There is an expectation of some service during the summer. The calendar for a term is September 1 through August 31. Alternates serve in lieu of a Representative on the Graduate Council. Alternates may serve on Graduate Council Committees. Alternates serve on the Committees for the Graduate Council member for whom they are an alternate.
 - ii. Article II. Section 1.B. The Graduate Council shall nominate and the Oshkosh Students Association (OSA) shall appoint two graduate students as voting members to serve for 1-year terms that begin each year on October 1. There is an expectation of some service during the summer.
 - iii. Article II. Section 1.C. One graduate faculty member or administrative appointee who holds graduate faculty status from each college shall be chosen by the College Dean. The term for a Council appointee shall be one year (including summer) from September 1 through August 31.
 - iv. Article II. Section 1.D. Chairperson: A chairperson will be elected by a majority of the Graduate Council to a 3-year term at the last meeting of the Spring Semester. A term for the Chairperson shall be September 1 through August 31 at the end of the third 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.
 - v. Article III. Section 1.D.i. Serve as a planning and advisory resource to the Graduate Council Chair and Dean-in-Residence regarding administrative

policies and procedures, programs, and current issues facing the Office of Graduate Studies.

- vi. Article III. Section 2.B. The Committee shall have the authority and responsibility to:

Review changes in curricula, program reviews, credit requirements, and admissions criteria; make decisions that support program quality and consistency of standards in graduate programs and review other curricular matters; and report actions to the Graduate Council. The full Graduate Council will always vote on the recommendations for all graduate program reviews, new program authorizations and program discontinuations.

- vii. Article III. Section 2.F. If Committee members cannot reach a decision regarding any action, the full Council will review and vote on a decision.
- viii. Article III. Section 3. Distinguished Scholarship/Research Committee
- ix. Article III. Section 3.A. The Distinguished Scholarship/Research Committee shall be composed of a Graduate Council member from each College elected annually by the Graduate Council at the first official meeting of the fall semester. The Chair of the Committee shall be elected by the Committee members.
- x. Article III. Section 3. B. ii. select annually the University's most distinguished scholarship/research of graduate students.
- xi. Article III. Section 3. B. iii. review graduate student nominees for any regional and national academic research or scholarship honors.
- xii. Article IV. Review and Amending the Bylaws

The Executive Committee of the Graduate Council will ensure a biennial review and subsequent amending of the Graduate Council bylaws.

These bylaws may be amended by a two-thirds majority vote of all eligible members of the Graduate Council. Standard practice shall be that this vote occurs after at least one reading or discussion of the proposed amendment(s) during at least one meeting of the full Council at which the bylaw change(s) are discussed. However, the Graduate Council chair may request a waiver of the one reading/discussion and/or one meeting. A majority vote of all eligible members of the Graduate Council is needed to grant the waiver. The final vote for any amendment(s) may be held at a meeting or through written or electronic ballot.

b. Language Additions:

- i. Article II. Section 2.B. Provide oversight in regards to developing, executing, or implementing a strategic plan for graduate studies and the initiatives, action steps or activities necessary to achieve the goals of a strategic plan.
- ii. Article II. Section 3.C. The Council at its discretion will cast and accept votes by email for those action items it deems appropriate to be voted upon electronically.

- iii. Article III. Section 1.B. A term for an Executive Committee member shall be from September 1 through August 31. There is an expectation for some summer service.
 - iv. Article III. Section 1.D.iii. Oversee the publication of an annual report for Graduate Studies. Ensure that the Graduate Council Chair and the Office of Graduate Studies produce an annual report in concordance with any established deadlines.
- c. Language Removed:
- i. Article II. Section 2.H. Appoint members of the Graduate Faculty

Dean-in-Residence Report No Report.

The meeting adjourned at 2:51 p.m. The next Graduate Council meeting is April 7, 2011, 1:20 – 2:50 p.m., in Dempsey 301.

Marci Nondorf, Recorder

Copies to:

Graduate Council

Provost Lane Earns

Deans

Office of Graduate Studies Staff: Connie Schuster, Nancy Vincent