

**Present:** Elizabeth Alderton, Denise Clark, Susan Cramer, John Cross, David Fuller, Karen Gibson, Kathy Hagens, Randy Harris, Joan Heller, Marci Hoffman, Phan Hong, Toni House, Lixin Jiang, Karen King, Shelly Lancaster, Karen Landay, Alan Saginak, Bob Stelzer, Judy Westphal, Greg Wypiszynski

**Excused:** Eric Brunsell, Jamie Ceman, Steve Dunn, Mike Ford, Fredi Giesler, Erik Krohn, Deb Matulle, Christine Roth, Jen Szydluk, Lori Worm, Bill Wresch

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

- A. The minutes of the Graduate Council meeting of April 2, 2015 were approved as written. Motion to approve/second: Elizabeth Alderton/Shelly Lancaster (Approved; 15-0-0).
- B. Curriculum Approval Committee – The Graduate Council discussed each action. Motion to approve the following curricular actions/second. Elizabeth Alderton/Shelly Lancaster (Approved; 15-0-0).
1. Nursing – Family Nurse Practitioner Emphasis, Add 730 and 722
  2. Professional Counseling – School Counseling Emphasis, Replace 701 with 724
  3. Professional Counseling – Student Affairs/College Counseling Emphasis, Replace 701 with an Elective
  4. Special Education – Director of Special Education/Pupil Services Emphasis and Certificate options, Remove Praxis I, II, and WI Reading Test Admissions Requirements
  5. Special Education – MSE Program, Remove Praxis I and II Admissions Requirements

C. Budget

1. Non-thesis Culminating Experience Awards – Elizabeth Alderton and Karen Gibson shared criteria for a non-thesis distinguished graduate student award. The new Distinguished Research Competition will have two options; 1) a culminating experience project option (new), and 2) a master's thesis option. Both will follow the same guidelines and due dates, and will now include a Statement of Learning from each student. The master's thesis winner may be submitted to MAGS' annual competition. Only master's students qualify, doctoral students cannot participate. Although an award will not be listed in the guidelines, a minimum of \$250 per winner (with the opportunity to increase) is expected.

Motion to approve/second: Denise Clark/Alan Saginak (Approved; 15-0-0). Reviewers for this award will be the existing Distinguished Master's Research Award Subcommittee of the Graduate Council.

2. Travel Fund – Funds remained after fall 2014 awards were determined, so each student was awarded well in spring 2015.

The committee reviewed the guidelines to determine if giving more for certain things (i.e. in-state vs. international, poster vs. paper presentation, cost of the conference, have they presented at the conference before, etc.), but decided this type of review would be too difficult (where would it end?). The committee recommends maintaining the current practice of awarding travel funds.

3. GSIP – Literacy & Language, Educational Leadership & Policy, and Social Work proposals have been approved. Dean Cramer provided a breakdown of GSIP funds for this year. If the Graduate Council does not spend a significant portion of the remaining funds by July 1, they are likely to be swept-up. Dean Cramer asked the Council for their ideas on how to spend GSIP funds so that we

can strategically market graduate education. Ideas:

- a. Keeping the theme of sustainability, is there new software or technology we could purchase (like constant contact or a CRM) to support enrollment efforts and target prospects.
- b. Water campaign; supply tin water bottles with a phone number or contact information for the Graduate Studies Office, and support filtered water across campus.
- c. Improve the websites by adding chat bubbles to answer questions while prospects are surfing them.
- d. Hire a graduate assistant (or two) to work on graduate marketing in IMC.
- e. Give funding to the Provost to fund a full-time Dean's CAS through the fall 2015 semester.
- f. Install a series of billboards (like Bergstrom Automotive), identifying all four colleges and graduate opportunities within each.
- g. Target colleagues at other universities to send their students to Oshkosh (support would be needed at the program-level, rather than through IMC).
- h. Market scholarships and programs in other states.

Dean Cramer will share these ideas with IMC. The Council agreed to allow IMC to decide which is the best course of action. However, a targeted approach that is program-specific is preferred, rather than using one all-graduate campaign.

4. Dean Cramer announced that she will retire at the end of the calendar year (December 31, 2015). Discussions with the Provost have identified a need to keep a Graduate Dean position.
  5. STEP – The STEP program will continue next year. A projection of approximately \$30,000 will be provided to Graduate Studies. Last year, graduate students were funded around \$13.50 per hour. Watch for announcements this summer, specify that it is a Graduate Studies STEP in your request, and if you hired a STEP in 2014-15, submit an evaluation as required.
  6. GA – The Provost and Chancellor will not cut the GA budget for the 2015-16 academic year. All Colleges will receive the same allocation in 2015-16 as they did in 2014-15.
  7. Titan National Scholarship Program – Graduate Studies and IMC designed a flyer that can be mailed to prospective students and/or brought to conferences to hand out. Contact the Graduate Studies Office if you'd like some.
- D. Friends of Graduate Education – The Chancellor and Provost have RSVP'd for this event, which will be held in the Pollock House on May 28 from 4:30-6pm. The purpose of this event is to strengthen relationships with supporters of our graduate programs. Awardees will not be asked to donate or financially contribute to graduate education (a different, philanthropic event planned with the Foundation may be something to consider in the future). Four awardees have been identified (two from Literacy and two from Nursing). Coordinators should send at least one person to represent their program. Graduate students are also invited.
- E. Graduate Student Association – Members of the GSA met with Karen Gibson and Alan Saginak to discuss partnership opportunities with the Educational Leadership and Professional Counseling programs. One idea to increase relevancy is to have a representative from each graduate program on the GSA.

A new executive board has been identified; Kathryn Scheeler, Public Administration, will serve as the President. All seats have been filled, and more students have shown interest in joining. The new executive board plans to meet once per month during the summer session to discuss:

1. Research for Chancellor Leavitt including; what is the collective vision from graduate students at UW Oshkosh and what do graduate students need to be successful?
2. Identify how the GSA can provide access and interaction between faculty and graduate students.
3. GSA is still developing, so fresh ideas and new discussions for how to move forward.

Randy Harris thanked the Council for including the GSA on their agendas, and hopes the collaboration will continue.

- i. Executive Committee – Without adding a second Council meeting each month, the Executive Committee discussed organizing the meeting structure and agendas to improve efficiency (Consent Agendas). The subcommittees will summarize their work each month in a report that is shared with the Council. Members of the Council will read the reports and, when needed, ask them to be pulled for full Council discussion. If a report is not pulled for further discussion, the Council may accept it as written.
- G. Strategic Planning – The next University Strategic Planning meeting will be on May 28. The Graduate Council will need to update the Graduate Education Strategic Plan next year.
- H. Enrollment Management – On June 1, the EAB will offer a session to discuss graduate enrollment management and growing enrollments. All graduate faculty and staff are invited. This is in conjunction with the UW System semi-annual graduate schools meeting.
- I. Applications and Admissions Report Data – A folder in Google Drive has all graduate enrollment and admissions data. In the fall, Greg Wypiszynski will offer a learning session to show faculty and staff what information is available and how to access it.
- J. Dr. Karen King announced her retirement. The Graduate Council thanked her for her years of service to graduate education and the Graduate Council.

Motion to adjourn at 2:51pm. The next Graduate Council meeting is on September 17, 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