



GRADUATE COUNCIL MEETING MINUTES
OCTOBER 4, 2012, 1:21 – 2:50 P.M.
SAGE HALL 2210

PRESENT: Jamie Ceman, Sharon Chappy, Susan Cramer, Steve Dunn, Mike Ford, Karen Gibson, Kathy Hagens, Kathy Henn-Reinke, Doreen Higgins, Marci Hoffman, Phan Hong-Lishner, Emmanuel Jean Francois, Karen King, Colleen McDermott, Christine Roth, Alan Saginak, Sandy Schaefer, Jeremiah Slinde, Bob Stelzer, Jen Szydluk, Kim Udlis, Bill Wresch, Greg Wypiszynski

EXCUSED: Denise Clark, Judith Hankes

The meeting was called to order at 1:21 p.m. by Sharon Chappy.

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of May 3, 2012 were approved as written. Motion/Second: Bill Wresch/ Kim Udlis. Approve: 20, Not Approve: 0, Abstain: 3.
- The minutes of the Graduate Council meeting of September 13, 2012 were approved as written. Motion/Second: Jen Szydluk/Colleen McDermott. Approve: 20, Not Approve: 0, Abstain: 3.

ANNOUNCEMENTS & INFORMATION ITEMS

- Sandy Schaefer, MA-English student, has agreed to be the second Graduate Student Representative on the Graduate Council.
- Homecoming Tent City – October 13, 2012, 12:00pm – 1:30pm. Graduate Studies will have a table, and interactive “where in the world are our graduate alumni” maps.
- Fall 2012 GradSchool Fest – November 15, 2012 from 4:00pm – 7:00pm in the Reeve Ballroom. Please send faculty and/or students to represent your program.
- Spring 2013 GradSchool Fest – April 18, 2013, 4:00pm – 7:00pm
- Jamie Ceman shared the new UWO Today website used to generate and distribute content from all of UW Oshkosh’s media sources. Also, IMC has started a new Story Champions group that meets every Thursday at 10am in the IMC conference room. Please join this group if your students/faculty/staff have interesting stories they’d like to share or send items to Greg Wypiszynski or Marci Hoffman and they will bring those stories to IMC for you.
- Graduate Assistant Update
 - Number of applications received: 89
 - Number eligible: 78
 - Number hired: 64
- STEP funds were made available to the Office of Graduate Studies for graduate faculty to hire graduate students. All Graduate Council members were asked to share this information with faculty within their programs. Susan Cramer has been asked to return any unused STEP funds as soon as possible. All proposals will be reviewed by Susan Cramer and Sharon Chappy. If more proposals are submitted than funding is available,

the entire Graduate Council will determine how to divide the funding. Please submit a STEP Form to Marci Hoffman by October 19, 2012.

- Please remember to share your department's Points of Pride with Greg Wypiszynski, so they can be added to the Commencement program.
- A new 50th Anniversary website is up and running. If you have any ideas or would like to add content, please email Susan Cramer or Marci Hoffman.
- Susan Cramer showed the Council how to view transcripts in PeopleSoft.
- Dual-level courses – Due to HLC requirements and by request of the Provost's Office, all dual-level courses will need to be reviewed by the Graduate Council to assure they meet the appropriate dual-level rubric.

The Council was asked to have their faculty/staff highlight in their syllabus how that course meets the dual-level criteria. After the syllabi have been reviewed (highlighted by the faculty member who teaches the course), please send that highlighted copy to Marci Hoffman.

Only one syllabus from each dual-level course needs to be reviewed (if more than one faculty/staff member teaches a dual-level course, please only provide one highlighted syllabus). We'll start with fall 2012 syllabi onward. Susan Cramer is working with the registrar's office for a master list of all dual-level courses. Some programs may choose to discontinue courses that haven't been taught recently.

Last year, the CAC reviewed all new and updated dual-listed courses that went through the curricular process using the appropriate dual-level rubrics. Those already-reviewed syllabi will be sorted out, so the Dual-Level Review Committee doesn't review them again. The English department reviews all of their dual-level courses each semester, and will provide their committee's reports to the Committee, as well.

CHAIR ASSIGNMENTS & COMMITTEE UPDATES

- Sharon Chappy spoke with Todd Kostman (APC Chair) regarding faculty and administrator representation on curriculum committees. All curriculum committees are considered "Faculty" committees and cannot have administrative representation. Therefore, because Bill Wresch and Colleen McDermott are Associate Deans, they are no longer eligible to serve on the CAC. Committee assignments were adjusted.

EXECUTIVE COMMITTEE

Chair: Sharon Chappy

College	Name	Department
Dean	Susan Cramer	Graduate Studies
COB	Steve Dunn	Sustainable Management
COEHS	Emmanuel Jean Francois	Educational Leadership
COLS	Phan Hong-Lishner	Psychology
CON	Sharon Chappy	Nursing
Graduate Student	Jeremiah Slinde	Public Administration

CURRICULUM APPROVAL COMMITTEE**Chair: Jen Szydlik**

College	Name	Department
COB	Steve Dunn	Sustainable Management
COEHS	Mike Ford	Reading Education
COLS	Jen Szydlik	Mathematics Education
CON	Kim Udalis	Nursing
Graduate Student	Sandy Schaefer	English

ACADEMIC POLICIES COMMITTEE REPRESENTATIVES

Graduate Faculty – Jen Szydlik

Graduate Student – Sandy Schaefer

DISTINGUISHED RESEARCH AWARD REVIEW COMMITTEE**Chair: Bill Wresch**

College	Name	Department
COB	Bill Wresch	Business Administration
COEHS	Judith Hankes	Curriculum & Instruction
COLS	Christine Roth	English
CON	Waived	

GRADUATE STUDIES TRAVEL FUND REVIEW COMMITTEE**Chair: Karen Gibson**

College	Name	Department
COB	Kathy Hagens	Business Administration
COEHS	Karen Gibson	Educational Leadership
COLS	Bob Stelzer	Biology/Microbiology
CON	Waived	

GRADUATE STUDIES INITIATIVE PROGRAM (GSIP)**Chair: Alan Saginak**

College	Name	Department
COB	Kathy Hagens	Business Administration
COEHS	Alan Saginak	Professional Counseling
COLS	Colleen McDermott	Biology/Microbiology
CON	Kim Udalis	Nursing
Graduate Student	Jeremiah Slinde	Public Administration

GRADUATE STUDIES REPRESENTATIVE TO THE FACULTY DEVELOPMENT BOARD

Denise Clark, Special Education

**GRADUATE STUDIES REPRESENTATIVE TO THE STUDENT/FACULTY COLLABORATIVE
RESEARCH PROGRAMS COMMITTEE**

Karen King, Public Administration

DUAL-LEVEL COURSE REVIEW AD HOC COMMITTEE:

Committee membership is under discussion. The Council agreed to discuss this in further detail during the November 1, 2012 meeting.

GRADUATE FACULTY DEFINITION AD HOC COMMITTEE:

Chair: Sharon Chappy

College	Name	Department
COB	Bill Wresch	Business Administration
COEHS	Denise Clark	Special Education
COLS	Jen Szydlik	Mathematics Education
CON	Sharon Chappy	Nursing

50TH ANNIVERSARY CELEBRATION AD HOC COMMITTEE:

College	Name	Department
COLS	Jen Szydlik	Mathematics Education
CON	Sharon Chappy	Nursing

- **Distinguished Research Award Review Committee:** Each year, the winner of the Distinguished Research Award's thesis, clinical paper, or field project is submitted to the Midwestern Association of Graduate School's (MAGS) annual master's thesis competition. The MAGS deadline is October 31, 2012; therefore all faculty are asked to nominate the manuscripts of fall 2011, spring 2012 and summer 2012 graduates by October 19, 2012 to Marci Hoffman. The review committee will then determine who will be awarded the Distinguished Research Award and submitted to MAGS in time for the Oct. 31 deadline.

DIRECTOR OF GRADUATE SERVICES REPORT

- A review of certificate program processing is needed. All programs are asked to use the certificate programming guidelines, as certificate programs are considered as formal as a degree program.
- MS-Sustainable Management is underway. Meetings between UW-Extension and all of the participating universities have begun regarding admissions processing and administration. At least 350 prospective students have shown interest in this program. This is an online program, but all students will apply and take all coursework through one university.
- The Executive-path MBA is also moving forward very smoothly. By the end of October 2012, applications will be accepted for the first cohort, which is set to begin in September 2013 and end December 2014. New cohorts will begin annually, with the second cohort scheduled to begin in September 2014 and end December 2015.

DEAN OF GRADUATE STUDIES REPORT

- The student recruitment plan is still underway. An Educational Advisory Board report that Susan Cramer and Perry Rettig requested is expected to arrive by October 6. Susan Cramer will use information found in that study to create an Enrollment Management Model for all of graduate studies. When that model is in effect, it will be used to create program-specific models that are right-sized for each program.
- The graduate studies office will be participating in Homecoming's Tent City. This is a big year for homecoming, as over 250 Greek Alums are expected to be in attendance. This is a great way to promote graduate studies, and while Council members are not expected to work at our table, Susan Cramer asked that everyone stop by and enjoy the excitement.

Motion to adjourn at 2:50pm/second: Jen Szydlik/Jeremiah Slinde. The next Graduate Council meeting is on November 1, 2012 from 1:20 – 2:50 in Sage Hall 2210.

Marci Hoffman, Recorder

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