



**GRADUATE COUNCIL MEETING MINUTES**  
**SEPTEMBER 13, 2012, 1:24 – 2:56 P.M.**  
**SAGE HALL 2210**

**PRESENT:** Elizabeth Alderton, Jamie Ceman, Sharon Chappy, Denise Clark, Susan Cramer, Steve Dunn, Karen Gibson, Kathy Hagens, Judith Hankes, Marci Hoffman, Phan Hong-Lishner, Emmanuel Jean-Francois, Karen King, Colleen McDermott, Christine Roth, Alan Saginak, Jeremiah Slinde, Bob Stelzer, Jen Szydlik, Kim Udliis, Amy Williams, Greg Wypiszynski

**EXCUSED:** Ashay Desai, Mike Ford, Doreen Higgins, Bill Wresch

The meeting was called to order at 1:24 p.m. by Susan Cramer who welcomed everyone. The Graduate Council members introduced themselves.

**DEAN OF GRADUATE STUDIES REPORT**

Susan Cramer announced that this is the 50<sup>th</sup> Anniversary of Graduate Education at UW Oshkosh, and we have graduated over 13,000 alumni.

A list of Graduate Council and Graduate Studies goals for the academic year were discussed, which included some items that are already underway within Graduate Studies Office. Those items include:

- **Strategic Plan Implementation**
  - **Increase Visibility** – The Graduate Studies Office participated in the Taste of Oshkosh, and the Provost included language about grad ed in his Opening Day Speech. Other events include Homecoming Tent City, GradSchool Fests, a Memories Project and permanent Timeline, website, marketing materials, Celebration of Scholarship, Alumni Luncheons, and Commencement.
  - **Communicate Scholarship, Leadership and Research Expertise**
  - **Enhance External Relations**
  - **Go Forth**
  - **Optimize Enrollment** – The Grad Studies Office has been working with IMC to create an Enrollment Management Model that will be a basic, starting model for all of graduate studies. Dean Cramer and AVC Perry Rettig have worked with the Educational Advisory Board to discuss enrollment strategies (expected delivery date is October 6, 2012). After the Enrollment Management Model is complete, Graduate Studies and IMC will work with each program separately to create their own model that is right-sized for that program. Dean Cramer stated that each program should consider looking into GSIP funding to support this initiative .
- **The Graduate Council Executive Committee** revisions to the bylaws will be necessary this year regarding the Dean's role, Chair's role, and updated committee charges.
- **New Ad Hoc Committees**

- **Graduate Faculty Definition Committee** – our next HLC visit is in 2017, and we have been asked to address the definition of Graduate Faculty. How does one become Graduate Faculty and what does that mean?
- **Dual-Level Course Review Committee** – another objective is to review all dual-level courses to determine that they meet HLC’s minimum requirements. Some graduate programs have dual-level courses, and some undergrad programs that do not offer a graduate degree, also have dual-level courses. In 2006, the Graduate Council created and approved dual-level rubrics for assessment, but not all programs without a graduate degree remember that the rubrics exist and are required. This committee will review all dual-level courses and the current rubrics to affirm that they meet HLC requirements.
- **50<sup>th</sup> Anniversary Celebration Committee** – this is an optional committee for all graduate faculty interested. The Office of Graduate Studies has already begun planning events and marketing, but any support throughout the year is welcomed.
- **Faculty Access to Student Records** – any Faculty who do not have access to student records in PeopleSoft, but would like access, please contact Dean Cramer. Please keep in mind that a small training session will be required and for those who use D2L, access to PeopleSoft (and student records) is there, also.

#### **DIRECTOR OF GRADUATE STUDIES REPORT (Greg Wypiszynski)**

The Graduate Studies Office has been busy with several projects over the Summer session:

- **Electronic Forms** – the graduate studies office has been working with IT to create online, plone forms. This will be a 3-phase project, starting with the simplest of forms, and moving onto the most difficult. This is for graduate studies office forms, only, so anything from the Registrar’s Office (Add/Drop Cards, for example) will not be included.
- **Admissions Checklist** – over the summer, Connie Schuster and Nancy Vincent in the Graduate Studies Office created online checklists (in PeopleSoft) for all applications. Now, applicants can login to their student account to see what materials are missing. Brief explanations and Notes are included with the missing items to help the applicants find and/or send the remaining materials to the appropriate office.
- **Name Changes** – Starting immediately, the University is requiring one form of official documentation (Driver’s License, Passport, State ID, etc.) for all Name Changes that are to be updated in PeopleSoft. Photocopies are acceptable.

#### **APPROVAL ITEMS**

- **Chair of the Graduate Council.** Sharon Chappy was nominated by Dean Cramer, and accepted the nomination. Seconded by Karen Gibson. All in favor. Approved: 16, Not Approve: 0, Abstain: 0.
- **Curriculum Approval Committee (CAC):** because these items were reviewed during the summer session, not all CAC members responded. Approved by majority vote:
  - Biology/Microbiology 314/514 – New Course
  - Biology 518 – Convert to Dual-Level

- **Graduate Council Standing Committees:**

**EXECUTIVE COMMITTEE**

**Chair: Sharon Chappy**

<b>College</b>	<b>Name</b>	<b>Department</b>	<b>Term Ends</b>
Dean	Susan Cramer	Graduate Studies	
COB	Steve Dunn	Sustainable Management	
COEHS	Emmanuel Jean Francois	Educational Leadership	2013
COLS	Phan Hong-Lishner	Psychology	
CON	Sharon Chappy	Nursing	
Graduate Student	Jeremiah Slinde	Public Administration	2013

**CURRICULUM APPROVAL COMMITTEE**

<b>College</b>	<b>Name</b>	<b>Department</b>	<b>Term Ends</b>
COB	Bill Wresch	Business Administration	
COEHS			
COLS			
CON	Kim Udalis	Nursing	2013
Graduate Student			

**ACADEMIC POLICIES COMMITTEE REPRESENTATIVES**

Graduate Faculty –

Graduate Student –

**DISTINGUISHED RESEARCH AWARD REVIEW COMMITTEE**

<b>College</b>	<b>Name</b>	<b>Department</b>	<b>Term Ends</b>
COB			
COEHS	Judith Hanks	Curriculum & Instruction	
COLS	Christine Roth	English	
CON	Waived		

**GRADUATE STUDIES TRAVEL FUND REVIEW COMMITTEE**

<b>College</b>	<b>Name</b>	<b>Department</b>	<b>Term Ends</b>
COB			
COEHS	Karen Gibson	Educational Leadership	
COLS	Bob Stelzer	Biology	
CON	Waived		

**GRADUATE STUDIES INITIATIVE PROGRAM (GSIP)**

<b>College</b>	<b>Name</b>	<b>Department</b>	<b>Term Ends</b>
COB	Kathy Hagens	Business Administration	
COEHS	Alan Saginak	Professional Counseling	
COLS	Jen Szydlak	Mathematics Education	

CON	Kim Udalis	Nursing	2013
Graduate Student	Jeremiah Slinde	Public Administration	2013

**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:**

College	Name	Department	Term Ends
COB	Bill Wresch	Business Administration	
COEHS	Mike Ford	Reading Education	
COLS	Colleen McDermott	Biology	2013
CON	Waived		
Graduate Student			

**GRADUATE FACULTY DEFINITION AD HOC COMMITTEE:**

College	Name	Department	Term Ends
COB	Bill Wresch	Business Administration	
COEHS	Denise Clark	Special Education	
COLS	Jen Szydluk	Mathematics Education	
CON	Sharon Chappy	Nursing	
Graduate Student			

**50<sup>TH</sup> ANNIVERSARY CELEBRATION AD HOC COMMITTEE:**

College	Name	Department	Term Ends
COLS	Jen Szydluk	Mathematics Education	
CON	Sharon Chappy	Nursing	

The meeting adjourned at 2:56 p.m. The next Graduate Council meeting is on October 4, 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