

Graduate Council Meeting Minutes

November 2, 2017, 1:22-2:38 P.M.

Sage Hall 2210

Present: John Beam, Eric Brunsell, Quin Chrobak, Anna Filipova, Josh Garrison, Karen Gibson, Fredi Giesler, Bailey Herrmann, Marci Hoffman, Phan Hong, Colin Long, Brent MacWilliams, Bonnie Nickasch, Rob Sipes, Nathan Stuart, Renae Swanson, Jean Wolfgang, Greg Wypiszynski

Excused: Jamie Ceman, Steve Dunn, Dale Feinauer, Janet Hagen, Stephanie Kitzerow, Erik Krohn, Deb Matulle, Brandon Miller, Ann Mickelson, Christine Roth, Bob Stelzer, Cathy Toll

The meeting was called to order at 1:22 P.M. by Phan Hong.

- Guest: Jean Wolfgang, Bursar. New processes have been established to prevent graduate students from administrative withdrawal due to nonpayment of tuition. In previous terms, bills only went to the student's university email account, which many students overlooked. Administrative withdrawals and their subsequent re-entry processes are done manually, and the necessary staff time does not exist. Additionally, sending students to collections for non-payment of tuition may create a retention issue.

The Bursar's Office now notifies students of payment deadlines (which are different than registration deadlines) more often. Email notices are sent to university email accounts and alternate email accounts, post cards are mailed to home addresses, and students are called. Only four graduate students were administratively withdrawn this fall semester due to nonpayment of tuition.

The Bursar's Office staff tracked reasons for nonpayment, as well. For graduate students, the reasons were (1) students didn't know they were enrolled, or (2) students didn't know bills were only sent via university email prior to fall 2017. It is critical that we process and document all student records accurately, so Jean Wolfgang is willing to draft a financial piece to be added to program communications.

- Motion to approve the October 5, 2017 minutes as written/Second: Quin Chrobak/Bonnie Nickasch. Approved (14-0-1).
- Executive Committee. The Executive Committee began a review of the bylaws where they found conflicting information about the role of the CAC. The bylaws identify that the CAC has the authority to approve curricula, but the practice has been to vet all action items through the Graduate Council. Discussion ensued regarding the process, best practices, and the bylaw's current language. The Executive Committee will use the feedback to clarify the CAC's role.
- Curriculum Approval Committee (CAC). Motion to approve the Literacy (MSE): Literacy Coaching Certificate Program Form C/Second: Karen Gibson/Rob Sipes. Approved (15-0-0).
- Interim Dean Position Description. Motion to approve the Interim Dean Position Description/Second: Nathan Stuart/Eric Brunsell. Discussion to clarify the scope of the position ensued. The person hired into the Interim Dean position will need to negotiate the FTE with the Provost based on their availability, time in the position, and the number of projects expected.

Motion to approve a friendly amendment to edit the contract details to include "specific compensation details and the number of initiatives to be negotiated with the Provost"/Second: Rob Sipes/Fredi

Giesler. The Interim Dean Position Description was approved (15-0-0).

- General Graduate Studies Admissions Policy. The minimum admissions requirements policy in the Graduate Bulletin is vague, and one program asked to admit a student into a graduate degree program without a bachelor's degree. The prospective student has significant experience in the field. Discussion ensued.

The Graduate Council's concerns include

- a clear pathway within the program design does not exist to support this option;
- this may be a graduation issue rather than an admissions issue. With "conditional admission," probationary standing may be approved to a student without an undergraduate degree. However, the student must be in full academic standing before Admission to Candidacy and graduation. Charging tuition to a student who cannot graduate could create a property lawsuit. The student must agree before taking any coursework;
- experience may cover coursework towards a major, but does not fulfill all undergraduate learning outcomes;
- LLCE allows students to submit a portfolio to waive undergraduate courses, but it is so extensive students usually choose to complete the coursework. A similar option does not exist at the graduate-level; and
- if the program is accredited, they should consult their accrediting body before pushing forward.

The Graduate Council wanted more information including reasonable justification for receiving a master's degree without a bachelor's degree, and how the competencies are measured. They requested a clear plan that outlines the criteria and best practices, and why it makes sense to the degree program and professional field.

The Graduate Council recommended the program follow the curricular process, and design a path that works for this student, especially if there are more students who could benefit from this design. Examples of programs to research include gateway programs like the BSN-DNP, or a program like the Pharm.D. that is two years of undergraduate work and four years of graduate work to equal one doctoral degree.

If the Executive Committee receives an appeal to admit this student without a plan submitted through the curricular process, the Graduate Council recommended contacting System Legal for guidance.

The Graduate Council also discussed developing a policy that outlines a specific process to address these individual situations. By allowing one program to do this, precedence is set to allow others to do the same. A firm philosophy statement is needed to protect programs that cannot consider students without an undergraduate degree.

- Strategic Enrollment Working Group. This new planning group is reviewing undergraduate and graduate enrollment. Greg Wypiszynski is serving as Chair of the Graduate Studies working group, which is looking for a COLS representative. All Graduate Council members are welcome to participate throughout the process via the group's website. Meetings will continue through spring, and will align with URA.

Motion to adjourn at 2:38 P.M. Marci Hoffman, Recorder

Copies to Graduate Council, Provost Koker, Deans, OSA President, Graduate Studies Staff