

**GRADUATE COUNCIL MEETING MINUTES**

October 1, 2015, 1:21-2:50 P.M.  
Sage Hall 2210

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**Present:** Elizabeth Alderton, Loren Baybrook, John Beam, Denise Clark, Susan Cramer, Steve Dunn, Anna Filipova, Lizz Focella, Mary Kate Friess, Karen Gibson, Marci Hoffman, Phan Hong, Toni House, Erik Krohn, Brandon Miller, Steve Steinert, Bob Stelzer, Cathy Toll, Judy Westphal, Greg Wypiszynski, Lingfei Zhang

**Excused:** Pete Brown, Eric Brunsell, Jamie Ceman, Dale Feinauer, Fredi Giesler, Deb Matulle, Christine Roth, Alan Saginak, Nathan Stuart, Lori Worm

**Guests:** Lori Halstead, Connie Schuster, Brian Kermath

The meeting was called to order at 1:21 p.m. by Phan Hong.

A. Graduate Studies Office staff members, Lori Halstead and Connie Schuster, introduced themselves. Lori Halstead can assist with Admissions processing, particularly for international students. Connie Schuster is responsible for Admission to Candidacy and graduation.

B. Phan Hong gave a brief overview of the Consent Agenda. Dr. Hong thanked the CAC for their report. Motion to remove the September minutes from the Consent reports on the agenda/second: Susan Cramer/Anna Filipova (Approved, 17-0-0).

Motion to approve the CAC consent report to discontinue the MBA Finance Emphasis/second: Judy Westphal/Mary Kate Friess (Approved, 17-0-0).

C. Motion to approve the Graduate Council minutes of September 17, 2015 as written/second: Anna Filipova/Elizabeth Alderton (Approved, 17-0-0).

D. Graduate Student Association (GSA) Report: In an attempt to interact with graduate students in all programs, the GSA is focusing on social media this year (facebook, twitter). The GSA will send a survey to the Graduate Council requesting feedback about a "Faculty Friday" initiative (facts, your graduate school experience, etc), and are asking Council members to encourage others to participate.

E. Subcommittees:

1. Executive Committee: Bob Stelzer will serve as the COLS rep. This year, the committee will review (in priority order):
  - a. Graduate Assistantship allocations to the Colleges (not College-level allocations), which hasn't been done in several decades.
  - b. Compensation for advising graduate culminating projects; what works for faculty and students, and what doesn't work (many differences across the programs: CON compensated monetarily, Ed Lead provides capstones at gratis, Special Ed getting less than 1.5%, etc.).
  - c. If Council members would like the Executive Committee to investigate other areas, please contact Phan Hong.
2. GSIP: Committee has three members (CON and COB waived representation), so all members will co-Chair this year.
3. Travel Fund: Christine Roth will serve as the COLS rep, and CON and COB waived representation. Elizabeth Alderton will Chair.
4. Consent reports are due October 23. Committee members are asked to contact the Chair of the Committee with any questions, followed by Phan Hong or Marci Hoffman.

F. Curriculum: Please notify the Graduate Studies Office of any curricular changes as soon as possible. Prior knowledge of changes, especially new programs, will prevent logistical/processing delays

1. Nursing: a certified nurse anesthetist program (part of the DNP) will come through soon.
- G. Dean of Graduate Studies Report (a continued grouping of projects completed by Dean Cramer over the summer):
1. Graduate Assistantships: In February, the Graduate Studies Office was asked to complete an exercise to identifying how we could cut 10% of our budget. GA data was shared from the past several years, identifying a regular cut (total budget, salaries, number of students hired, etc.). Dean Cramer created a list of items that she suggests the new Dean of Graduate Studies use when reviewing the GA program. The Executive Committee will review the GA allocations this year, too.
  2. Special Student Analysis: A review of students taking graduate courses, but not admitted into graduate programs was completed, 11 separate categories of were identified (licensure-only, conferences, CESAs, etc.). Can we recruit these students into a program? If not, consider reviewing how they're entered into PeopleSoft, so they're listed for specific purposes, and not as potential students.
  3. Designing Master's Degrees: Dean Cramer asked if faculty have reviewed their program within the past five years (have demographics changed, have professional standards changed).
  4. Culminating Projects: Programs are asked to consider reviewing their culminating projects and requirements. Do they still serve your students and the profession?
  5. Graduate Faculty: HLC has changed their definition of graduate faculty to match CGS. Adjunct in master's programs need to define their professional experience in a quantifiable way, and with an assessment component.
  6. Summer School Survey: Graduate students do not like taking classes in the summer, but will because they appreciate an option to get through their programs faster.
  7. Enrollments: The Provost requested a review of the average class sizes in the programs, and the number of courses and sections offered. Thesis and Independent Study sections were disaggregated from the larger 20 student classes; 10 is the overall average for class-based courses, and 4 is the average for individual-based courses.
  8. Please be aware that all of this data exists, and to use these reports when thinking about accreditation and campus prioritization.
  9. If your program doesn't already do this, please consider making a program navigation guide to identify checkpoints that students must be aware of in their program.
  10. Remember to use the Graduate Studies wordmark on all marketing materials.
  11. Two EAB reports were shared through GoogleDrive for anyone interested in reading them (i.e. Understanding the Changing Marketing for Professional Master's Programs and Designing Programs for the Millennial Workforce).
  12. Reminder to attend the Program Prioritization workshops with Bob Dickerson on October 5 and 6.
- H. Sustainability and Graduate Programs: Brian Kermath discussed that we would like to turn UW Oshkosh a world-class sustainability institute. How can our programs begin discussing ways to incorporate this into the curriculum? Sustainability is about improving human lives in a very broad context (economic, social justice, environmental, etc.). Faculty are encouraged to invite Dr. Kermath into their classes or to help customize the programs. Examples include the CON community clinic, which provides healthcare to those who otherwise wouldn't have it; COEHS providing quality K-12 education to rural districts that wouldn't otherwise have access.
- I. Reminders:
1. Consent agendas are due October 23 for the November 1 meeting.
  2. Graduate Studies will have a table at Tent City at Homecoming on October 17.

Motion to adjourn at 2:50pm. The next Graduate Council meeting is on November 5, 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