

**PRESENT:** Elizabeth Alderton, Jason Belnap, Eric Brunsell, Jamie Ceman, Denise Clark, Susan Cramer, John Cross, Steve Dunn, Mike Ford, Karen Gibson, Kathy Hagens, Randy Harris, Joan Heller, Marci Hoffman, Phan Hong, Toni House, Shelly Lancaster, Karl Nollenberger, Alan Saginak, Bob Stelzer, Lee Van Scyoc, Agnes Vetinde, Judy Westphal, Bill Wresch, Greg Wypiszynski

**EXCUSED:** Fredi Giesler, Karen King, Deb Matulle, Christine Roth, Jen Szydlak, Lori Worm

The meeting was called to order at 1:21 p.m. by Susan Cramer who welcomed everyone. Council members introduced themselves.

A. The minutes of the Graduate Council meeting of May 2, 2014 were approved as written.  
Motion to approve/Second: Elizabeth Alderton/Eric Brunsell.

B. Sharon Chappy accepted the Dean of the College of Nursing position at Concordia University; therefore, the Graduate Council is in need of a new Chair. Susan Cramer explained the position and compensation expectations. Nominations for Graduate Council Chair opened; Elizabeth Alderton and Phan Hong both showed interest, contingent on compensation negotiations with the Provost. John Cross motioned to table a decision until October to allow time for both to speak with the Provost/Second by Karl Nollenberger. The Council asked that Drs. Alderton and Hong notify Dean Cramer if they decide to withdraw. All in favor.

C. The following subcommittee memberships were determined:

**Executive Committee:**

Graduate Studies	Susan Cramer	Dean, Graduate Studies
COB	Steve Dunn	Sustainable Management (MS)
COEHS	Alan Saginak	Professional Counseling (MSE)
COLS	Bob Stelzer	Biology (MS)
CON	Judy Westphal	Nursing (MSN, DNP)
Graduate Student	Randy Harris	Educational Leadership (MS)

**Curriculum Approval Committee (CAC):**

COB	Lee Van Syoc	Dean's Representative
COEHS	Karen Gibson	Educational Leadership (MS)
COLS	Jason Belnap	Mathematics Education (MS)
CON	Judy Westphal	Nursing (MSN, DNP)
Graduate Student	Agnes Vetinde	Public Administration (MPA)

**Academic Policies Committee (APC):**

Graduate Faculty Representative: TBD  
Graduate Student Representative: Agnes Vetinde, Public Administration (MPA)

**Distinguished Masters Research Award Committee:**

COB	Lee Van Syoc	Dean's Representative
COEHS	Toni House	Transnational Human Services Lead (MS)
COLS	Christine Roth	English (MA)
CON	Waived	

**Graduate Studies Travel Fund Committee (GSTF):**

COB	Bill Wresch	Business Administration (MBA)
COEHS	Elizabeth Alderton	Dean's Representative
COLS	John Cross	Dean's Representative
CON	Shelly Lancaster	Dean's Representative

**Graduate Studies Initiatives Program Committee (GSIP):**

COB	Kathy Hagens	Business Administration (MBA)
COEHS	Eric Brunsell	Curriculum & Instruction (MSE)
COLS	Karl Nollenberger	Public Administration (MPA)
CON	Shelly Lancaster	Nursing (MSN, DNP)
Graduate Student	Randy Harris	Educational Leadership (MS)

**Faculty Development Board (FDB):**

Graduate Faculty Representative: TBD

**Student Scholarly & Creative Activities Board:**

Graduate Faculty Representative: Joan Heller, Social Work (MSW)

**Segregated Fees Committee:**

Graduate Student Representative: Sabrina Prus, Business Administration (MBA)

- D. Dual-level Review: Susan Cramer briefly explained HLC requirements and expectations, including the dual-level review. Of the 322 dual-level courses; 138 meet the criteria, 34 do not meet the criteria, and the remaining 142 have not been received for review, yet. Since the beginning of the review, 40 dual-level courses have been deleted, and 30 were uncoupled from undergraduate options. According to AVC Vande Zande, we should re-review each syllabus every 5 years.
- E. Time to Degree (SULA): The average length of degree for all programs was required by the Financial Aid Office to follow federal laws and regulations. Undergraduate students may be eligible for subsidized loans up to 150% of the length of time to degree. Graduate students are ineligible for subsidized loans, but financial aid required graduate time to degree limits for their records. Any time to degree changes will be shared with Financial Aid annually.
- F. Constant Contact: The Graduate Studies Office documented prospective students contacts, and will use the data to request funding for future marketing campaigns.
- G. Marketing Results: Prospective student traffic has gone up since fall 2013. The Graduate Studies Office has requested \$80,000 from the Provost to support a 3-year marketing cycle. The GSIP approved \$20,000 for the 2014-15 AY, as well. The Graduate Council agreed that the marketing appears successful, and asked that Dean Cramer continue to request funding from the Provost.

- H. Chancellor Search & Screen: Dean Cramer asked the Council to attend all open forums, and to ask the candidates about support for graduate education.
- I. GSIP Balance: Dean Cramer shared an overview of the GSIP and a list of all projects supported since inception. The GSIP balance is \$28,000 (after current proposals receive their allocation(s)), with an expected \$30,000 (approx) allocation to be received this year.
- J. Tuition Waivers: The University provides tuition waivers to all GA's who are not Wisconsin residents. Waivers reduce the cost of out-of-state tuition so GAs pay tuition at in-state rates. If funding to support tuition waivers was accessible to all students (not only GAs), would that be useful to recruit students (online and off-campus programs are ineligible)? Tuition waivers are paid by GPR dollars, and cannot be used to waive a student's entire tuition. Council members felt that students need employment opportunities for motivation to attend UW Oshkosh more than a partial tuition waiver. Most GAs work outside jobs, because GA salaries don't cover living expenses. Long-term funding options from University Administration are needed. The Council agreed to pursue more employment funding rather than tuition waivers.
- K. Transfer & Waiver Course Policy: The Provost's Administrative Staff approved the updated transfer and waiver course policy, and it will be added to the new graduate bulletin.
- L. Credit for Prior Learning Policy: An amendment to the policy was added to identify that student learning must be related to "the learning outcomes in" a particular course. Motion to approve amendment/Second: Karl Nollenberger/Shelly Lancaster. All in favor.
- M. Thesis Continuation Policy: Meetings to discuss this policy were delayed during the summer session. Susan Cramer and Phan Hong offered to continue to work on this policy. A similar policy has already been implemented in the College of Nursing, so Shelly Lancaster offered to serve on this committee, as well.
- N. Graduate Bulletin: A redesign of the online Graduate Bulletin began over the summer. Academic sections will be completed within the next few weeks.
- O. STEP: The Provost has approved \$29,821 for Graduate STEP funding for the 2014-15 academic year. The Council agreed to follow the same application and awarding process as last year. Motion to require an October 1 deadline/Second: Karl Nollenberger/John Cross. All STEP positions must be in TitanJobs for a minimum of 2 weeks; therefore the soonest a student would begin working is October 31.

The Council would like to begin discussions of STEP funding sooner for fall 2015, preferably in May 2014, so students can begin working earlier in the semester.

- P. Graduate Student Survey: A draft of the survey created by the Graduate Studies Office and the Graduate Student Association was shared with the Council. Greg Wypiszynski will email the survey to all Council members for a review. Three areas were of focus in the survey; 1) factors influencing attendance at UW Oshkosh and our graduate programs, 2) do campus services meet student needs, and 3) student demographics. The IRB has waived review of the survey, and the goal is to send this out by early October.
- Q. Summer School Survey: This summer, the survey was sent electronically to all graduate students. A total of 574 emails were sent in June, and 554 in July. Compared to 74 responses in 2013 and 9 responses in 2012; 192 responses were received this summer (2014). A full

report will be available in November.

- R. In summer 2014, Susan Cramer assisted the MPA program with a deep data dig. Dean Cramer is willing to assist any other programs with this type of data review next summer.
- S. The Graduate Studies Office plans to submit clothing for wordmark embroidery. If interested, please purchase your own clothing, and deliver it to Graduate Studies by October 1. The cost per embroidered item is roughly \$3.
- T. Graduate Student Association: New members have taken on roles in the Executive Committee. Since inception (fall 2013), ten regular members continue to serve. The goal for 2014-15 is to continue with more social opportunities, but also to focus strongly on professional and academic needs.
- U. Initiatives for 2014-15
  - 1. HLC preparation and advocating graduate education
  - 2. GA allocation review
- V. Reminders
  - 1. Please notify Susan Cramer of new site locations (physical locations) of off-campus programs. AVC Vande Zande tracks all off-campus offerings for HLC.
  - 2. Please remember to use the Graduate Studies Office wordmark on marketing materials.

Motion to adjourn/Second at 2:51pm: Susan Cramer/Eric Brunsell. The next Graduate Council meeting is on October 2, 2014 from 1:20 – 2:50pm in Sage Hall 2210.

Marci Hoffman, Recorder

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