

GRADUATE COUNCIL MEETING MINUTES

September 17, 2015, 1:20-2:52 P.M.
Sage Hall 2210

Present: Elizabeth Alderton, John Beam, Pete Brown, Denise Clark, Susan Cramer, Steve Dunn, Dale Feinauer, Lizz Focella, Mary Kate Friess, Karen Gibson, Marci Hoffman, Phan Hong, Toni House, Erik Krohn, Brandon Miller, Karl Nollenberger, Alan Saginak, Steve Steinert, Bob Stelzer, Cathy Toll, Mary Weeden, Karlye Wehner, Judy Westphal, Greg Wypiszynski, Lingfei Zhang

Excused: Eric Brunsell, Jamie Ceman, Anna Filipova, Fredi Giesler, Deb Matulle, Christine Roth, Nathan Stuart, Lori Worm

The meeting was called to order at 1:20 p.m. by Phan Hong who welcomed everyone. Council members introduced themselves.

- A. The minutes of the Graduate Council meeting of May 7, 2015 were approved with an amendment to the Graduate Studies Travel Fund discussion and edits to the Curriculum Approval Committee list. Motion to approve the amendment and edits/Second: Judy Westphal/Mary Kate Friess (Approved, 20-0-1). Motion to approve the minutes as amended and edited/second: Judy Westphal/Alan Saginak, all in favor (Approved 20-0-1).
- B. Council Responsibility & Consent Agenda: In spring 2015, the Graduate Council agreed to switch to a Consent Agenda in an attempt to become more efficient without adding more meetings. This requires more responsibility on the committees' parts to complete a report ahead of time. Reports will be made available to all Council members in advance, and may be pulled for discussion by anyone on the Council. Reports that are not pulled will not be discussed. Council members are required to read all reports, regardless of discussion.

Susan Cramer identified goals for the Graduate Council; to oversee quality of graduate education, program changes, curriculum issues, reinforce graduate issues, and support graduate students. The Graduate Council is the voice of graduate education on campus and in the local community, and is responsible for norming behaviors across all areas.

- 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		
CON	Judy Westphal	Nursing (MSN, DNP)
Graduate Student	Steve Steinert	Psychology (MS)

Curriculum Approval Committee (CAC):

COB	Nathan Stuart	Business Administration (MBA)
COEHS	Karen Gibson	Educational Leadership (MS)
COLS	John Beam	Mathematics Education (MS)
CON	Mary Kate Friess	Nursing (MSN, DNP)
Graduate Student	Lingfei Zhang	Nursing (DNP)

Academic Policies Committee (APC):

Graduate Faculty Representative: Karen Gibson
Graduate Student Representative: Steve Steinert (MS)

Distinguished Masters Research Award Committee:

COB		
COEHS	Cathy Toll	Literacy (MSE)
COLS	Erik Krohn	Data Science (MS)
CON	Mary Kate Friess	Nursing (MSN, DNP)

Graduate Studies Travel Fund Committee (GSTF):

COB		
COEHS	Elizabeth Alderton	Dean's Representative
COLS	Bob Stelzer	Biology (MS)
CON		

Graduate Studies Initiatives Program Committee (GSIP):

COB		
COEHS	Denise Clark	Special & Early Childhood Ed (MSE)
COLS	Anna Filipova	Public Administration (MPA)
CON		
Graduate Student	Lingfei Zhang	Nursing (DNP)

Faculty Development Board (FDB):

Graduate Faculty Representative: Phan Hong, Psychology

Student Scholarly & Creative Activities Board:

Graduate Faculty Representative: Toni House, Transnational Human Services Leadership (MS)

Segregated Fees Committee:

Graduate Student Representative: Shelby Kelso, Psychology (MS)

- D. Susan Cramer shared that she will retire on December 31, 2015. The Provost has identified that a Dean of Graduate Studies is important. Any graduate faculty (including those not on Grad Council) interested in the Dean of Graduate Studies position may contact her for more information.
- E. A review and revision of the Graduate Assistant Handbook was done over the summer to address rumors (i.e. "graduate assistants are entitled to automatic rehire," when, in fact, they're not). Marci Hoffman is working with Human Resources to create a Performance Improvement Plan and a formal evaluation process. Anticipated start date for these two programs is fall 2016.
- F. Faculty are asked to remind students completing a thesis, field project, or clinical paper to use the Graduate Studies' *Format Policy & Style Manual*. Students are required to meet UW System, University, and Graduate Studies guidelines, which are all identified in that manual.
- G. Marketing
 - 1. Graduate Basic Data Report: Faculty and staff can access the Grad Basic Data Report anytime to see who are in the various programs.
 - 2. The Chancellor's speech at Opening Day identified that graduate enrollment was down 7%, the next day, numbers increased to 101% of total enrollment compared to the end of fall 2014.
 - 3. The Graduate Studies Office created window clings that say, "I earned my master's degree at UW Oshkosh," and mailed them to graduates with their diploma.
 - 4. Constant Contact: Susan Cramer is working on data from constant contact to see how many of those inquiries turned into students. One-third identified that they heard about UW Oshkosh from the web.
 - 5. EAB conducted research on search and shop students, and identified the importance of easy-to-read websites.

6. IMC is tracking landing pages from Facebook and Google ads. A campaign to promote UW Oshkosh graduate programs began in August, and will end in November. Program ads alternate, so all programs will be promoted at different times.
7. Graduate Studies Initiatives Program (GSIP): Funding is available to do marketing for various programs and outreach is available. The balance is roughly \$10,000, and this year's allocation is not yet determined.

H. Funding

1. Student Titan Employment Program (STEP): The deadline to apply for Graduate STEP funding is Monday, September 21. All graduate faculty (including those not on the Council) are welcome to apply. Any remaining funds after Monday's deadline will be on a first-come, first-serve basis.
 2. Titan National Graduate Scholarships: Nearly 12 students were awarded. Funding may be awarded to non-resident students (excluding Minnesota Reciprocity and International students) to waive the non-resident portion of their tuition. This is a recruitment tool, please contact the Office of Graduate Studies if you'd like flyers for recruiting.
 3. Advanced Opportunity Program (AOP): This is a grant program through the State of Wisconsin for graduate students of color and non-minority, economically disadvantaged students. Students should apply for the FAFSA by March 15, 2016 to be considered for a 2016-17 award.
- I. HLC: Susan Cramer has been working through comments from the 2007 HLC review to make sure all items will be addressed by 2017. This will need to continue with the new Dean of Graduate Studies.
1. Dual-level course progress has been successful. Please remember to use the dual-level rubric for your program when creating a dual-level course.
 2. Both HLC and the Council of Graduate Schools (CGS) recommend that no more than 50% of a student's graduate program be dual-level. If a student takes extra dual-level courses (more than 50% of their program), those credits cannot count toward their degree.

Motion to adjourn at 2:52pm/Second: Denise Clark/Karen Gibson. The next Graduate Council meeting is on October 1, 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