

**Graduate Council Meeting**  
**December 11, 2008**  
**Minutes**

Attendance: Dianna Gray, Angela Henderson, Robert Murray, Flo Guido-DiBrito, Rutilio Martinez, Brian Johnson, Sean O'Halloran, Wendy Highby, Robbyn Wacker, Frances Braafhart (recording secretary)

**INFORMATION ITEMS**

Agenda was approved. There was a motion to approve the October 16 and the November 18 minutes. Minutes were approved by vote.

No remarks by the Chair of Council

Deans Remarks

- The Graduate School Reception recognizing the recipients of the Dean's Citation for Excellence & Outstanding Thesis/Dissertation is tomorrow, Friday, December 12 at 5 p.m. Graduate Council members were invited to attend.
- Robbyn spoke with Kim Black, Director of Assessment regarding Program Review. Kim will visit with the Program Review Committee or Graduate Council. Robbyn will invite her to a meeting.
- GFE status will work for qualified faculty from other institutions.

Robbyn would like to hold a Council retreat in January. She would like to share the findings of the McGuire consultants. The purpose of the retreat is to sit and discuss strategically graduate enrollment and scholarships. The McGuire data was forwarded to the BOT. Robbyn will forward a copy of the data to Council as well. The retreat is tentatively set to be held at Robbyn home. Items on the agenda for the retreat:

1. Strategize about graduate student support. Robbyn will share data compiled by the McGuire Consultants. 20% of graduate students nationwide have some kind of support.
2. Tuition pricing for graduate programs.
3. Discuss assistantships – Doc students in competition for assistantships with Masters Students and Doc students are not considered for positions due to their higher rate of pay.
4. Hallmarks of an Institution paper developed by Council spring 2008.
5. Security issue – faculty accessing student records. Banner security form will be sent to Council members to gain access to student information. If not an advisor, faculty generally cannot view other student information.

Before the January 15<sup>th</sup> meeting, Frances will send the link to Council to access the Hallmarks of an Institution paper.

## **ACTION ITEMS**

### **Standards Committee**

Standards reviewed 8 applications. There were 5 new appointments; 4 were approved and 1 was denied the status requested and committee recommended GL status instead of DR. Will forward application for Nursing faculty to the dean for final decision.

There were 3 reappointments; 2 were approved and 1 was not. Faculty denied DR status due to lack of current publications. Standards Committee recommends GF status.

There was discussion about developing a student survey that would evaluate faculty serving on student committees. All Council members agreed that serving on committee is a responsibility of faculty. Students would evaluate faculty performance and how well the committee worked with the student. How effective are faculty in their committee role? How well was the student evaluated? What do students think about the faculty serving on their committees? Can this evaluation be incorporated into the "Exit Survey?"

Standards committee suggested that a seminar be provided for faculty regarding dissertations. Faculty would get information and assistance on how to evaluate and what are the expectations of the dissertation. What are the standards for certain disciplines such as performance? Council members would like to see a seminar offered once a semester. These seminars could provide information on different topics to update faculty on any new process. Invite Susan Hutchinson to help with the seminar? This will be a Standards Committee project and work with CETL to set up the actual workshops/seminars. There was a motion to approve this action, seconded and passed.

### **Program Review**

Three programs were discussed. –

- ASLS – change the required course from 3 to 2 credits. Motion to accept changes, motion passed.
- Counseling Psychology- changes to curriculum to condense the curriculum. Proposed a degree change from PsyD to Ph.D. Motion to accept changes, motion passes.
- Spec Ed-develop a Masters of Arts in Teaching American Sign Language. Proposal was put together very well. Motion to accept new masters program, motion passed.

Brian will bring some information to the January 15<sup>th</sup> meeting that would inform programs on the types of information that they should collect as part of their programs.

### **Graduate Student Association**

No report

Working on changing email addresses.

## DISCUSSION ITEMS

Several items were discussed:

- Sean would like to change the Graduate Council bylaws to increase Council membership. Sean will work on language over the break.
- Review of Dean's Citations/Dissertations - Once faculty receives their GF status, invite faculty to review dissertations as part of their GF appointment. Make it one of the responsibilities on newly appointed graduate faculty.
- A letter will be emailed to faculty regarding the GF appointment/reappointment.
- Develop a web page to post Graduate Faculty status information.
- Develop a Graduate Council report at the end of the year of graduate issues.
- Graduate School to develop an annual report. Reference faculty and their GF status.
- Catalog discussion – separate graduate and undergraduate catalog. Program Review to review the catalog and provide feedback to Robbyn on what is confusing, what can be eliminated and what should be included in both the graduate and undergraduate catalog. Frances will forward a link to Council members from another university to view their catalog layout.

Comments to good of the order:

Angela: changing ms program in sociology. Come to RW.

WICHE works for certain programs – apply to be considered. WUE UG. WICHE applications due the 15<sup>th</sup>. Submit a program if unique.

Meeting adjourned at 4:20 pm.

Respectfully submitted,

Frances Braafhart