Graduate Council Minutes
October 20, 2011

Present: Dianna Gray, Pat Seaton, Tina Stoody, Jack Barbera, Shandra Crowder, Sean O’Halloran, Heng Yu-Ku, Carissa Reddick, Anthony Armenta, Matthew Birnbaum, Marcus Embry
Absent: Jennifer Murdock, Angela Henderson, Wendy Highby
Guests: Janice Hayes, Rhonda Squires, School of Nursing

I. Welcome & Kudos
   - Sean O’Halloran has completed the evaluation for the 5th and final year of the Building Healthy Marriages federal program grant. The program was a relationship based educational program and it has served 5,000 people in 5 years. There were 4 participating organizations, one of them the University of Northern Colorado. Sean hopes to someday publish. She is very excited about the completion of this project.

II. Approval of Agenda
   Dianna asked for any additions/changes to the agenda and hearing none, asked for a motion to approve the agenda. Matthew moved to approve the agenda and Marcus seconded; the motion carried.

III. Approval of Minutes
   Dianna asked if anyone had any changes or corrections to the minutes of September 22, 2011. Motion to approve the minutes as submitted, Tony motioned to approve and the motion was seconded. The minutes were approved as submitted.

IV. Announcements
   A. Dean Remarks – Linda
      There will be a new stage and setup for Commencement ceremonies this fall 2011. The Commencement Committee has also asked the Graduate School to think about starting a tradition at graduation. Linda suggested a small bell be given to all graduates that would be rung at the end of the ceremony. Any other ideas/suggestions? Linda may send out an email to the Graduate Faculty listserv asking for tradition ideas.
   B. Chair Remarks - Dianna
      Dianna shared some important dates which are listed at the bottom of the agenda:
      • October 21 – Nominations due for Graduate Dean’s Citation for Excellence. Dianna encouraged Council members to nominate a deserving graduate student. You should have received nomination criteria and the names of students who are eligible.
      • October 21 – Friday is the last day for requesting defense of doctoral dissertation.
      • Fall Dissertation Series: this is a 4 part series and is sponsored by CETL and the Graduate School. A flyer with series information was distributed throughout campus. Please let your graduate students know about this event. Featured faculty member – Susan Hutchinson. The first session is scheduled for October 27. Megan Stellino and Maria Lahman will do a presentation regarding IRB. Snacks will be provided by the Graduate School and the Graduate Student Association.
      • Dianna gave Council a heads up that the dean’s citation reviews will be coming up. Also, we will try to distribute the review of the dissertation/thesis nominations by sending a list to Council members. Everyone is to pick 2 to review. Frances will provide the sheet.

V. Action/Discussion Items
   A. Program Review Committee – Tina
      The committee has been busy reviewing comprehensive review documents submitted by the Hispanic Studies Department. The committee spoke to the strengths of the program and talked about the needs of the program. The next step is to submit the committee’s findings to Hispanic Studies and then to the College Dean’s Office.

      Last year the committee spent time developing hallmarks so they could provide feedback to programs. Jennifer Murdock spearheaded the development of guidelines to assist programs as they begin their process. Frances
will forward the guidelines to everyone electronically and Tina asked that everyone review and vote on the guidelines at the next meeting. No action on this today.

B. Standards – Capstone Committee for Doctor of Nurse Practitioner degree- Sean

Standards provided their review and questions regarding the Capstone Committee for the DNP degree. Two concerns:

- The request is to allow the formation of a doctoral capstone committee with just 3 members – 2 members would be from the DNP program and the 3rd would be a community/agency member outside of UNC.
- They are also requesting that a faculty member with GF be allowed to chair committees.

There was discussion about the Graduate Faculty Guidelines and how it specifically states that faculty must have DRE to chair committees. Should community member apply for GFE? Tina Stoody mentioned that the AUD program experienced the same issues and they did receive approval regarding the composition of a Capstone Committee and committee membership and she did not see why the DNP could not be approved as well. Rhonda indicated that she did forward a request via a form to the Graduate School approximately 2 years ago.

Council members asked Rhonda how many students are currently in the program. Rhonda indicated that there are about 7 students actively in the process and the Capstone Committee information had been presented to students at Orientation and in their handbooks. As this was presented in a formal and binding contract to students, the Council agreed that Rhonda should go forward with the process as indicated.

VI. Standing Committee Reports

A. Standards Committee - Sean

Standards Committee reviewed 7 applications. Only 1 request was denied the status requested. Faculty did not meet standards for DRE. The other 6 were approved the status requested – all received GF status. There was a motion to accept Standards Committee’s recommendations. Motion was seconded and motion carries.

Linda Black shared that she has dealt with 4 issues since becoming Acting Dean of the Graduate School where faculty do not understand the dissertation process and the application process for DRE. We need to make sure that faculty member and student understand the process before the student is ready to form their doctoral committee. The School of Biological Sciences has some unique issues, so Linda Black asked that we invite Susan Keenan, Chair of Biological Sciences to come to a Council meeting.

Standard’s Committee has discussed creating a DVD which would assist faculty in the “Graduate Faculty Appointment/Reappointment process. Linda B. would like to attend the next Standard’s meeting to discuss other issues.

B. Program Review - Tina

See “Action and Discussion” items.

C. GSA Representative – Shanda

Student Fee allocation process scheduled for this evening so Shanda had to leave early.

D. Library Representative - Wendy

Wendy provided an update via email regarding a question about whether faculty could adopt the JSTOR journals that are being withdrawn from the library. Joan Lamborn, Head of Library Administrative Services, is checking with the State Controller. No response yet, but Wendy will keep us in the loop. For more information about the project, visit [http://libguides.unco.edu/JSTORproject](http://libguides.unco.edu/JSTORproject).

There was a motion to adjourn. The motion was seconded, motion carries and Graduate Council adjourned at 4:50 p.m.

Respectfully submitted,
Frances Braafhart, Recording Secretary