

## **MINUTES GRADUATE COMMITTEE**

October 2, 2007

### **Members Present:**

Robin Bowen	David Sollars
Gordon McQuere	Bob Boncella
Cindy Hornberger	Rob Weigand
Gloria Dye	Phyllis Berry
Michael Rettig	Jay Memmott
Pam MacDonald	Tracy Wagner
Ann Marie Snook	Cal Melick
Wanda Hinton, Admin Sec	

Robin thanked everyone for coming. Introductions were then made around the table.

Robin asked the committee members what the role of the Graduate Committee was? To review graduate programs and changes. After approval is granted from the committee it is then forwarded to Faculty Senate for approval, if approved it will then go to General Faculty and then on to the WU Board of Regents. The VPAA stated in the public's eye, a University is much stronger if they have strong graduate programs. However, please know, there shouldn't be any segregation of faculty, undergraduate vs graduate.

The type of curricular changes to be reviewed was discussed. It was the consensus of the committee that minor changes were handled by the College or School, whereas major changes were to be reviewed by the Graduate Committee.

Robin noted there are not any policies listed in the Washburn University catalog for our graduate programs. Washburn needs to formalize some uniform policies and set some basic standards for the graduate programs. Each program is unique and will have its own individual policies. However some issues can be the same campus-wide such as, thesis requirements, admissions requirements, and GPA requirements. Two appeals for student dismissals from a program were received in the VPAA's office this summer. Since there are no policies, we had no choice but to follow the undergraduate regulations, however, a student could argue that the undergraduate policy does not relate to a graduate program. Graduate program policy needs to be formalized and in place.

With that in mind, the VPAA would like Washburn University to become a member of the Council of Graduate Schools (CGS). It is a national organization designed to assist in developing and maintaining formidable graduate programs. There are two categories for membership, Associate and Full membership. WU would apply for the associate membership. To become a full member, the institution would include graduate programs and policies in the catalog, follow the Best Practices for graduate policies and

procedures, and perform assessments of the programs. The CGS holds two national conferences per year and has many regional conferences. They have many programs for development, networking, advocacy, and excellent resources. The VPAA has also checked into a new program, CITI, to help assist the Institutional Review Board. This would ensure students/faculty understand ethical practices for research. She is very concerned that HLC will not look favorably on WU not having graduate policies. This would show we are taking the steps to correct that.

Suggestion was made that, in light of the decreased enrollment, WU should add to the marketing and public relations campaigns highlights of our graduate students and programs.

Cindy Hornberger suggested that each program could incorporate WU faculty from outside the program into their courses. Mike Russell from Psychology gave a statistics presentation to one of the MSN courses and was wonderful. The students learned so much from that perspective and Mike took time to make sure all questions were answered.

Robin noted the committee was very large with 26 members. Do we want to make any changes in the number of committee members? She then read the description of the committee and the make-up from the Faculty Handbook. It was decided to have an Executive sub-Committee that would meet monthly and the entire committee could meet twice a semester. The Executive sub-Committee would be made up of the Graduate Program Directors/Coordinators, and Chairs (or their designee) of those departments with graduate programs. Members of the Executive Committee are: Bob Boncella, Phyllis Berry, Jay Memmott, Michael Rettig, Dave Provorse, Cindy Hornberger, and Mo Godman. Wanda will schedule a meeting for later this month, November and December.

Robin asked that each graduate program's handbooks, admissions, policies be sent to her. She will also ask for the same information from peer institutions so we can compare.

A few concerns were raised, there seems to be a problem with Banner. The Registrar's office is pushing more of the workload onto the departments/programs, but does not provide any training. Another issue is the method in which Banner counts graduate students. There seems to be a discrepancy in the count, it was thought that unless a student is entered as graduate degree seeking, that student does not get counted for that program. Another issue of concern is there doesn't seem to be a way to count the number of majors. The VPAA will check into these concerns.

With no further business, the meeting was adjourned.