Graduate Council Meeting
November 12, 2013 • 3:00 – 4:00 PM
Martin Rm (BTAC)
Minutes

Dr. Pembrook called the meeting to order at 3:00 p.m.

Those present included:

**Aida Alaka, *Phyllis Berry, Bob Boncella, Kim Harrison, Vickie Kelly, Bobbe Mansfield, Cal Melick, Kandy Ockree, **Randy Pembrook, **Tim Peterson, Dave Provorse & Kayla Waters

1. A motion was made and seconded to approve the most recent meeting minutes. Graduate Council approved without objection the Graduate Committee Meeting Minutes from May 1, 2013.

Dr. Waters moved to amend the May 1, 2013 Graduate Committee Meeting Minutes by omitting the last two sentences that begin, “Committee agreed that starting fall 2013. . . .” & “Policies stated within. . . .” of the last paragraph of section 3. After some discussion, the amendment was seconded and passed without objection. The last paragraph of section 3 now reads, “Dr. Boncella asked that we only focus on the number changes and not approach the policies governing course numbers.”

2. Dr. Pembrook asked those in attendance to introduce themselves to the rest of the Council, as some members may not know everyone else on the Council.

3. Dr. Pembrook asked Dr. Peterson to update us on the progress of graduate application; alumni fee waivers, graduate website and the promotion of graduate programs.

A. Dr. Peterson began by offering a review of the Recruiter Software demonstration held earlier in the day. He found that for the most part the Recruiter software does most of what it claims to provide. The plan to begin using the software is scheduled for fall 2014. It is planned that all the information collected would be push to Banner after a certain threshold is met, meaning the prospective student seem to be a serious applicant for any program.

A major point brought up by Council members and related to the Recruitment software is that data should always be accessible to all programs without having to go through layers of bureaucracy to retrieve it.

After some discussion it became apparent that what the council members envisioned is that the university would have one form of central information but that the graduate program(s) that a student selects should also be copied on the information collected.

This is the homework assignment for our next meeting: Looking at the Graduate Programs Applications Data Elements (emailed to members), determine what data your program needs collected or added to the grid and what does not apply.

B. Dr. Peterson turned his attention to graduate application fee waivers for alumni. He had advocated for an alumni graduate application fee waive in hopes of attracting more students into graduate programs and because he believed that graduate fees went to the general fund and not back to the departments. Dr. Harrison believes that her department retained the graduate application fees. The fee waiver was instituted...
in fall 2013 and will continue into spring 2014, at this point. Dr. Pembrook offered to find out where graduate application fees go.

[After the November 12, 2013 meeting, Dr. Pembrook spoke with Rhonda Thornburgh regarding graduate application fee accounting process. While graduate application fees are credited as part of the revenue generation of a program, those revenues are placed in the general fund and not distributed to units as a line item in the budget balance. This is true for all programs]

C. The graduate website has made no significant progress since last reported. The site is still in need of student testimonials, so if you know of a student willing to do this, please notify Dr. Peterson.

D. Promotion of the graduate offerings at Washburn went out in the August issues of the Topeka Capital Journal (ad copy was emailed to members). We hope to do another before the spring 2014 semester.

Dr. Pembrook suggested that it may be helpful to invite Richard Liedtke from Enrollment Management to participate in the graduate programs promotion before the next "blast." Council agreed with this suggestion.

Dr. Pembrook shared with the Council that graduate admissions have increased between 11% and 12% in the last year. Often School of Law is considered separately; however, this number includes the Law School.

Dr. Pembrook asked the committee to consider the recommendations from Martha Imparato, who was part of the Capstone/Theis Subcommittee. She recommends that graduate projects that are theses should follow guidelines for uniformity at the university level.

- That two hard bound copies of the thesis should be submitted to the library
- That one digital copy of thesis should be submitted to the library
- That graduate theses should be differentiated by color of binding cover (e.g., blue for doctoral theses and black for master’s theses)
- That we use uniform paper weight for content

This begs the question, should we have university guidelines or a university standard for published theses? After some discussion the question arose as to whether a bound copy of a thesis is really necessary. Wouldn’t a digital copy be sufficient? It was determined that Ms. Imparato should be invited to help the committee with its questions.

Dr. Pembrook announced to the Council that the Master Studies in Law had been approved by the American Bar Association and now awaited Higher Learning Commissions approval.

Dr. Pembrook adjourned the Graduate Council meeting at 4:00 p.m.

*Faculty Senate member
**Non-voting ex officio member