

# **Graduate Council Minutes**

## **Monday, February 3, 2025**

### **Via Zoom**

**Attendees:** Emily Grant (ex-officio), Leah Brown (ex-officio), Barbara Scofield, Danny Funk, Jim Schnoebelen, Pat Dahl, Michael Rettig, Becky Dodge, Zenova Williams, Michele Reisinger, Tracy Davies, Jenny Lamb, Tracy Routsong, Sarah Holt, Michael McGuire

**Not present:** Melanie Worsley (ex-officio)

**Guest:** Amy Memmer

**Notes taken by:** Beth Mathews

- I. Call to Order - The meeting was called to order by Barbara Scofield at 12:01pm.
- II. Approval of Minutes
  - a. The Chair calls for approval of the minutes from the meeting held on November 4, 2024. There being no discussion, Jim Schnoebelen moved to accept the minutes as present. Emily Grant seconded the motion. Minutes were approved.
- III. Old Business – none
- IV. New Business - none
- V. Discussion
  - a. MCJ proposal (information item only) – Pat Dahl
    - i. Changing credit hour requirements from 36 to 30 which was eliminating two elective courses
    - ii. The change allow would allow WU to be more competitive with other programs
  - b. Graduate Fairs – Leah Brown
    - i. Suggesting a virtual fair sometime in April through Slate
    - ii. Question and discussion included signups, registration, marketing, departments would present their own program presentation in break out rooms, contact lists
    - iii. Sarah Holt shared the library would be willing to help if programs needed anything from them
  - c. Slate Updates – Leah Brown
    - i. Follow up training is still available
    - ii. Issue with “started” applications was addressed

- iii. Question and discussion included deferring applications to the following semester by submitting a new application and term change in comment box
    - iv. Anyone with questions regarding graduate admissions should email: [graduateadmissions@washburn.edu](mailto:graduateadmissions@washburn.edu)
  - d. Returning student process (Leah)
    - i. Issues with students who are returning after a semester break are still declared by the department but not admissions.
    - ii. Most likely an issue with the checklist not being completed so programs should email admissions directly.
- VI. Announcements – Next meeting will be held on Monday, March 3, 2025, at 12:00pm via Zoom.
- VII. Adjournment – there being no further business to discuss, Tracy Davies moved to adjourn the meeting which was seconded by Jim Schnoebelen. Motion was approved and Barbara Scofield concluded the meeting at 12:30pm.