Graduate Council Minutes

February 22 and 25, 2016

12:00 – 1:00 p.m.

Lincoln room/Union

Graduate Committee members Present: Aida Alka (ex-officio), Julie Boydston (PY), Patricia Dahl (CJ), Shirley Dinkel (DNP), Vickie Kelly (MHS), Bruce Mactavish (MLS), Kandy Ockree (MAcc), Brenda Patzel, (SON), Tim Peterson (ex-officio), Randy Pembrook (ex-officio), Blake Porter (WSGA), Michael Rettig (ED), Bassima Schbley (MSW), Jim Schnoebelen (FS), Kayla Waters (HS), Kelley Weber (Mabee)

The Graduate Council members agreed to meet twice this month, and work through a standing agenda. Below is a summary of discussions which occurred over the two meetings.

1. ## Approval of Meeting Minutes from January 25, 2016
   The January 25, 2016 minutes were submitted to the committee previously with a request committee members review these prior to the meeting. A motion and second to approve the minutes were made. All approved said minutes.

2. ## Update with New Application Process:
   Tim Peterson indicated he sent information to CollegeNet last week with the requests made by the various programs. Tim was notified Washburn might receive all of the changes requested by early March. He indicated he would like the programs to test once more, and possibly as a large group so everyone can discuss changes/requested modifications.
   Tim indicated the application process should be active by April 21 or 22, 2016. This does not take into account any training that should take place. Each program will need to create their own account to withdraw the needed data with Tim having capabilities to pull additional information (i.e., demographics).

   Some discussion occurred by the members as to when the non-refundable application fee started. Most felt the application fee was effective fall 2016. Tim indicated CollegeNet will start collecting fees July 1, 2016. Dr. Pembrook indicated we would look into this to determine when the $40.00 is being collected and to get this changed if the fee wasn't being collected now in preparation for Fall.

3. ## Update from Continuous Enrollment subcommittee
   Each program is to provide information regarding the following two bullet points by the March meeting.

- Each graduate degree program will be able to answer within the next two months the following questions:
  - What will the timeline for completion be per program?

- How long can a student be continuously enrolled? The program will need to indicate a) students will not continuously enroll, b) a semester/a year, or c) the student can enroll for a maximum of _____ semesters/years.

The programs that could provide information regarding timelines included:

Education: 6 year timeline
Criminal Justice: 7 years
Social Work: 4 years
Psychology: 6 years (included any continuous enrollment opportunities)
Allied Health: 6 years
Human Services: wants to have the student petition and then have department faculty review transcripts.

Michael asked for input on the catalog language that was listed in the January meeting minutes. Discussion continued regarding the continuous enrollment subject for the remainder of this meeting. Kayla Waters volunteered to create a paragraph based upon the discussion and send to Michael prior to the next meeting.

Prior to adjourning this meeting, a question was asked if this was a university wide policy or could it be a department by department policy. Yes, this will impact all programs who have capstone courses/thesis and have students who do not complete their work before the end of the semester.

February 25, 2016 meeting:

The focus of this meeting was the Continuous Enrollment policy. Michael sent, prior to the meeting, information provided by Kayla Waters, with some additional edits by Michael.

Additionally, Michael provided a copy of the UMKC continuous enrollment policy which the members reviewed at the meeting.

After much discussion, Michael agreed to provide a final draft to the committee members.   Some points of conversation included:

a. The UMKC policy afforded a variable hour system (1 – 3) for the thesis option. This would allow the student to be as aggressive as they can in considering all

other factors in their lives. They could enroll in just one hour a semester or could enroll in all three hours.

    b. If this concept was adopted, the programs that have students who aren't able to complete within the three hours may need to evaluate their process and move to the variable hours.

    c. Such a process would allow the system to track the faculty workload. When students sign up for the "course number" then an identifier would be attached to identify the faculty member.

    d. Advisors should educate the students as to whether to enroll in the CE courses.

    e. Grade for the CE credit hour would be an enrollment placeholder, such as NC or Pass.

    f. It is recommended students should pay regular tuition for the CE hour.

    g. If adopted, this would go from the effective date and on; we would not make this retroactive.

    h. We will need to identify the programs that will be impacted for the Registrar's office.

A motion was made to approve the concept and draft policy with a second.   All members agreed to do the final vote electronically.

Michael indicated education doesn't have a need for this policy and indicated he would place a dissent vote.

A call for the vote was made, and seconded. The motion to approve the concept and draft policy passed with one dissent vote.

The proposal for continuous enrollment continued electronically until March 3, 2016 when a majority of the committee members approved the following proposal:

Effective Fall 2016, students pursuing a graduate degree who have completed all degree requirements, and have enrolled in but not completed a capstone, practicum, or thesis, will be required to maintain continuous enrollment at Washburn University until graduation (unless a leave has been approved). Continuous enrollment means that candidates must be enrolled in at least one credit hour until degree requirements are met. If all other course work has been completed, students will be required to enroll in a one-credit-hour class (course number) each semester until the program is completed. Credit hours completed through the (course number) will not count toward the credit hours required for graduation and will be recorded as a pass on the transcript. This requirement also applies to the summer term for students whose degrees are being awarded at the end of the summer term. Interruption of continuous registration due to a failure to follow this requirement will result in a need for readmission to the program.

4. Catalog section for Incompletes

Michael asked members to provide input on the catalog section for incompletes. After a bit of discussion, it was determined this could be placed on the agenda for next month.

Both meetings were adjourned at 1:00 p.m. with the final electronic vote approved on March 3, 2016.