

# Graduate Council Minutes

March 28, 2016

12:00 – 1:00 p.m.

Lincoln room/Union

Graduate Committee members Present: Aida Alka (ex-officio), Bob Boncella (MBA), Julie Boydston (PY), Shirley Dinkel (DNP), Bruce Mactavish (MLS), Bobbe Mansfield (SON), Tim Peterson (ex-officio), Randy Pembroke (ex-officio), Blake Porter (WSGA), Michael Rettig (ED), Bassima Schbley (MSW), Jim Schnoebelen (FS), Kayla Waters (HS)

Guests: Michael Gleason, Kathy Menzie, Tom Underwood, Kelly Russell

## 1. Approval of Meeting Minutes from February 22 and 25, 2016

The February 22 and 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. New Business:

### Master–Communication and Leadership

Dr. Michael Gleason, Dr. Tom Underwood and Dr. Kathy Menzie attended the Graduate Council to provide information regarding the Master of Arts in Communication and Leadership Proposal. Dr. Gleason reminded the Council members that graduate courses in Communication and Leadership were previously approved through this governing body. The courses and now the program have been submitted and approved through the College governing process. The Graduate Council is the next step for the master degree proposal before it is submitted to the Faculty governance process.

Discussion occurred regarding the proposal, courses and plans for a program director. All agreed some answers would be clearer once students were enrolled in the courses, and it was known of the growth potential for the program.

A motion was made to approve the Master of Arts program, with a second offered. There wasn't further discussion. All council members in attendance voted to approve the Master of Arts proposal which will now be sent to the Faculty Senate.

## 3. Update on the continuous enrollment policy

Chair Michael Rettig indicated this policy is effective Fall of 2016. There will not be a need for further review in other governing processes according to the Executive Committee of the Faculty Senate. Council members were informed the course number they should use for any continuous enrollment should be 777.

#### 4. Accepting continuing education courses as credit toward graduate program degrees Michael Rettig

Chair Michael Rettig asked about this agenda item. It was determined this question was asked by a council member, but it was felt that this had been answered. Discussion did occur regarding accreditation guidelines and then regulations mandated through HLC. No further discussion and this is considered resolved.

#### 5. Continued discussion on Incomplete policy

Council members were asked how many semesters students are allowed to have incompletes on their transcripts.

After some discussion, Chair Michael Rettig volunteered to draft language that would address the incompletes starting in the Fall 2016 semester. Once approved, the policy would impact current students but not resolve incompletes from previous years. All did agree to have a university wide policy which will indicate students will have two semesters to resolve an incomplete. [note: the summer session does not count within the two semesters].

#### 6. Update on Midwest Graduate Symposium

Council members agreed this agenda item is to start the discussion of how graduate students can showcase their research as undergraduates are able to do (through Apeiron and through Undergraduate Research Day). Bruce Mactavish indicated Apeiron is now allowing graduate students to participate. Discussion continued as to how graduate programs could possibly build components into the program requirements which might help students showcase their work and enhance the visibility of the graduate programs.

Bruce Mactavish volunteered to have conversations with Shaun Schmidt and Tracy Routsong as to the possibilities of having a graduate symposium mirror the Apeiron and Undergrad Research events.

## 7. Funding to support grad students for conferences, etc. Michael Rettig

This discussion was also discussed with the Symposium agenda item. A few graduate programs have student presentations on campus AND off campus built into the requirements for completion. Psychology for instance has an off-site presentation as a requirement for completion of the program. Many students attend regional or national conferences to make their presentation or showcase their work. Julie Boydston indicated any financial support would be helpful, whether it is through payment of a poster or payment of travel/registration costs.

Dr. Pembroke indicated we would send an e-mail out requesting more information on what the financial needs might be. He asked council members to think of how many graduate students annually will do a poster at an Apeiron type event, and then be prepared to provide that number.

## 8. Agenda Items for April meeting will include:

- a. Midwest symposium
- b. The new application process
- c. Draft language for the Incomplete policy

Meeting adjourned 1:00 p.m.