

## Graduate Council Minutes

August 29, 2016

12:00 – 1:00 p.m.

Cottonwood Room/Union

**Members Present:** Michael Rettig (ED), Pat Dahl (CJ), Bassima Schbley (SW), Vickie Kelly (AH), Kayla Waters (HS), Jim Schnoebelen (C/L), Brenda Patzel (SON), Bob Boncella (SOBu), Kandy Ockree (SOBu), Juli Mazachek (ex-officio), Aida Alaka (ex-officio)

**Guest:** Nancy Tate (AVPAA)

1. Meeting was called to order at 11:55am.
2. Motions to nominate/second Michael Rettig as Graduate Council Chair were made. All Council members approved.
3. Motions to approve/second meeting minutes with modifications from April 25, 2016, were made. All members approved the minutes with the following two changes:
  - a. Correction of the “=” to the “@” in the first sentence of Item 2.  
*Dr. Pembroke indicated he would commit to funding poster presentations (\$85.00 a poster @ 30 students) effective Fall 2016 semester.*
  - b. Inclusion of an addendum that the Incomplete Policy was approved by the Council via email in May 2016.
4. Nancy Tate provided an updated handout on the new admission process workflow. Bolded text indicates actions program directors need to take. As with submitted applications, program directors should also acknowledge receipt of recommendation letters. Directors who are not receiving notification emails when recommendation letters are submitted should contact Nancy.

Until the Registrar’s Office receives official transcripts for all credit-bearing courses, applicants are only provisionally admitted. Programs that only need an applicant’s official transcript showing the bachelor degree can request a policy waiver from Angela Duncan in the Student One Stop.

Nancy reminded programs to submit the request for their continuous enrollment course, xx777, via the Curriculum Change spreadsheet if they want that option available for course scheduling. Should a student need to take a semester off, they can request program reactivation via the link on the Admissions webpage rather than reapplying for the program.

Council members agreed that applicants who switch from non-degree seeking to degree-seeking, or vice versa, should not be required to pay the application fee again.

When programs have such an applicant, they can request a fee waiver from Nancy. The Council also agreed that current Washburn School of Business students applying for the MAcc program (3 + 2 track) should also receive a fee waiver as indicated during the promotion of the program. Programs wanting only to have a degree-seeking application option should contact Nancy.

Zackery Hinnergardt, a Psychology graduate student, has been hired to assist with monitoring applications as they progress through the CollegeNet system. Program directors and support staff should expect to receive communication from him in the future.

Several Council members requested more training on using CollegeNet. Members should email a list of desired topics/processes to Nancy in the next two days so that a tailored training can be provided by CollegeNet.

5. Council members began a preliminary discussion on whether common program outcomes should be identified for graduate programs. Vickie Kelly will research how other institutions are responding to HLC discussions of graduate program outcomes and will provide more information at the October meeting.
6. Though Council members appreciated the idea of a Midwest Symposium, many believed they would not have much student interest in participating due to how programs are structured (i.e. online courses and practicum, rather than capstone, projects). Graduate students can present posters at Apeiron and poster funding is available through the VPAA office.
7. Council members discussed potential funding options within established budgets for graduate student travel to conferences. Nancy clarified that WTE money cannot be used for graduate students. Programs should come to the September meeting with an estimate of the number of students from their areas who might be interested in travel funds, as well as suggested funding sources.
8. Council members should also come to the September meeting with specific advertising needs identified in preparation for discussion.
9. Meeting was adjourned at 1pm.