

Graduate Council Minutes

September 25, 2017

12:00 – 1:00 p.m.

Lincoln Room/Union

Members Present: Bob Boncella (SOBu), Shirley Dinkel (SON), Bassima Schbley (SW), Pat Dahl (CJ), Dave Provorse (PY), Joe Mastrosimone (SOL), Amanda Luke (Mabee), Vickie Kelly (AH), Kayla Waters (HS), Brenda Patzel (SON), Kandy Ockree (SOBu), Jim Schnoebelen (Faculty Senate), JuliAnn Mazachek (ex-officio), Mike Russell (Guest)

1. Meeting was called to order at 12:05pm.
2. **Minutes:** Motion to approve the meeting minutes from August 28, 2017 was made. The minutes were approved and will be forwarded to Faculty Senate.
3. **Graduate Scholarly and Creative WTE Funds Application Process:** Mike Russell provided an overview of the draft guidelines and application. The graduate application is nearly identical to the undergraduate application, with the addition of two questions on how the project contributes to scholarship in the applicant's field and future educational/career plans.
The Council discussed the following topics:
 - Inclusion of students exclusively enrolled in the School of Law; Mike Russell will follow up with SOL faculty to gauge need/interest.
 - Disbursement of ten (10) \$1,000 awards with up to five (5) awarded in the fall semester and the remaining awarded in the spring; all awards must be expended in the same fiscal year it is awarded (i.e. by June 30).
 - Reduction of student funding to provide faculty with travel money was not needed.
 - Transition to auxiliary funding, should general funding be reduced or eliminated.
 - Approval of awards requires a majority vote by a selection committee of graduate faculty from each academic unit; selection committee members cannot vote on applications from their own program.Council members will email feedback from their program's faculty to Mike Russell.
4. **Common Graduate Outcomes and Assessment:** Vickie Kelly provided draft rubrics for assessing student learning outcomes in ethics, critical thinking, and communication. To assist program directors, Kayla Carter can import names of students who applied to graduate into an Excel document for directors to complete. When Kayla receives the completed document, she can input the data into Banner. Several Council members expressed concern that scores would be individually tied to students. Following discussion, programs will email drafts of how they will assess each student learning outcome to Vickie, who will consult with Kayla on what options are available for directors to report aggregate data without losing assessment's usefulness. Shirley Dinkel and Vickie Kelly plan to pilot the rubrics in their programs this spring. Vickie will draft a Faculty Senate agenda item for discussion at October's meeting.
5. **Master List of Graduate Recruitment Events:** Council members agreed that a universal graduate programs tablecloth is needed for recruitment events, as well as a central "supply closet" for programs to keep marketing materials stocked and accessible for whomever is representing Washburn programs at graduate fairs. Recruitment events and marketing will be discussed at October's meeting. JuliAnn Mazachek will follow up with Eric Grospitch regarding Council members' concerns from Washburn's graduate school and career fair.
6. Meeting was adjourned at 1:05pm.