

Graduate Council Meeting
April 1, 2014 ♦ 1:00 – 2:00 PM
Baker Rm (BTAC)
Minutes

Dr. Pembroke called the meeting to order at 1:00 p.m.

Those present included:

Aida Alaka, *Ryan Alexander, *Phyllis Berry, Bob Boncella, Kim Harrison, Vickie Kelly, ***Kris Klima, Shelbie Konkel, Bobbe Mansfield, Cal Melick, Kandy Ockree, Brenda Patzel, **Randy Pembroke, **Tim Peterson, Dave Provorse & Kayla Waters

1. Graduate Council approved without objection the Graduate Committee Meeting Minutes from November 12, 2013.
2. Graduate Council approved the MAcc-JD dual degree program without objection.
 - a. School of Law's representative will follow up with American Bar Association's approval requirements for MAcc-JD dual degree.
 - b. Chair will follow up with the Higher Learning Commission's approval requirements for MAcc-JD dual degree. Chair will also contact Faculty Senate President to enquire as to the possibility of getting the MAcc-JD proposal on the April 21st Faculty Senate agenda.
3. Graduate Council agreed to begin drafting a conversion of graduate course numbers to the following numbering system:
 - a. 500 – 599 Graduate coursework, but does not count toward 30 hour minimum for Master's Degree. Often used for foundation or preparatory graduate work.
 - b. 600 – 999 Regular graduate courses counted toward graduate degree
 - i. 600 – 799 Master degree level courses
 - ii. 800 – 999 Doctoral degree level courses

Full drafts of course number conversion and issues encountered will be discussed at the next Graduate Council meeting to be scheduled September 2014.

Drafts of course number conversion will be submitted to Office of the Vice President for Academic Affairs by August 1, 2014.

Chair will work to remove ambiguity in the description for the 500-599 course numbers, regarding 30 hour minimum.

4. Graduate Council heard from Dr. Tim Peterson, Dean of Academic Outreach, and Kris Klima, Director of Admissions, on the graduate admissions processes as it relates to the implementation of Recruiter software to handle applications for admission, creation of a common graduate application and data required for application.
 - a. Graduate students currently must fill out one application for admission to the University and another with the graduate program they wish to join. The common application would require entry of applicant information once. This would be electronically forwarded to the appropriate graduate program.

- b. Graduate students are currently being granted a provisionally accepted student status to allow graduate student applications to continue through admissions processes and allow students to enroll in graduate classes, etc.
- c. Council agreed that a statement needed to be added to the graduate admission procedures document which addresses international graduate student application processes.

Dr. Peterson agreed to revise the procedures document to include procedures for international graduate student applications.

- d. Dr. Peterson reminded council that waivers for graduate application fees would end June 30, 2014. There are no plans to extend this waiver.

Graduate Council agreed to move forward with the graduate admissions procedures and the graduate programs summary sheet developed by Dr. Peterson.

- 5. Moving forward with promoting graduate programs will consist of a general awareness campaign, Capital Journal ads, email blasts, and the mailing of a promotional postcard similar to this last year. It was agreed that the creation of a program information sheet for each graduate program would be extremely cost effective and useful.
 - a. Kris Klima, Richard Liedtke and Dr. Tim Peterson will contact each graduate program about promotion/marketing and graduate program information sheets.
 - b. A budget for marketing is being discussed in Executive Staff however no decision has been made.
- 6. Graduate Council passed without objection university level rules for capstone and thesis projects submitted to Mabee library.
 - a. One hard copy of thesis/capstone project should be submitted to the library.
 - b. One digital copy of thesis/capstone project should be submitted to the library.
 - c. Graduate theses/capstone projects should be differentiated by color of binding cover (blue cover for doctoral theses & black for master's theses)
 - d. Uniform paper weight for content.

Dr. Pembroke adjourned the Graduate Council meeting at 2:12 p.m.

*Faculty Senate member

**Non-voting *ex officio* member

***Guest/Expert