

Graduate Council Meeting
January 26, 2015
Baker room/BTC
12:00 – 1:00 p.m.

Present: **Aida Alaka, *Ryan Alexander, Deborah Altus, Bob Boncella, Julie Boydston, Shirley Dinkel, Vickie Kelly, Bobbe Mansfield, Kandy Ockree, ** Randy Pembrook, Dan Petersen, Tim Peterson, Michael Rettig,

Chair Bob Boncella called the meeting to order.

1. The November 17, 2014 minutes were submitted to the committee previously with a request they review these prior to the meeting. A motion and second to approve the minutes were made, and all approved said minutes.

2. **A. Review of the process to change the graduate course numbers**
Bob asked Dr. Pembrook to provide an update on the progress of the various departments regarding the graduate course numbers.
 - The School of Applied Studies has their numbering completed
 - The School of Business has their numbering completed
 - The College will have their numbering completed this week
 - The School of Nursing has their numbering completed
 - The School of Law has their numbering system within the proposal so will not have to change numbers.

This process does not have to go further into the governance process as this is a procedural process rather than a change of policy. There was some discussion about the 500 series courses and it was decided to have the programs deal with this issue. At this point, Dr. Pembrook may send out an e-mail later in the semester indicating what progress has been made regarding the implementation of the changed numbers.

B. Need for continuous enrollment

Vickie Kelly indicated this discussion was originally introduced as she has students who are completing a thesis but not able to complete their work within one semester. It appears the financial aid stops for these students. Vickie asked for discussion on options that she might consider in order to help students with this situation.

Options were discussed and at the end of the discussion, it was determined that a subcommittee of this Council would convene to provide a proposal (fee/common number/LOA) to the larger council. Some of the options discussed involved:

- Could create a “0” hour course
- Could enroll in a second continuous one hour...after the original 3 hour thesis
- Could make it a variable hour within the program.

C. Application fees for graduate studies

Dr. Pembroke provided an overview of the current status of application fees. At the current date, the various units are charging different prices for application fees (\$0 - \$40 with DNP charging \$60). Discussion included there are advantages to having consistency across campus and creating a budget used for specific purposes (marketing). Additional discussions included:

- We can't do away with the fee unless an increase in student expenses
- If all had same fee, then a certain % would go to general fund with the other % going to a restricted fund for a “graduate support” fund (Marketing).....
- Any change in this policy would be implemented in Fall 2016 policy
- Students should be able to pay the application fee through a credit card
 - Set up online payments through the business office.
 - If all went to the same rate, then this would be easier

Based on this discussion, it was determined there were questions the Graduate Council needed to discuss:

1. How distinct the admission process to the grad studies programs is from the undergrad programs?
2. **Dual enrollment** for undergrad and grad students. Need to understand issues among programs involving:
 - Admission
 - Registration
 - Fees
 - Simultaneously enrolled students in undergrad and graduate programs

A motion was made to create a consistent fee of \$40.00 for all graduate programs to charge students (will include JD and DNP). A second was received. A majority of the council approved the motion with Education and Psychology voting no.

Other discussions for the next meeting include:

- What waivers might be provided to the standard fee for graduate studies
- What percentage should be provided to the graduate studies fund

Meeting was adjourned.