

Graduate Council Minutes  
January 25, 2016  
12:00 – 1:00 p.m.  
Lincoln room/Union

Graduate Committee members Present: Bob Boncella (MBA), Julie Boydston (PY), Patricia Dahl (CJ), Shirley Dinkel (DNP), Vickie Kelly (MHS), Bruce Mactavish (MLS), Brenda Patzel, (SON), Tim Peterson (ex-officio), Randy Pembrook (ex-officio), Blake Porter (WSGA), Michael Rettig (ED), Bassima Schbley (MSW), Jim Schnoebelen (FS), Kayla Waters (HS), Kelley Weber (Mabee)

Guests Present: Michael Gleason, Cindy Hornberger, Tom Underwood, Kathy Menzie

1. Approval of Meeting Minutes from November 23, 2015

The November 23, 2015 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. Action Item:

a. Leadership Courses

Dr. Gleason provided an overview of the proposed courses. These six courses are proposed through the Interdisciplinary Studies committee and will be available to many graduate students (e.g., MBA, MLS, DNP, CNL, MCJ and CEP). The hope is these courses will be part of a Master degree proposal that will come through the Communication department (30 hours).

The council members discussed the courses, and asked several questions. A request was made of the presenters to consider “consent of instructor” as a prerequisite.

Discussion occurred regarding the governance path for these courses. Dr. Pembrook asked the committee to remember the charge was to review these courses only, and that a Master degree should come through the College governance process and then to the Graduate Council for a full review. Discussions regarding the degree pro forma, a curriculum map for assessment, and other concerns about the degree can be discussed when reviewed, hopefully in March 2016.

A motion was made to approve all six courses, and seconded. The vote was unanimous.

3. Update from Continuous Enrollment subcommittee

Vickie Kelly provided an overview of the subcommittee’s work. This work was documented through the handout submitted to council prior to meeting. Vickie indicated their recommendation was students enrolled in graduate programs who

have completed all degree requirements except for capstone/practicum/thesis will be required to maintain continuous enrollment at Washburn University. Vickie noted there were a few details that needed to be worked through (i.e. with the registrar, do departments or the University indicate how long a student can be continuously enrolled, the reapplication process)

Discussion regarding the timeline for program completion ended with the council members agreeing the following statement could be catalog language:  
*Each program will designate a timeline for completion of degree. Students must complete their graduate degree within the timeline designated by the program.*

Each graduate degree program will be able to answer within the next two months the following questions:

What will the timeline for completion be per program?

How long can a student be continuously enrolled? The program will need to indicate a) students will not continuously enroll, b) a semester/a year, or c) the student can enroll for a maximum of \_\_\_\_\_ semesters/years.

Further discussion involved the continuous enrollment recommendation. Council members discussed changing the proposed recommendation to afford departments the opportunity to have (or not have) continuous enrollment. The recommendation would read, *“Effective Fall 2016, students enrolled in graduate programs who have completed all degree requirements except for capstone/practicum/thesis **may** (instead of **will**) be required to maintain continuous enrollment at Washburn University”.*

After lengthy discussions, it was determined more philosophical discussions were needed.

#### 4. Update on Incompletes—

Issuing incompletes and the timeline an incomplete stays on the student record was discussed. This item, and continuous enrollment are closely tied. Michael Rettig, Shirley Dinkel and Bob Boncella indicated their graduate students have one year from the end of the semester to complete. Most council members agreed and no one opposed to having this as a timeline for incompletes.

A policy proposal will be presented to the council members indicating incompletes would be one year in length with a grade being issued on the final product. The proposal will also provide a list of possible exceptions to the one year timeline.

Chair Rettig indicated we had many other items that needed discussing and council members were asked if they would agree to have additional meetings throughout the semester. The decision was made to have other meetings set on Mondays.

The meeting was adjourned at 1:00 p.m. January 25, 2016.