

Graduate Council Agenda

October 26, 2015

12:00 – 1:00 p.m.

Baker Room/BTC

Graduate Committee members Present: Aida Alaka, (SOL) (ex-officio), Julie Boydston (PY), Kayla Carter (ex-officio), Patricia Dahl (CJ), Shirley Dinkel (DNP), Vickie Kelly (MHS), Bruce Mactavish (MLS), Tim Peterson (ex-officio), Randy Pembroke (ex-officio), Blake Porter (WSGA), Kayla Waters (HS), Kelley Weber (Mabee)

Tim Peterson called the meeting to order.

1. The September 28, 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. Update on the new graduate application

Tim Peterson provided an update on work that is being done with CollegeNet. Tim indicated he is working to give two or three opportunities for the committee members to review the application process prior to it being fully implemented which is hoped to be in early spring semester. Tim provided a handout of general information required in our current application process and asked committee members to review this and inform him yet this week of any changes that should be made.

Discussion occurred regarding a transition period from our current system to the new system. Discussion included:

- It will be requested that admissions continue to accept applications until this is fully implemented. There should be wording placed within the first few screens of the CollegeNet application to encourage students to complete the current process if they have started it, and to encourage the completion of the new process for those who haven't yet started an application process.
- The committee determined Fall 2016 will be a transition year between the current and new processes, and in Fall 2017 all programs will be onboard.
- Dr. Pembroke requested units gather feedback on the new process and asked what data is needed to collect in order to ensure we are getting the needed results from the new application process. More discussion regarding this will be in future meetings.
- Continued discussions will also occur regarding transcripts and how they are processed within the Graduate admission process.

3. Continuous enrollment

Tim encouraged the committee members to complete the spreadsheet sent by the deadline of Nov. 9, 2015. This will provide the subcommittee with data to return back to the full committee with recommendations.

4. Incompletes

Kelly Russell announced there were 524 incompletes in the system, dating back to 1968. This is an issue as Washburn has a policy that states students can't graduate with an incomplete on their record.

After some discussion, it was determined more information was needed regarding

- How programs currently handle incompletes in the short and long term?
- Should a student be asked to take a variable hour credit course to ensure they can complete the work rather than have the chance at an incomplete?
- How do the incompletes affect faculty load/compensation?
- How do we clean these incompletes out of the system (or is that necessary?).

5. Update to thesis submissions at Mabee

Kelley Weber announced guidelines for capstone projects effective Spring 2015. Students are to submit electronic theses and dissertations to the Institutional Repository. Students will retain copyright to their intellectual work and grant Washburn University the nonexclusive right to publish the materials, meaning that it may also be published elsewhere. Students have the option to have their work remain exclusive and those requests will be handled by the Associate Dean of University Libraries.

A question on how the graduate program directors can assist students with showcasing their work was raised. This will be an agenda item for the next meeting.

Meeting adjourned 1:00 p.m.