

Graduate Council Agenda

August 24, 2015

12:00 – 1:00 p.m.

Graduate Committee members Present: Aida Alaka, (SOL) (ex-officio), Bob Boncella (MBA), Julie Boydston (PY), Patricia Dahl (CJ), Vickie Kelly (MHS), Bobbe Mansfield (MSN), Bruce Mactavish (MLS), Michael Rettig (MED), Tim Peterson (ex-officio), Brenda Patzel (MHNP-SON), Blake Porter (WSGA), Bassima Schbley (SW), Jim Schnoebelen (Fac. Senate), Kayla Waters (HS), Kelley Weber (Mabee)

Bob Boncella opened the meeting with introductions.

1. Approval of Meeting Minutes from April 30, 2015

The April 30, 2015 minutes were submitted to the committee previously with a request they review these prior to the meeting. A motion and second to discuss, then approve the minutes were made. All approved said minutes.

2. Election of Chair (as per Faculty Handbook)

Bob asked for nominations for chair of the graduate council committee, as per the faculty handbook. Bruce Mactavish nominated Michael Rettig and provided a brief overview of Michael's experience for this position.

No further nominations were made, therefore nominations were closed. A motion was made to accept the nomination and approve such. All approved and welcomed Michael as the chair for the upcoming 2015-2016 academic year.

3. Adoption/Implementation of Graduate Admission Software Application (Tim Peterson)

Chair Michael Rettig opened this item by thanking Tim Peterson for his work regarding the graduate application process. He asked Tim to provide an overview of the various attachments to e-mails that have been sent to the graduate council committee members. Tim offered an historical overview and then provided specifics of the CollegeNet program. Tim also discussed the implementation timeline with CollegeNet. (Handout)

Tim mentioned the following items of interest:

- First year cost for the program is \$8000 and initial one year startup fee of \$1000. This annual fee includes the application and generic reference form.
- Customization of the reference form is an annual fee.

- A single application will cover all of the demographic information for the various departments, and then once a specific program is picked by the student, the application takes the student to that program to complete discipline specific information. This also works if the student chooses to change their graduate study.
- The student is admitted by the program, the program contact will then provide that information to the Student One Stop, and then the student must provide an transcript to the One Stop in order to be accepted to the University and to have an account created (which causes a WIN to be processed).
- Additional documents can be attached to the application.
- Application fee is collected at the time they submit the application, unless there is a fee waiver process. Payment is credit/debit, e-check, paypal.
- Multiple deadlines will be possible and will be set by each department. Tim indicated this process will be effective November 30 therefore applications submitted prior to this through the current (paper) process will be accepted.
- International student process is still being discussed.
- Each graduate program will designate one person who will have an online account to get information for their specific discipline.
- All departments should have the CollegeNet application link on their web pages. This link will be found on the graduate programs page, each department web page and admissions.

Questions that Tim will continue to resolve involve:

1. Can students who are veterans have the VA pay and how does this happen?
2. On the reference letter, could the reference letter be very generic and then have clarifying paragraphs per department/School.
3. How will the cost be covered?

A motion to accept CollegeNet was made; it was seconded and all approved.

Tim requested that each department go through their requirements and tell Tim what is needed/not needed by Friday, August 28, 2015.

Patricia Dahl announced the School of Applied Studies will have a Graduate programs open house on Sept. 1 from 3:00 -6:00 in the second floor lounge. They are creating a “zoom room” for online students to participate.

Prior to adjourning, Michael asked for future topics for discussion. Items mentioned include:

1. Continuous enrollment policy
2. Discussion of consistent practices across units:
International students
3. Course numbers
4. Marketing—update on work done to date
Set priorities on where we want to grow
40% of undergrads received WU degree and market to graduate

Adjourned at 12:55 p.m.