

Graduate Council Minutes

April 25, 2016

12:00 – 1:00 p.m.

Lincoln room/Union

Graduate Committee members Present: Aida Alka (ex-officio), Julie Boydston (PY), Patricia Dahl (CJ), Shirley Dinkel (DNP), Bruce Mactavish (MLS), Kandy Ockree (MAcc), Brenda Patzel (SON), Tim Peterson (ex-officio), JuliAnn Mazachek (ex-officio), Michael Rettig (ED), Jim Schnoebelen (CN), Kelley Weber (Mabee)

1. Approval of Meeting Minutes from March 28, 2016

The March 28, 2016 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. Midwest symposium

Dr. Pembroke indicated he would commit to funding poster presentations (\$85.00 a poster @ 30 students) effective Fall 2016 semester. Also mentioned that Mike Russell, Director of WTE, agreed to process the student requests through his office/WTE office. Dr. Pembroke did indicate this was NOT a graduate WTE and should not be referred to as such; the paperwork process is already in place for poster presentations through the WTE and combining process is effective.

The discussion turned back to when graduate students would show their poster. A question was asked if there could be a day established where other universities/master programs could come and present their posters? Another question asked if the Graduate Research Day at the Capitol was still taking place.

More discussion in the fall will take place. Until then, Bruce indicated he would talk with Shaun Schmidt about including the graduate students somehow within the “Day of Transformation” event held in the fall semester.

3. The new application process:

Tim provided an update on the new application process.

Work is being done with ITS to get information loaded from CollegeNet into Banner. Training for the program directors will need to happen first with the goal to go live with the new process by June 1.

The council members were reminded that CollegeNet will collect application money and will then submit money back to the university.

The university will invest in a facilitator position to help students complete their application and then continue with communications to the students. Programs should reflect on the messages that could be given to this position to ensure correct information is provided to the students throughout the “application to admission” process.

Randy wanted Tim to remind the council that the fee to CollegeNet is \$7000 a year. Changes can happen after the first year at a \$400.00/hr per change rate.

4. Draft language for the Incomplete policy

The passing of the continuous enrollment policy meant the incomplete policy needed revisions. Michael provided a draft for the incomplete grade policy to provide a starting point for discussions.

Randy offered new wording for the last paragraph:

“The preceding policy does NOT apply to the following capstone experiences: XXXXXX. Incomplete grades for those enrollments will remain as I’s until the project is completed.”

Bruce also offered new wording for the first paragraph, last line: “When the requirements are met and evaluated, the instructor submits the incomplete grade report form with the appropriate grade to the University Registrar’s Office.”

A motion/second was made to accept the amendment by Bruce.

Further discussion provided clarification that two semesters means 1 year (i.e., a fall incomplete must be done by fall of the next year).

Additionally, this is effective for those incompletes earned in the Fall 2016 semester.

Michael indicated a draft will be sent back to the council members for a final review on the wording changes.

A motion to approve/second the proposal was made. All approved the proposal.

Agenda items for the first council meeting held in August include:

- Selection of chair
- Midwest Symposium
- Common program outcomes for graduate programs

Meeting was adjourned at 1:00 p.m.

Addenda to Minutes

In May 2016, an electronic vote was conducted regarding the graduate incomplete policy. The Graduate Council passed the policy, which is noted below.

Awarding “Incomplete” Grades

The letter “I” indicates “incomplete work” which may be completed without repetition of the regular work of the course. The incomplete will not be used when a definite grade can be assigned for the course. It will not be given for the work of a student in any course except to indicate that some part of the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. The student must have completed three-fourths of the course requirements. The “I” grade is used only when in the opinion of the instructor there is the expectation that the work will be completed. The instructor lists the remaining requirements on the “Incomplete Grade Report Form” and a copy is provided to the student and Department Chairperson. When the requirements are met and evaluated, the instructor submits the incomplete grade report form with the appropriate grade to the University Registrar’s Office.

Unless an earlier deadline is stipulated by the instructor of the course, the incompletes in graduate-level courses must be completed **by the end of two consecutive semesters which excludes the summer session**, otherwise a grade of “F” will be recorded.

The preceding policy does not apply to the capstone experiences within certain programs. (Courses include PY 695, PY 699, AL 726VA, NU 940). Incomplete grades for these enrollments will remain I’s until the capstone project is completed.