

## Graduate Council Minutes

April 24, 2017

12:00 – 1:00 p.m.

Lincoln Room/Union

**Members Present:** Michael Rettig (ED), Vickie Kelly (AH), Mary Pilgram (C/L), Bob Boncella (SOBu), Bobbe Mansfield (SON), Bassima Schbley (SW), Pat Dahl (CJ), Dave Provorse (PY), Kelley Weber (Mabee), JuliAnn Mazachek (ex-officio), Mike Russell (Guest)

1. Meeting was called to order at 12:05pm.
2. Motions to approve/second meeting minutes from March 27, 2017, were made; minutes approved.
3. Student Credit Hour: The addition of a definition of a student credit hour to the Faculty Handbook was approved by Faculty Senate and since the Graduate Council had not reviewed it, Dr. Mazachek provided a handout of the proposal for the Council's information. The Council reviewed it without raising any concerns.
4. WTE Funds for Graduate Students: The council members have asked about having funding available for graduate students for final project presentations however currently, graduate students are only eligible for poster funding through WTE.

At this meeting, Mike Russell offered information regarding graduate student participation in the current academic year (1%) and committed to allow \$10,000 of the Scholarly and Creative budget to be used by graduate students for FY 18. Council members expressed great appreciation for this commitment, as it will help with recruitment since many programs do not have scholarships available. Pat Dahl and Dave Provorse, with assistance from Mike Russell, will draft the selection criteria and application. School of Nursing will approach Baili Zhang regarding the possible use of International Education WTE funds being used by graduate students.

5. Graduate Level Common Outcome and Assessment: Ethics: Vickie Kelly indicated she will work on the proposal for graduate-level common outcome assessment over the summer and provide a draft at the September meeting.
6. Enrollment Capacity for Online 8-week Courses: There is not a University policy for enrollment capacity for online 8-week courses. Council members advised that writing-intensive courses should be capped at 20 to maintain quality.

7. Admission Requirement Exceptions/Waivers: A question regarding admission exceptions and waivers was asked. Through discussion it was learned some programs, such as Social Work, use language that allows for flexibility in exceptions to admission requirements. Interested programs can use this language from Social Work to model their own language. It was decided that all exceptions to admission requirements spelled out in the programs admission guidelines should be clearly documented.
  
8. New Program Questions: Policies on Probationary Admission, Walking in Commencement, Continuous Enrollment Grading: General and thoughtful discussion occurred with the council members regarding process questions. After this discussion, all agreed to use the terminology of “conditional” rather than “probationary” for students not fully admitted. It was also determined that program policies clearly posted on the webpage, or graduate documentation should be listed but may not necessarily need to be within the Graduate Catalog.
  
9. Meeting was adjourned at 1:05pm.