

Graduate Council Minutes
September 23, 2009
Eagle Room, Davies Center

Graduate Council Members Present: Wick (Chair), Amdahl, Anderson, Erffmeyer, Havholm, Jansen, Morrison, Pederson, Peterson, Pollitz, Quinn, Scukanec, Shaddock, Solberg, Stadler, Stephens, Wald, Wood
Guests: J. Aminpour, J. Bohl, K. Schick

The meeting was called to order by Dean Michael Wick at 3:02 p.m.

1. All members introduced themselves.
2. PEOPLESOFT: Staff from Admissions described a few changes that will take place with the implementation of PeopleSoft:
 - On August 14, 2009, the campus went live with PeopleSoft for “Campus Community,” which includes the student’s name, address, biographical details, etc., so any changes to the student’s personal information needs to be made in PeopleSoft.
 - Admissions went live with PeopleSoft for the Fall 2010 applications for admission.
 - We will temporarily be running two different systems for a full year – legacy will still be used for those students applying to the 2009-10 Spring Semester and the 2010 Summer Session; PeopleSoft will be used for those applying to the 2010 Fall Semester and all other future terms. Therefore, if you are aware of a student who applies for the 2010 Summer Session but decides not to attend until the 2010 Fall Semester, please be sure to have the student notify Admissions so he/she doesn’t get lost in the transition of the software programs.
 - Admissions went “live” with PeopleSoft first, Registration and Financial Aid will go live in March 2010, and Student Financials will go live in August 2010, so any student payments will still be in legacy until August 2010.
 - Those who currently use MyBlugold or Bridge for advising are recommended to attend a “Fundamentals Training” for PeopleSoft. Online training and workshops are now available.
 - In PeopleSoft, reports will only be sent to generic email addresses, so if individuals want to receive specific reports they will need to notify someone who receives those reports. For example, if you are interested in receiving the monthly admission reports, you will need to ask Nancy Amdahl to forward them to you, since the reports will only be sent to the “graduate@uwec.edu” email address.
 - The GRE and GMAT scores will be available to Program Directors/Coordinators on PeopleSoft.
3. CALCULATING UNDERGRADUATE GRADE POINT AVERAGE: As a means of expediting the applications for admission, and coinciding with the implementation of PeopleSoft, the Office of Admissions has recommended that instead of calculating the applicant’s overall undergraduate GPA (which includes ALL college coursework an applicant has taken), that they will instead just provide the student’s GPA from the institution they obtained their baccalaureate degree. The other option was to provide the GPA from each institution that the student attended, but the committee did not find this information to be necessary since they will still have access to all of the student’s transcripts. We may need to review our admission requirements to see if we need to reword how the required GPA is determined or calculated.
4. The minutes of April 22, 2009, were approved with minor revisions.
5. ANNOUNCEMENTS AND REMINDERS:
 - The 4th annual Graduate and Professional School Fair is scheduled for Tuesday, October 13th, from 10:00am – 2:00pm and 4:00-7:00pm in the Council Fire Room. This is the first year that we have offered evening hours. All of our graduate programs have registered. Thank you for your participation. If you have any other recommendations, please notify Paula Stuetgen.
 - The 2009-2011 Graduate Catalogue is now available, and all faculty who do advising of graduate students should have received a copy via campus mail. If not, please contact Advising of Graduate Studies. We reduced the number of Graduate Catalogues that we printed this year to 1600 (from 4800 in 2007 and 8000 in 2005). The catalogues are also available as PDF files on the Registrar’s website.

6. **OUTSIDE REVIEWER OF GRADUATE COMMITTEES:** Dean Wick asked if we need to revise the requirement that all graduate committees need a faculty member from “outside the student’s department” since the C&I and FED departments have now merged? Would we instead want the requirement to state, “outside the student’s program?” After some discussion, it was determined that a graduate policy should not be changed for a single department, and the policy was indeed intended to require that someone from outside of the student’s “department” would be involved. Therefore, students enrolled in a graduate program within Education Studies will need to have at least one graduate faculty member from outside of the Department of Education Studies on their graduate committee. {Note of clarification from Dean Wick: Those students enrolled in Foundations of Education or Curriculum and Instruction graduate programs and that have already formed committees for Fall 2009 will be “grandparented” under the previous department structure.}
7. **ROLE OF GRADUATE COUNCIL AND OFFICE OF GRADUATE STUDIES:** Dean Wick shared that the HLC Review Team was proud of the initial “report out” from Graduate Studies. However, they asked him a few questions about how our Office of Graduate Studies operates and how this body (GC) operates, and he wanted to bring these questions back to this group to see what we expect the role of the Office of Graduate Studies and Graduate Council to be. The HLC Review Team expressed some concern about our current model. Dean Wick understood them to be saying that while we seem to have a “centralized paperwork model,” we don’t necessarily have a centralized graduate office, in that there isn’t much commonality among the programs. The Review Team also asked if we require an external reader in every student’s capstone experience/assessment. Some comments/suggestions:
 - Graduate Council may want to create some guidelines for developing new graduate programs.
 - We should look at other campuses that appear to have a more centralized graduate office model, and prioritize what we might like to do at UWEC to model them. Although, it was mentioned that it would be hard to expect Graduate Studies to play much more of a role with the current size of our staff and budget.
 - Even if we have some great ideas of what we want to do, it is the University’s decision if they want to invest in graduate programming.
 - Investigate what other campuses do for graduate program assessment.
 - Although we require a faculty committee member from outside of a student’s department for their thesis and oral comp exams, should we also be requiring an outside member for written comp exams and other capstone experiences?
 - We should investigate why we can’t pay a graduate assistant’s full tuition. We are losing good students to other institutions that are able to offer full tuition coverage.

The meeting adjourned at 4:24pm.

Respectfully submitted,

Nancy Amdahl
Secretary to the Graduate Council
October 21, 2009

**Copies of the handouts distributed at GC meetings may be obtained from the Office of Graduate Studies.*