Graduate Council Minutes
December 14, 2016
Chancellors Room, Davies Center

Members Present: Hoffman (Chair), Amdahl (Secretary), Elledge, Erffmeyer, Havholm, Jansen, Leaman, Mann, Manning, Orwig, Penzkover, Pettis, Terrell, Tusing, Vaughan

The meeting was called to order by Interim Dean Mary Hoffman at 3:01 p.m.

1. The minutes of November 9, 2016, were approved as distributed.

2. Announcements:
   - CAS published proposed graduate course changes on 11/15, 12/5, and 12/12.
   - COEHS published the suspension of the MST-Elementary Education program on 11/29.

3. Consider Motion to Define Qualifications of Non-Thesis Graduate Committees:
   - Hoffman read the proposed motion, using the language suggested from our last meeting:

     For those completing a non-thesis oral exam, the committee must consist of at least one member with graduate faculty status, and at least two other members of the faculty or instructional academic staff who hold at least a master’s degree and have qualifying experience relevant to the exam topic. Programs may require that all oral committees meet the qualifications of those defending a thesis.

   - Hearing no objections, the motion was unanimously approved.

4. Consider Motion to Update Graduate Course Numbering System*:
   - Due to the recent approval of a dual degree option in the MA-English program, it was suggested that a notation be made to our current course numbering system to clarify that students who have been approved for participating in an approved dual bachelor’s and master’s degree program may also enroll in specific 700-level courses recommended by their program.
   - If an undergraduate student wishes to enroll in a graduate course and s/he meets the qualifications (see catalog), an individual student may file an exception to enroll by completing the “Application for Undergraduate Student to Enroll in Graduate Coursework.”
   - Hearing no objections, the motion was approved as proposed, which was to add the following notation to the 700-799 course numbering system:

     700-799\textsuperscript{2} courses open only to graduate students

     \textsuperscript{2} Students approved for participation in an approved dual bachelor’s and master’s degree program are eligible to enroll in specific 700-level courses.

5. Consider Motion to Revise Minimum Master’s Degree Program Requirements*:
   - To more closely align with HLC standards, a slight revision to our current UW-Eau Claire Graduate Degrees policy was recommended. In 2014-2015, consultant Dr. Gail Scukanec suggested to (former Graduate Dean Michael) Wick that the current “15 credits of coursework at the 700-level” might be problematic. HLC guidelines state, “50% of graduate course work must be in courses specifically designed as graduate coursework.” The problem, Scukanec noted, is that some of our master’s level programs require more than 30 credits. The question is whether 50% of the total required credits in those programs must be at the 700 level or higher.
   - Our current course numbering system reflects that courses numbered 500-699 are “junior/senior courses offered for graduate credit.”
We believe our existing graduate degree requirements currently meet the revision proposed. Hoffman urged, if you find that 50% of the minimum credits to complete a graduate degree in your department are not currently required at the 700-level, please contact our office ASAP.

- Hearing no objections, the motion was approved as proposed, which was:

All graduate degree programs require a minimum of 30 credits of graduate course work (500 level and higher) in the area of specialization, with at least 45% of the minimum number of credits required in the degree program earned in 700 level courses or higher. Credits in courses open only to graduate students (700 level). Most degree programs also require a culminating experience. The culminating experience can be an examination, thesis, project, internship, portfolio, or a combination of the above. Programs without a culminating experience may require additional coursework. See information under the specific program for the requirement(s) for that program.

6. Consider Motion to Suspend MST-Elementary Education program:
   - Dean Manning confirmed that they have not admitted students to this program for a long time. In addition, they do not have the capacity to provide the array of courses necessary to serve these students at this time.
   - Hearing no objections, the motion to suspend the MST-ELED program was unanimously approved.

7. Hoffman asked members to review the current Bylaws of the Graduate Faculty and Graduate Council, which are available on the Graduate Studies website. These Bylaws have not been revised for a long time. Do they align with our current practices/policies? Hoffman hopes to discuss, and possibly propose some updates, at an upcoming meeting. If any suggestions, please notify our office.

8. Other Business – None.

The meeting adjourned at 3:18 p.m.

Respectfully submitted,
Nancy J. Amdahl
Secretary to the Graduate Council
December 20, 2016

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