Graduate Council Minutes  
November 9, 2016  
Schofield Hall, Room 202

Members Present: Hoffman (Chair), Amdahl (Secretary), Amann, Elledge, Erffmeyer, Havholm, Jansen, Kretz, Leaman, Mann, Manning, Orwig, Petits, Terrell, Tusing, VanWormer, Vaughan

The meeting was called to order by Interim Graduate Dean Mary Hoffman at 3:03 p.m.

1. Introductions
2. The minutes of September 21, 2016, were approved as distributed.
3. Announcements:
   - Joshua Bauer, a May 2016 graduate of the MA-English Writing program, is the winner of our 2017 Distinguished Master’s Thesis Competition. Congratulations to the Department of English, and Josh’s thesis adviser, Molly Patterson. Josh has agreed to present his thesis next spring.
   - Graduate student enrollments are up this year. As of 10/3, we had 649 graduate students, which is up 78 students from this time last fall, and up 138 students from two years ago. The increased enrollments were mostly in our online programs (MS-CSD, MBA, and MS-DS).
   - Please review all curricular announcements. If no objections within the 30-day postings (see item 11 below), proposals will stand as approved by their college.
     - In our October meeting cancellation notice, several curricular postings were mentioned.
     - The College of A&S posted a curricular change on October 31.
   - Within the next few months, we will need to review proposed updates to the Graduate Catalog. If you would like more information about catalog submission deadlines, please contact your college dean’s office.
   - We plan to recommend some updates to the Bylaws of the Graduate Faculty and Graduate Council.
4. Consider Recommendation to Suspend MST – Reading Program:
   - Manning explained that while there is a high need for licensed reading teachers in our schools, there has been a decrease in admissions, and a loss in teaching faculty on our campus. It has become difficult to provide the array of courses necessary to serve all the different student needs. We need to think about our priorities, and the best way that we can deliver this type of licensure program.
   - The motion to suspend the MST-Reading program was unanimously approved.
5. Consider Recommendation to Suspend MEPD – Library Science Program:
   - Amann explained that the undergraduate library science program was also recently suspended, and the u/g library science faculty member is leaving. The department will offer a few more graduate courses; students will be able to complete most of their remaining coursework through the online UW Library Science consortium.
   - Manning recognized that the current graduate program director, Amann, will also be retiring soon. Manning expressed her appreciation for Amann’s dedicated service to the library science program.
   - The department hopes to revisit this licensure program in the future, as there currently are no other library science licensure programs in western Wisconsin. DPI is currently evaluating their licensure requirements.
   - The motion to suspend the MEPD-Library Science program was approved (12-1) with Amann voting no.
6. Consider Recommendation to Suspend MST – English Program:
   - The Department of English initiated the suspension of this program. The College of A&S and the College of Education support this recommendation.
   - Manning explained that this program has been dormant for a few years. It began with some significant changes in how teachers do continuing education. We need to figure out how we can serve a diverse set of priorities and principals from districts across west-central Wisconsin.
   - The motion to suspend the MST-English program was unanimously approved.
7. Discuss Qualifications for Non-Thesis Graduate Committees (handout provided in email*):
   - Last spring the GC passed a change that not all committee members need to have graduate faculty standing for non-thesis graduate committees, and the requirement of the external member was also discontinued (for non-thesis committees only). Since minimum qualifications for these other committee members was not discussed at that time, we would like clarification.
   - At least one member on the committee needs to have graduate faculty standing. The graduate program director can assist with the paperwork if the chair of the committee is not the person with graduate faculty standing.
   - Programs may continue to require that all committee members have graduate faculty status. We just need to standardize minimum requirements for graduate committees.
   - At least a master’s degree with qualifying experience relevant to the exam topic seems reasonable.
- The Notice of Oral Exam could be modified so if a member of the committee does not have graduate faculty status it could be noted, the department would specify how the member is qualified to serve on the committee.
- Dean Hoffman offered to create a motion for minimum graduate committee qualifications for future meeting.

8. Review Graduate Course Numbering System (handout provided in email*):
- In general, members agreed that our current course numbering system accurately reflects our course offerings.
- Undergraduate students are still required to request permission to enroll in a graduate course (currently through the Registrar’s Office).
- The undergraduate students in the RN/BSN/MSN program are allowed to take specific 700-level MSN courses.
- Some language may need to be added to clarify that undergraduate students accepted into an approved accelerated graduate program may enroll in specific 700-level courses.
- Dean Hoffman will create language for the course numbering system to be considered at a future meeting.

9. Discuss Minimum Master’s Degree Program Requirements (handout provided in email*):
- Dr. Gail Scukanec reviewed all graduate program policies and procedures in 2014-15, and recommended that we consider revising our master’s degree program requirement to more closely align with HLC’s language.
- It was suggested that we might be misinterpreting HLC’s language. In fact, our current statement may already be more restrictive than HLC’s guidelines/expectations. Ex: HLC states, “At least 50% of courses applied to a graduate program are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree.” We are assuming they are referring to our 700-level coursework, but even our 500 and 600-level courses are designed for graduate work (with graduate expectations), they are not undergraduate courses.
- We do not allow this at UWEC, but some campuses may allow 300 or 400-level undergraduate courses to count toward a master’s degree. HLC’s statement may be referring to these types of courses in their statement above.
- Some prefer HLC’s statement over our current statement.
- Dean Hoffman will find some clarification regarding minimum standards, as well as HLC’s language, and draft a statement that more closely aligns to the HLC statement. We will reconsider at a future meeting.

10. Eligibility of Online Students for Graduate Assistantships:
- We had some difficulty filling all of our GA positions this year. Should we consider allowing online students to apply for our graduate assistantship positions? If so, what might their work look like, how would we supervise?
- Nursing has a student doing most of her GA assignment outside of the office now (doing website design).
- Some online students may live locally, so they could be available for on-campus work.
- Work would need to be thoughtfully assigned before employing online students; some online students are never or would rarely be available to come to campus.
- If we agree that online students should be eligible for GAships, then some programs (such as MBA) may be hiring fewer students from other graduate programs as they may have students of their own to fill positions).
- Some reluctance was expressed from programs that use GA positions for recruitment, noting that an increase in students eligible for GA positions may increase the competition for our limited GA positions.
- What is the funding source for employing GA’s? [Secretarial note: The GA positions offered through Graduate Studies are funded by the university’s regular fund 102 budget, per S. Jamelske, Budget Officer.]
- Overall, members support the idea of online students being eligible for GA positions, when appropriate.

11. Consider Change of Posting Procedures for Graduate Curricular Updates:
- Our Bylaws state that specific graduate curricular changes will be posted in the University Bulletin for 30 days; if no objections heard within the 30-day posting, the proposed changes will stand as approved.
- The undergraduate curriculum has recently changed from a 30-day posting to a 15-day posting.
- After some discussion, all voted in favor of moving to a 15-day posting of graduate curricular announcements, with the justification that 15-days is sufficient time for posting, and will align with undergraduate procedures.
- There was a motion to move all references in our Bylaws of the Graduate Faculty and Graduate Council of the 30-days to a 15-day posting. The motion was unanimously approved

12. Other Business:
- Dean Hoffman encouraged all to review the Bylaws of the Graduate Faculty and Graduate Council (available on Graduate Studies website) and notify our office of anything we should consider revising/updating.

The meeting adjourned at 4:13 p.m.

Respectfully submitted,
Nancy Amdahl
Secretary to the Graduate Council
November 16, 2016

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