Graduate Council Minutes
November 18, 2015
Chancellors Room, Davies Center

Members Present: Wick (Chair), Amdahl (Secretary), Amann, Hibbard, Long, Mann, Manning, Pollitz, Samelson, Tusing, VanWormer, Wildberg
Guests: A. Fessler

The meeting was called to order by Dean Michael Wick at 3:03 p.m.

1. The minutes of September 16, 2015, were approved as distributed.

2. Announcements:
   - Winner of the 2016 UWEC Distinguished Master’s Thesis competition was Ms. Jamie Vue. Congratulations to Jamie, adviser B.J. Hollars, and Department of English. Jamie will receive a $500 award, and has agreed to return to campus to present her thesis. Vue’s thesis has been nominated to MAGS for their thesis competition.
   - New prefixes in LANG and MSE have been approved by APC/Senate. These newly approved prefixes may involve some dual-numbered graduate courses.
   - Approved Curricular Proposals (approved by college and posted for 30 days):
     - CAS: Seven (7) new Data Science courses for the MS-DS program
     - CAS: Two new graduate courses in Geography, course revisions in ENGL and PSYC, and two course deletions in BIOL.
   - PENDING 30-day posting (approval will be final after 11/28):
     - COEHS: New SPED course for DSEPS graduate certification program
     - COEHS: Change in admission requirements for graduate CSD programs – require GPA of 3.25 (rather than 3.0) in previous CSD coursework.
   - Indefinitely Suspend Inactive Graduate Programs:
     - With approvals of Jansen and Zwygart-Stauffacher from the College of Nursing and Health Sciences, Wick will indefinitely suspend the following graduate program codes:
       - 700808, MSN, Adult Hlth-Educ (Replaced by 700819 when “Gero” was added.)
       - 700809, MSN, Adult Hlth-Adm (Replaced by 700816 when “Gero” was added.)
       - 700813, MSN, Adult Hlth-Pract (Replaced by 700817 when “Gero” was added.)
       - 700814, MSN, Family Hlth-Pract (Phased out when BSN to DNP was added.)
       - 700815, MSN, Adult-Hlth-Clin (Phased out when BSN to DNP was added.)
       - 700817, MSN, Adult-Gero-Nurse Pract (Phased out when BSN to DNP was added.)
       - 700818, MSN, Adult-Gero-Clinical Nurse Spec (Phased out when BSN to DNP was added.)
     - With approvals of Manning and Prushiek from the College of Education and Human Sciences, Wick will indefinitely suspend the following graduate program codes:
       - 960803, Library Science, 901 License
       - 960804, Library Science, 902 License
       - 940816, Non-degree, EHS-Cert MC-EA
       - 940817, Non-degree, EHS-Cert EA-A
       - 950817, Non-degree, EHS-Cert SPED

3. Proposed Changes to Written and Oral Comp Exam Requirements: Gail Scukanec reviewed our graduate policies and procedures. Upon her departure, she submitted some recommendations. Wick identified some priorities, met with the program directors for their input, and we are now bringing forward some proposals for change.

   - Proposal 1: Stop treating the Research Paper (XXXX795) and other non-thesis papers with same formality and expectations as a thesis.
     - The instructor will collect final paper for the Research Paper course (not Graduate Studies). Once requirements are satisfied, instructor will change “PR” grade to “S” (satisfied) for all research paper credits (XXXX 795).
     - Individual departments may still require an oral exam (defense) for non-thesis papers, but an oral exam would not be required by Graduate Studies for non-thesis papers.
     - Warrant of Completion would no longer be required for non-thesis papers with a corresponding course, such as Research Paper; a grade would reflect whether the requirement has been satisfied.
     - It was moved and seconded to approve this proposal. The motion was unanimously approved.
- **Proposal 2:** An oral comprehensive exam will only be required by Graduate Studies if completing a thesis.
  - Individual graduate programs may still require an oral comp exam of all students, but Graduate Studies will only require an oral comp exam of those students completing a thesis.
  - If the department wishes to require an oral comp exam, they must note this requirement in the catalog along with course requirements for the degree, so it can be included on the degree audit.
  - If an oral exam is included on the degree audit as a requirement of the degree program, Graduate Studies will monitor that it gets completed before graduation is approved.
  - If the department wishes to have an oral comp exam requirement, the Notice of Oral Exam needs to be submitted to Graduate Studies to verify committee membership, and that the date of exam falls within semester deadline.
  - It was suggested that an official notice of the oral exam coming from Graduate Studies creates a more formal responsibility that needs to be met by the student; it also acknowledges recognition of the faculty serving on the committee.
  - The Warrant of Completion would still be required if oral exam is part of degree requirement since Graduate Studies will code the requirement as being “satisfied” on the degree audit.
  - It was moved and seconded to approve this proposal. The motion was unanimously approved.

- **Proposal 3:** For non-thesis oral comp exams, only one of the three faculty committee members would need to have graduate faculty standing. For non-thesis oral comp exams, department may choose to discontinue the requirement of one member from the committee to be from outside the student’s department of study.
  - Thesis committees will still need to follow existing guidelines (At least three members with graduate faculty status; at least one member from outside the student’s department of study).
  - Some programs expressed that they will stick to the thesis committee guidelines for their non-thesis oral comp exams, which is fine, but this should be noted in the Graduate Catalog so students can plan accordingly.
  - It was moved and seconded to approve this proposal. The motion was unanimously approved.

- **Proposal 4:** Only the signature of one committee member with graduate faculty standing, or the graduate program director, would be required on the Warrant of Completion for oral and written comp exams.
  - There was some concern with only one faculty member having authority to pass the student on behalf of the entire committee, so this proposal failed to move forward.

- **Proposal 5:** Students will apply to take the written comprehensive examination with the Program Director of their graduate degree program, rather than the Office of Graduate Studies.
  - It was recommended that the application deadline for the written exam should still be posted by Graduate Studies. However, departments may choose to accept late applications for written comp exam.
  - If a graduate program requires a written comp exam, this requirement must be noted in the catalog along with course requirements for the degree, so it can be included on the degree audit.
  - The Warrant of Completion will still be required if written exam is part of degree requirement since Graduate Studies will code the requirement as being “satisfied” on the degree audit.
  - It was moved and seconded to approve this proposal. The motion was unanimously approved.

- The changes approved today (Proposals 1, 2, 3, and 5) will go into effect immediately.

4. Other business:
   - The rubric for our thesis competition is outdated; it disadvantages some students. Our current rubric was based on the criteria for the MAGS thesis competition, rather than what is important to us. Wick will gather a committee to revise our rubric. Perhaps the graduate program directors could review our rubric next spring, so we can have it available for next year’s thesis competition.

The meeting adjourned at 3:51 p.m.

Respectfully submitted,

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

Nancy J. Amdahl
Secretary to the Graduate Council
December 9, 2015