Graduate Council Minutes  
December 15, 2010  
Presidents Room, Davies Center

Members Present: Wick (Chair), Amdahl, Erffmeyer, Hoadley, Jadack, Jansen, Morrison, O’Connell, Pederson, Quinn, Solberg, Stadler, Stephens, Sutton, Wald, Wood

Guests: J. Bohl, C. Koroghlanian, G. Kroeninger, K. Schick

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

1. The minutes of October 20, 2010, were approved as written.

2. ANNOUNCEMENTS FROM DEAN WICK:
   - The “Thesis of the Year” award winner is Guy Lewinski, a 2010 spring graduate of the MA-History program. Congratulations to Mr. Lewinski, and his thesis adviser, Dr. Paulis Lazda. We hope to bring Guy back to campus for a small celebration and presentation in the spring.
   - Dean Wick attended the annual Council of Graduate Studies (CGS) meeting. Besides running into our former graduate dean and friend, Andy Phillips (He says “Hello!”), he was disappointed that most of the conference focused on PhD programs and how to use your master’s programs to feed your PhD programs. The Dean made some good contacts, and he has been assured that the upcoming CGS meeting for new deans will be more valuable.

3. POLICY CHANGE ON COLLECTION OF TRANSCRIPTS (Continued):
   - Currently, we require and collect all undergraduate and graduate transcripts of our applicants for admission.
   - At our last GC meeting, we agreed to revise our policy so the only undergraduate transcript that would be required for graduate admission would be the bachelor’s degree-granting institution, and we wanted to continue to require all transcripts of graduate coursework. However, we have since met with those who process applications from Admissions and have found that it is not realistic to implement these new requirements. Unfortunately, the UW-System e-application only requires the applicant to list the institutions that they have attended, it does not require them to identify if the courses taken were undergraduate or graduate, nor does it require the applicant to specify if/when a degree was earned at each institution. Therefore, if we were to require all graduate coursework, but we don’t know which institutions involved graduate coursework, we essentially would need to wait for all transcripts.
   - Some of our peer institutions still require all transcripts; however, some do not. We would like to stay competitive and attractive. Some program directors have mentioned that they do not need all of the information that we currently require to make their admission decision, so this is what motivated this policy change.
   - Dean Wick mentioned three options:
     1. Stay status quo—continue to collect ALL transcripts (undergraduate and graduate).
     2. Only require a transcript from institution that granted the bachelor’s degree. Once this transcript arrived then Admissions would forward the application and materials to department for review. Any additional transcripts collected after the file was forwarded would be updated on CampS and then put into the student’s folder (see update later in meeting).
     3. (A less preferred option) The Grad Dean and/or the Program Director could waive certain transcripts.
   - Since the Director of Admissions was unable to attend the meeting, Dean Wick shared that Anderson would prefer that we continue to require all transcripts, but that she is willing to implement the wishes of this Council. Anderson wants to avoid the option of waiving any transcripts.
   - A few program directors expressed a desire to see those additional transcripts that arrive after the applicant’s file had been forwarded. Dean Wick suggested that perhaps photocopies could be made of
transcripts received in Admissions after the applicant’s file has been forwarded to the department. Original transcripts would remain in the student’s permanent file.

- Erffmeyer expressed that he strongly supported the idea that photocopies be sent of additional transcripts, noting that it would be disruptive to the Admissions Office if he (or any other PD) passed through their office to dig through files whenever he/she wanted to look at additional materials that arrived after the applicant’s file had been forwarded to the department.

- Dean Wick offered that he could check with the Provost to see if a student worker could be hired to make copies in Admissions, if needed, since he understood that this may cause additional time and labor.

- Concerns:
  - Nursing had some reservation about not requiring all graduate transcripts. After some conversation, it was understood that they could internally (at the program level) continue to collect all graduate transcripts since the policy would include the statement, “…from any institution from which you have completed coursework necessary for admission to your graduate program or for graduate courses that you wish to have considered for transfer credit to apply toward your intended degree program at UW-Eau Claire.” However, Admissions would be forwarding the student’s application as soon as they had received proof of the bachelor’s degree. We will need to continue this discussion to confirm when a DNP application would be forwarded to the department.
  - If program directors don’t have access to all transcripts for graduate coursework then they will not be able to evaluate the possibility of accepting any graduate transfer coursework. This PD was assured that this is not a problem; some program directors purposely wait until the student arrives on campus before they evaluate or approve any transfer work.
  - Koroghlanian expressed a desire to be notified as soon as an applicant would apply to their program so she could contact them directly. Students often seem to be confused about the status of their application, so she would be able to guide them through the application process.

- The proposed transcript policy revision was distributed, which was the same proposal that was brought forward at the Graduate Council meeting on October 20, 2010. However, the proposal was rejected at the October meeting because the Council had decided that we wanted to add “plus all graduate coursework,” which we have since discovered is not going to be possible using the current UW-System e-application.

- Several members pointed out that the two versions of the proposal were slightly different. Secretary Amdahl apologized for the mix-up and the Council agreed to go with the proposed draft that was on the top of the page.

- Dean Wick noted that it all comes down to this, “What information do you, as a Program Director, Coordinator, or Dean, need to make a decision on an application for admission? And, when do you need it?”

- A question was raised as to who the voting members are of this committee. Dean Wick listed off all the current members with voting privileges.

- As far as an implementation date of this new policy, Admissions recommended we start with those applying to the 2012-2013 Fall Semester. The Council expressed a desire for an earlier implementation date. Dean Wick agreed to meet with all involved to determine an early as possible implementation date that could be done effectively.

- Dean Wick reconfirmed that he would find the resources necessary so that photocopies could be made of transcripts received after the application has been forwarded to the program.

- A motion was made, and seconded, to approve the language for the policy change on the collection of transcripts that had been brought forward to the Graduate Council meeting held on October 20, 2010 (see below). The motion was unanimously approved by all voting members.

On the application, list all colleges and/or universities attended. Arrange to have one official transcript sent directly to the Admissions Office from each institution that granted your bachelor’s, master’s, or any higher degree(s); and from any institution from which you have completed course work necessary for admission to your graduate program or for graduate
courses that you wish to have considered for transfer credit to apply toward your intended degree program at UW-Eau Claire. **Current or former UW-Eau Claire students do not need to provide transcripts from UWEC;** however, submission of an application constitutes authorization for Admissions to request your UWEC transcript from the Registrar. Additional transcripts may be required, particularly for certification and licensure programs, so please request to have these official transcripts sent as well. To be regarded as official, the transcript must bear the impression seal of the institution. All transcripts become a part of your permanent file and cannot be returned.

4. **REVISE DEADLINES FOR ADMISSION APPLICATIONS:**
   - The Office of Admissions is seeking approval to revise the current application deadlines for those programs that have an application deadline of 9/15. These programs (English, History, MBA, MEPD, and SPED) are being asked to consider a new application deadline of 8/1, 8/15, or 9/1, so that people applying could feasibly be accepted to that current term through our approval process.
   - These deadlines are program-specific, so those programs with an early application deadline will not be affected (such as CSD, Nursing, and School Psychology).
   - Exceptions could be made to these deadline dates, when needed. For example, if the MEPD cohort wanted to keep their application open because they still had seats to fill in a particular year, this could be arranged in advance.
   - Statistics from Admissions showed that 18 students would have been impacted for the 2010 Fall Semester if we would have changed the current 9/15 application deadlines to 8/1. These were mostly MBA students, but some were from the MEPD-PEP cohort.
   - Why do we need to do this now? It’s partially a PeopleSoft issue, because if a student is admitted after the semester has started then nothing programatically happens, so everything needs to be manually entered. Example: A student who applies on 9/15 cannot feasibly complete their application and get admitted before the start of the semester, because the semester has already started. The e-application would prevent the student from applying after the deadline date to that term, but they could apply to a future term.
   - Online competitors are allowing students to start up at any time.
   - For the spring semester, the day before classes start is the typical application deadline for most programs.
   - Could most programs operate with a September 1 application deadline?
   - Since many of the Program Directors were no longer at the table, and others were not prepared to make this decision until they brought the issue back to their department, it was suggested that we continue this discussion at the next Graduate Council meeting in January.
   - A special “thanks” to Bohl and Schick, who represented the Office of Admissions.

The meeting adjourned at 4:18pm.

Respectfully submitted,

*Nancy J. Amdahl*

Secretary to the Graduate Council

December 30, 2010

---

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