Graduate Council Minutes  
September 21, 2011  
Alumni Room, Davies Center

Members Present: Wick (Chair), Amdahl, Barrett, Erffmeyer, Funk, Hoadley, Jadack, Jansen, Lewitzke,  
Macaul, Pederson, Pollitz, Santee-Bunger, Scukanec, Shaddock, Stadler, Wood, Zinser

Guests: C. Koroghlanian, M.B. Tusing

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

1. Introductions

2. The minutes of April 20, 2011, were approved as written.

3. Announcements:

   - UWEC Graduate School Fair is scheduled for Tuesday, October 11, 10am-2pm in the Council Fire Room.  
     If you have not already done so, please register your program, if you plan to attend. Nancy is willing to 
     represent those programs that choose not to host their own table, but please provide her with any 
     materials.

   - An email message was sent out on 8/18 to all Grad Program Directors/Coordinators requesting input 
     about how we should implement the electronic thesis submission. Would we prefer to require it of all 
     students, or allow students to opt-out of e-submission and submit two hard-bound copies? If we use 
     embargo time, would a 2-year embargo option be reasonable? Please refer to that email, discuss with 
     your department, and we will discuss at next GC meeting. Greg Kocken, the Archivist, will be available 
     to answer questions about Minds@UW at the October meeting. Please feel free to contact Greg if you 
     have questions that you would like to have answered before our next meeting.

   - We have increased the “Thesis of the Year” award from $200 to $500! A call for nominations went out 
     last week. All nomination materials are due to GS by noon on October 13. If a thesis is nominated by 
     your program, we will call on your department for a volunteer to read all nominated papers. It was 
     suggested that next year we only allow one nomination from each program, and the department would 
     need to decide which thesis would be forwarded to us. It was also suggested that we have an outside 
     reader to judge the nominated theses. Dean Wick assured GC that he has selected an outside reader. 
     There was a question as to whether a creative thesis would meet the criteria established by MAGS.

   - A position description (PD) and a request to hire a full-time Graduate Dean is moving forward. This 
     position will have additional duties besides being the Graduate Dean, and other units will be reporting to 
     this position, such as the Director of Continuing Education (CE). All are invited and encouraged to 
     participate in this search. No timeline was discussed.

4. Consider Elimination of Middle Eastern History Certificate: The Department of History is requesting to drop 
   this certificate from the Graduate Catalog, stating “We cannot staff the appropriate courses.” The Council 
   unanimously voted to eliminate this certificate, effective with the 2011-2012 Spring Semester.

5. Maximum Credit Load: Dean Wick noted that we currently have an enrollment cap of 15 credits per semester 
   for graduate students. According to Jim Barrett, there is nothing at the System level on graduate credit max. 
   Therefore, this is a campus decision. In comparing other UW campuses, some have a higher credit limit, and 
   some have a lower limit. After some discussion, it was determined that we should leave our grad credit limit
at 15. The Graduate Dean will continue to review individual requests, and grant exceptions when appropriate.

6. Full-time Equivalent (FTE) Courses: At our last GC meeting, it was mentioned that there are some new federal guidelines concerning financial aid. (The courses that are repeatable for credit are under review.) The feds are also evaluating the credit hour definition.

- We need to be careful when defining a course as being a full-time equivalent (FTE). The Registrar’s Office has created a “Full-Time Equivalent (FTE) Verification Form” to help define FTE courses. Using the Carnegie definition, Jim Barrett explained that a course coded as FTE should be equivalent to the student working at least 27 hours per week on that course during a 15-week semester (9 credits is a full-time grad load @ 3 hours per credit). Overall, the GC appeared to be comfortable with the definition of FTE being equivalent to at least 27 hours per week, although a few mentioned that it seemed like a low expectation.

- Currently, the only graduate course coded as FTE is the thesis course (XXXX799). The Registrar’s Office is manually entering FTE status for those students enrolled in at least one thesis credit. If a student is enrolled in a thesis credit and they are not coded as full-time, please contact the Registrar's Office or Graduate Studies.

- If you have a course (or a specific section) in a given semester that meets the FTE standards, you may email the Registrar, Jim Barrett, to request that the course (or section) be coded as FTE. If questioned, you will be responsible for defending how the course meets the FTE status. The Graduate Dean will be notified of all requests sent to the Registrar.

- If you wish to permanently code a course as being FTE, the appropriate approval process for making a change to a graduate course would need to go through your college curriculum committee. If approved, the college would be responsible for notifying the Registrar and Graduate Dean.

7. Other Business:

- Future Discussion: When a graduate student is not currently enrolled they may lose access to their UWEC email, library access, and they fall off advising lists, is there anything that we can do about this issue? Do we want them to have access to all of these things, or do we JUST want them to stay on our advisee list? Do we want to charge them?

- Future Discussion: Nursing would like to discuss the details for a doctoral hood for DNP graduates. Nancy will check with the bookstore to see what type of information they need from us.

The meeting adjourned at 3:55 p.m.

Respectfully submitted,
Nancy J. Amdahl
Secretary to the Graduate Council
October 12, 2011

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