The meeting was called to order by Dean Michael Wick at 3:00 p.m.

1. The minutes of March 27, 2013, were approved as written.

2. Introductions

3. Immigration issues for graduate international students (handout provided*): Jodi Simek, Center for International Education, reviewed immigration issues for graduate students, such as admission requirements, the English proficiency requirement, enrollment requirements and restrictions, and employment restrictions. Please contact Jodi Simek or Maria Carvalho in CIE if you have questions regarding international students.

4. Announcements:
   - Wick reminded committee members NOT to sign the student’s thesis approval page or warrant of completion until you are willing to accept the student’s thesis as being complete.
   - Last fall was the first semester we gave students the option to submit one unbound copy of their thesis and allow us to digitize and upload their paper to Minds@UW, rather than submitting two hard bound copies of their thesis. In 2012-2013, 16 papers were submitted. Of these papers, 13 of the 16 students agreed to upload their thesis (six immediately uploaded, five elected a 2-year embargo, one elected a 4-year embargo, and one elected a 20-year embargo), and three students opted to submit the traditional two hard bound copies.

5. Review Distinguished Thesis Competition Process:
   - Currently, we hold an annual thesis competition on our campus whereby theses that have been submitted within the past year (last October through current September) are eligible to be nominated by their program. The MAGS thesis competition (where we forward our winning thesis) had been designed the same way until now.
   - MAGS has restructured their thesis competition for 2014 and forward. They have asked us to place each of our graduate programs into one of the following categories: Humanities, Biological and Life Sciences, Social Sciences, or Physical Sciences and Engineering. With input from our program directors, theses from English and History will be in the Humanities category; theses from CSD, School Psychology, and education will be in the Social Sciences category. Only theses from specific categories will be eligible each year (categories will rotate each year). MAGS also expanded their eligibility window to two years. Theses eligible for the MAGS competition this year (2014) would need to be from the Humanities or Biological and Life Sciences category and submitted to Graduate Studies between July 1, 2011 and June 30, 2013.
   - The winner of our 2014 campus thesis competition is Chelsey McKimmy from English. Congratulations to Chelsey, Jenny Shaddock (thesis adviser), the rest of the committee, and the Department of English. Fortunately, Chelsey’s thesis meets the new criteria for the MAGS competition, so Wick will be forwarding her thesis for the MAGS competition. We will invite Chelsey to return to campus next spring to do a short presentation of her thesis for the campus, and for a celebration in her honor.
   - Now that the eligibility criteria will be different for our campus thesis competition than the MAGS thesis competition, how do we wish to proceed? Ideas/comments:
     - Has anyone from UWEC ever won the MAGS thesis competition? We cannot find any record of winning anything other than an Honorable Mention. Pederson thought History had a winner.

[Update from secretary: According to Cheryl Barrows, UWEC had a MAGS thesis winner in 1992]
from History (Ebert), one honorable mention from History in 1991 (Gulig), and one honorable mention from English in 2009 (Hebel).]

• If the first place winner doesn’t qualify for MAGS, could we nominate the second place student, if they would qualify?

• We could select one thesis from each of the two categories. The thesis that qualifies for MAGS that year would be sent forward. Until a few years ago the winner received $200, but we recently increased this award to $500. Wick will check the budget to see if two winners would be feasible.

• We could also review the judging set-up if we restructure our process. Perhaps judges could be from the opposite category (to avoid judging nominations from your own department/students).

• Please think about possibilities and send your thoughts or ideas to Graduate Studies.

6. Graduate Faculty Workload:
- It was clear in our last graduate program review that faculty workload continues to be of concern. Wick has agreed to work with the chair of the Department of English on this workload issue.
- Since faculty workload has been a concern of other graduate programs (specifically those with a thesis requirement), Wick would like to broaden the opportunity for participation in this conversation.
- What is an appropriate workload?
- What resources would be needed?
- Wick asked for volunteers to form a workload discussion group. Pederson, Erffmeyer, Samelson, and Tusing all expressed interest. Wick will be in touch and the group should plan for some conversation after mid-November. If you are interested in participating in this conversation, please contact Graduate Studies. [Fessler expressed an interest in being involved in this work group after the meeting.]
- Wick mentioned the idea of joining an Educational Advisory Board where they can do specific studies, offer best practice sharing, etc.

7. Other Business:
- How is the new process in Admission working (ImageNow)? So far, so good, but we haven’t had many applications routed through the whole process yet.
- Will an email be sent to the program directors and deans when they have an application in their queue? Yes. According to Admissions, an email message is sent to program directors once an application has entered their queue. We will verify that this alert is also being sent to college deans, and if not, request it.
- Is there a way we can tell who has applied for admission before their file is complete? Yes. At the beginning of each month, a monthly Admissions Report is emailed to all program directors. In addition, you may run your own query in Data Warehouse any time (query name: ADM-GR_AD_HOC).
- How did the on-campus Graduate and Professional School Fair go last week? There were at least 20 different schools in attendance, but student traffic was fairly slow. It is more of an opportunity for our students to visit other graduate programs.
- Havholm reported that ORSP is facing a shortage of travel funds for graduate students to present their research at conferences. Havholm had sent an email message last week to all program directors requesting your input—please respond.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Nancy J. Amdahl
Secretary to the Graduate Council
November 12, 2013

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