Graduate Council Minutes  
February 27, 2008  
Eagle Room, Davies Center  

**Members Present:** Phillips (Chair), Amdahl, Anderson, Dempsey, Dock, Eckes, Erffmeyer, Jadack, Kroeninger, Moore, Pederson, Pollitz, Ray, Scukanec, Solberg, Stadler, Sutton, Wendt  
**Guests:** Aminpour, Macaul, St. Aubin-Whelihan, Weil  

The meeting was called to order by Interim Dean Andrew Phillips at 3:03 p.m.  
1. The minutes of December 19, 2007, were approved as written, with Erffmeyer and Jadack being added as attendees of the meeting.  
2. Dean Phillips made a few announcements:  
   - Applications for graduate assistantships and fellowships are due by March 1. They will be available for your review on the “W” drive, under the “grad” folder, sometime next week. There is some concern about the decrease in the number of GA applications this year, so far. Allocations for 2008-09 will be sent to College Deans in a few days. If you have any suggestions for improvement to our current system, please let us know. It was mentioned that some students may not realize that we expect their applications to be here by March 1, they think it just needs to be post-marked by March 1. We may need to evaluate how we word all our application materials.  
   - The Student Senate Academic Affairs Commission is looking for a graduate student representative. Their meetings are held on Thursdays from 4:30-5:30pm. If you know of a graduate student that would be interested, please send your recommendation to Aaron Wingad at wingadad@uwec.edu.  
3. As of January 1, 2008, the Board of Regents has mandated that background checks are required of all new employees, including graduate assistants. If graduate position descriptions are posted by your department, please include this statement, “A criminal background check will be required prior to employment.” This statement will also be added to the graduate assistantship application. Once you notify Graduate Studies that you would like to hire a particular student for a GA position, the student will be sent a contract and a background check application, under separate cover. The student will be asked to return the background check application to Human Resources, and the signed contract to Graduate Studies. The student’s GA contract will be contingent upon a successful background check. If the check reveals something that could be related to the job, then the student will be notified and you will be asked to select a new student.  
4. The CAS recently inquired about our Graduate Certificate guidelines. The Council determined that Graduate Certificates were intended to involve graduate courses only (500-level and up), not a mixture of u/g and grad courses. The Registrar noted that they do not label certificates as undergraduate or graduate level on transcripts, and currently the guidelines (put in place by University Senate in 2000) for an undergraduate certificate is a minimum of 12 credits, and a minimum of nine credits for a graduate certificate. It was suggested that the GC evaluate the guidelines for Graduate Certificates at a later date.  
5. The committee discussed the Strategic Planning “Centennial Plan” draft, in particular, the areas that mention expansion of graduate programs. Comments:  
   - Some folks had the impression that the committee is backing off their comments about growing graduate programs. Others suggested that the committee is not necessarily backing off, but they have thought about rewording their statements to emphasize that we still intend to continue offering our premier undergraduate programs, as well as grow graduate programs. Another committee member found it interesting why we don’t think that we can excel in two things at one time, why does it need to be “either/or?”  
   - Our current undergraduate to graduate student enrollment ratio is 95/5. It was mentioned that the planning committee has suggested a ratio of 85/15.  
   - There was some concern about our current mission which states that we grow our graduate programs from strong undergraduate programs. Example given, what if we would want to start a new graduate program in Counseling or Public Administration (since we don’t have u/g programs in these departments)? There seemed to be a general consensus that we would then consider the u/g programs that would be involved in offering the graduate courses for the new graduate program, which is similar to what was done for the MBA program.
- We need to spend more time on what our region needs. Dean Phillips noted that CTED has been collecting data, and perhaps they could provide some suggestions based on their findings.
- It was suggested that the planning committee reword the first paragraph under “Making Our Vision Possible: Our Values” (page 13). What do they mean by “research offerings?”
- We need to consider our delivery of these new graduate programs—we need to consider more web-based programs and summer course offerings.
- Dean Phillips suggested that there are basically two ideas, 1) implementing new graduate programs, and 2) the potential for growing any of our existing graduate programs. What will it take to grow our current programs? Some ideas mentioned (discussion to be continued at next GC meeting):
  - Need more graduate assistantship (GA) positions.
  - Need to increase the salary of the GA positions.
  - Need additional graduate faculty.
  - Some would like to see extended hours for graduate student services, such as the Registrar’s Office, Financial Aid, Bookstore, advising, etc. Others admit that some of the students never even make it to campus, especially those taking online courses—they would prefer to handle their issues online.
  - Need to modify our services to reflect the non-traditional student.
  - Need to increase research funding for graduate students. Limited funds available at this time.
  - Need to expand study abroad opportunities to include graduate students.
  - Need to consider research resources in the library for graduate students.
  - The idea of creating a front door sounds nice. Someone suggested the humor in shuttling folks to the front door of our campus which is located off-campus.
  - Could we consider a capital campaign which would financially support the growth of new and existing graduate programs?
  - Create ventures with local corporations. What kind of graduate do you need/want?
  - If interested in a revenue sharing program, contact CTED. For example, the MEPD-PEP program, a weekend and online version of the MEPD program, has proven to be profitable. The MBA Consortium has a similar program. The online programs tend to be less research-based.
  - It was suggested that if a program is self-sustaining that it would be nice if we could reinvest that money back into the same program.
  - We need incentives for current graduate programs to continue operating. How do we calculate workload measures at the graduate level?
  - We need to look at how we build our graduate programs. For example, many of our graduate programs are no longer requiring a thesis, due to the faculty workload.

In short, due to the nature of the different graduate programs, there were many different ideas. Dean Phillips offered to focus the entire next GC meeting to brainstorm ideas for what it would take to grow our existing graduate programs. He will forward the ideas discussed today to MJ Brukardt, with the understanding that we will come up with a more defined path after our next GC meeting.

6. We did not get a chance to discuss the recently revised draft of the Graduate Council Bylaws. An updated version of “Article VII” was distributed since it has been slightly updated from the electronic version that was sent by Dean Phillips on 2/5/08. The proposed updates to the bylaws will be discussed at a future GC meeting.

The meeting adjourned at 4:37 pm.

Respectfully submitted,
Nancy Amdahl
Secretary to the Graduate Council
March 11, 2008

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