Graduate Council Minutes
September 24, 2008
Alumni Room, Davies Center

Members Present: Phillips (Chair), Amdahl, Aminpour, Anderson, Christian, Dempsey, Erffmeyer, Havholm, Heiser, Jadack, Kirkhorn, Mann, Nahm (Fall ’08 replacement for Sutton), Peterson, Pollitz, Quinn, Scukanec, Shaddock, Solberg, Stadler

1. The meeting was called to order by Dean Andrew Phillips at 3:03 p.m.
2. All members introduced themselves, including two new faces to Graduate Studies--Lindsay Heiser is an LTE in Graduate Studies who is job-sharing with Nancy through the fall semester, and Patricia Quinn has a new 25% position as a special assistant to Dean Phillips.
3. The minutes of June 11, 2008, were approved as written.
4. Dean Phillips announced:
   - The UWEC Graduate Fair will be held on Thursday, October 9. If you haven’t already done so, please register with Career Services. Graduate Studies will cover the registration fee, which includes lunch for two guests per program.
   - Lindsay Heiser will be attending the UW-Oshkosh Career and Graduate School Fair, the University of Minnesota Graduate Fair, and the NWEA Teachers Convention. Patricia Quinn will be attending the McNair Graduate School Fair. Please keep the Office of Graduate Studies in mind when you print new program materials.
5. Dean Phillips sought input on having graduate programs administer their own written comprehensive exams. The majority of the programs were in favor of this change, with the understanding that they would then have the flexibility to set their own exam date and establish their own grading system. Therefore, the existing 1-4 grading scale will be removed from the Graduate Catalogue. Starting in the Spring of 2009, programs offering the written (or take-home) exam will be asked to establish their own grading system for the exam, publish their exam date and grading system for students, and share a copy of their grading system and advertised exam date(s) with Graduate Studies. A Warrant of Completion will still need to be sent to Graduate Studies within seven working days after the exam date, and all written exams will need to be held by the deadline set by the Graduate Dean (see Graduate Studies timetable). Dean Phillips will draft the language to update the “Written Comprehensive Exam” section in the Graduate Catalogue and share this draft at our next meeting.
6. Dean Phillips shared a draft “Policy Statement on Credit-Bearing Graduate Certificate Programs” that he had created with hopes for feedback, which included the “minimum” standards for any credit-bearing graduate certificates. Post-baccalaureate certificate programs do not require formal GC approval so they will not need to meet these guidelines. Comments on the draft policy:
   - Do we want to require a minimum number of 700-level (graduate only) credits?
   - Should we consider rewording #9 to make it clear that courses taken within graduate certificate programs may be applied to existing graduate degree programs, where appropriate?
   - Dean Phillips will ask Sue Moore to attend the next GC meeting to answer any questions about how/when certificates appear on transcripts, and how much input we have on the titles of new certificates.
7. Dean Phillips reviewed the major changes in his DRAFT copy of the “Bylaws of the Graduate Faculty and Graduate Council” – we will continue this discussion at our next meeting. Once the updated Bylaws have been approved by GC then we will need to seek approval from the faculty at a Graduate Faculty meeting.
   1) Article II, Membership on the Graduate Faculty
      a. Removed the phrase “with designated responsibilities in graduate education.”
      b. Removed the requirement that IAS have “faculty status” in order to have graduate faculty status: conflates two unrelated issues.
      c. Add an expectation of active participation (currency, scholarship, practice) in the field.
d. Clarification of the roles of faculty with graduate faculty status, as well as redefining graduate faculty status to full, associate, or temporary—instead of using permanent or temporary status. As such:
   i. Full members (“faculty” who have doctorate or appropriate terminal degree) may:
      1. Serve on Graduate Council
      2. Vote for membership on Graduate Council
      3. Vote on graduate issues
      4. Serve as chair/advisor of a thesis/paper/project
      5. Serve as graduate student’s advisor
      6. Serve as member of thesis committee
      7. Teach a graduate class
   ii. Associate members (includes clinical faculty and IAS with doctorates/terminal degrees): roles 4-7 above
   iii. Temporary members (includes adjuncts, retirees, and other experts): roles 6-7 only
   e. Voting on graduate issues is limited to full members with 50% or more appointments.

2) Article IV: Graduate Council
   a. Remove item “M”- required to report the status of graduate education to the Graduate Faculty at least once per semester.
   b. Correct college titles in two places in Section 4.
   c. Graduate Council student members must actually be graduate students (full or part-time).

3) Article VI: Administration of Graduation Education
   a. Clarify that the Graduate Dean, not the Provost, assists in the revisions to the Graduate Catalogue.
   b. Clarify that the Graduate Dean does not have any role in tenure or promotions.

4) Article VII: New Courses/Programs and Revision of Courses/Programs—may require additional edits
   a. Proposed courses or changes in existing courses may be conducted at the college level unless an objection is raised by someone as a result of the Bulletin posting.
   b. Clarification on approvals (both process and “criteria”) for new certificates and programs.
   c. Clarification on approvals of changes in existing certificates and programs—limited to college level unless an objection is raised by someone as a result of the Bulletin posting.
   d. Clarification of process and criteria for suspension/elimination of programs—following how we operated in the past several years (e.g. using results for a program review).
   e. New language on how a suspended program might be reinstated.

The meeting adjourned at 4:33 pm.

Respectfully submitted,

Nancy Amdahl
Secretary to the Graduate Council
October 9, 2008

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