

Graduate Council Meeting  
February 23, 2012  
4:00PM – 5:00 PM  
President's Conference Room (PCR)

**In attendance: Don, Ed, Tracey, Liz, Jamie**

- I. Action items:
- A. Approval of the January 26, 2012 meeting (I do not have any minutes from this meeting to attach)
- II. Discussion items:
- A. Advanced Couples Counseling (COUN 557) Syllabus and Change Form: **approved unanimously**
- B. Family Therapy (COUN 530) Syllabus and Change Form: **approved unanimously**
- C. MA graduation format as drafted by Ed: **the plan was discussed and supported enthusiastically. Linda Relyea will be working on putting together the slide show.**
- D. Update on syllabi – updates for existing courses (deadline is Fall 2013): **this seems to be moving along well.**
- E. Capstone course/project requirements for graduate programs: **all programs require a culminating activity**
- F. 5 year program review process for graduate programs (does grad council have a rubric?): **Frank will send graduate review schedule to members and members will check to see if they have a template or rubric for the reviews**
- G. External program reviews in place of 5 year program reviews some/all/none of the time)
- H. Thoughts on upcoming admissions, graduation, etc process: **major concerns in this area including GRE scores for MBA, applications, complete withdraws etc. This is having a negative impact on students including recruitment and retention**

**Frank will talk with Eric and David P. about improving process. Topics: GRE scores routed to MBA directly, applications to the department (change the web page in conjunction with the change), complete withdraws processed by department?, look at 3<sup>rd</sup> party vendor vs banner for initial input of data (needs to reflect the program of the students eg CE in Grand Junction), transcript/billing, tokens and 900 numbers.....**

III. Informational items from areas

Next meeting will be on March 22, 2012