

Adams State College
Graduate Council Meeting Notes
March 23, 2010

Present: Tracey Robinson, Margaret Doell, Don Johnston, Donna Stout (sub),
Susan Varhely (sub)

Absent: Don Basse, Ed Crowther, Liz Thomas, Michelle Trujillo

1. **Registrar Presentation** – Graduate Student Probation - postponed until next month.
2. **Counselor Education Course Description Changes** – Dr. Varhely discussed necessary changes to course descriptions in the Counselor Education program. The following course descriptions were submitted for changes: COUN: 503, 511, 515, 517, 524, 527, 528, 530, 536, 537, 540, 541, 546, 549, 550, 555, 585, 586, 593, 594, 595, 596. Dr. Varhely indicated no course content was changed, only the course descriptions. The new course descriptions are to be included in the 2010-2011 Graduate School Catalog. All course descriptions were approved by the council.
3. **Grad School Fair Review** – Most agreed the first annual fair was successful regarding exposure of students on campus to graduate programs. It was suggested that next year's marketing efforts for the fair expand to a larger audience such as the community and other colleges in the region. Dr. Johnston explained that the banner for the fair arrived a day late but will be useful for future functions.
4. **Grad School Forms Review:** Counselor Education has requested the required forms for recurring cohorts be re-considered by the council. Since Counselor Ed. has frequent new cohorts it appears redundant to submit forms GS 1001 and 1002 along with a budget authorization given a large majority of the cohorts starting in the department are essentially the same. Since the request, Dr. Johnston has discussed the requirement with Heather Hersink in the Budget Office. Heather has recommended that a master budget be submitted to her office for new cohorts to fulfill requirements of a budget approval. Once the master budget is submitted and approved, the department starting the new cohort would only be required to submit GS1001 for approval signatures for new cohorts. The only time GS1002 and a new budget will be required is if there is a substantial change in the cohort delivery or budget. The request was discussed and no objections were made to changing the new cohort procedure and policy. Dr. Johnston will bring a draft of the changes to the next meeting for final approval.
5. **HLC 100% Online Approval** – Dr. Johnston updated the council regarding the status of proposals to seek HLC approval for 100% online graduate programs. Dr. Johnston has been researching options and directions for such a change. He shared comments from Mark

Manzanares regarding readiness of ASC and programs to seek such approval. After consulting with Dr. Svaldi on the topic, the recommendation was to seek further information at the upcoming HLC annual conference, which Dr. Johnston will be attending. Further, given Dr. Johnston has been selected as an HLC reviewer, and will be attending training in the near future, options and recommendations regarding how to approach the change will follow.

6. **New LLC cohort** – Dr. Johnston announced the Teacher Ed. department will be starting a new cohort Fall 2010 on ASC campus.

7. **Grad Faculty Approval Forms** – Dr. Johnston updated the council on progress in completing the forms documenting graduate faculty approvals in the departments. Departments still working on the forms are Counselor Education, Teacher Education and HPPE. Dr. Johnston will be contacting these departments to assist with completing the process.

8. **Graduate Assistant Funding for 2010** – Council members asked if the 2010 budget funding for graduate assistants will be the same as this year. Council members indicated a need to know soon so they can plan for graduate assistants for next year. Dr. Johnston indicated he would check to make sure there were no changes and report to the departments as soon as an answer can be found. He indicated he was not aware of any changes from this year but would confirm.

9. **Banner Extender** – Dr. Johnston informed the members that software for the Banner Extender program should be installed in all graduate program departments. The next step is for Karie to arrange training for the designated department personnel to use the software. Once training is completed, departments will be able to access admission documents as they arrive in the graduate office. Dr. Johnston informed the council that a student worker has been hired to facilitate scanning and entering documents into Banner. Karie will provide the council with an update and orientation to the new process at the next council meeting.

10. **Graduation Ceremony** - Council members asked if there has been notification to the ASC campus and/or general community about the change in graduation. Dr. Johnston indicated that other than normal communication with students planning on graduating this spring, he was not aware of any special notices or announcements to date. He indicated he would communicate with Ed Crowther regarding plans to notify stakeholders of the changes.

Department reports and updates were shared.

Meeting adjourned at 4:15pm.