

**Adams State College**  
**Graduate Council**  
Meeting Notes Summary  
2:30 pm January 21, 2009

**Members Present:** Don Johnston, Gene Schilling, Don Basse, Tracey Robinson, Mark Joyce, Ed Crowther and Liz Thomas

**Welcome New Member**

Liz Thomas joined Graduate Council representing the new MBA program. Liz announced the MBA website is up and running. The first residency and two courses have been scheduled for Summer semester.

**New Cohort Announcement**

Don J. announced a new cohort beginning in Grand Junction for the Counselor Education Department. Don J. noted that the new cohort procedure forms used for this cohort are the old forms and clearly indicate the necessity for updated forms, which the council is currently working on. Issues related to updating the forms are discussed below, including the need to have new programs and cohorts fully signed off and approved prior to starting the programs.

**Admission Policy**

Don J. reviewed the catalog changes regarding the transcript requirements and GPA calculations used in the Grad School. The Council agreed to the new changes as long as it is noted that departments have specific requirements that must be met.

**Graduate Council Policies**

Don J. reviewed several issues involving formal policies for the Graduate Council including how departments choose representation, exact wording required in the policy and related issues. Don J. will work on recommended edits and return to next council meeting for final discussion and approval.

**Update on CD Catalogs**

Don J. asked council members to consider if they would like to order any blank CDs for department specific needs. If so notify Don J. regarding the number you wish to order.

**Program Approval Procedure Forms**

As discussed in previous meetings, the council is working on updating the procedures and policies related to how new programs are brought forward for approval in the Grad School in a timely manner. The council discussed several topics within the draft procedure:

- 1. Differences between # 1, 2, 3, and 4 procedures were discussed. It was suggested that the 4 procedures were too complex, somewhat redundant and needed to be simplified. Don J. suggested he would work on the procedure in an effort to simplify and shorten the process and bring it back to the council next month.*

2. *The process related to the budget office review and discussions with the departments about each new program or cohort was discussed. Don B. indicated there should be minimal oversight by the budget office and that primary oversight of the budget process and oversight should be up to the department. Discussion followed regarding how the process for new program and cohort approvals should be done within the Grad School and ASC Admin. Mark Joyce informed the council that his department has developed a budget spreadsheet on Excel to assist with budget calculations. Mark indicated we would be happy to share the worksheet with other departments should they wish to see it.*

3. *Discussion also included procedures related to the notification by departments to the Grad School and ASC when new programs or cohorts are brought forward. Don B. informed the council that decisions related to new cohorts often are made very close to when the cohort is due to begin, hence, allowing minimal time to seek approvals and notifications, such was the case of the cohort notification at this meeting. Further discussion resulted in a decision to continue working on the forms and procedures so another draft could be submitted at the next meeting for further review. Don J. indicated the new forms will include needed changes to accommodate new delivery forms such as the Hybrid and Online course formats. It was also noted that the procedure forms need to include State funded cohorts as well as cash funded cohorts.*

*Don J. informed the members he would send out a draft of recommended changes to the new program procedures forms before the next meeting for review.*

Meeting adjourned 4:15 pm