

**Adams State College**  
**Graduate Council**  
Meeting Notes Summary  
2:30 pm February 24, 2009

**Members Present:** Don Johnston, Don Basse, Tracey Robinson, Liz Thomas, and Ed Crowther

**Absent:** Mark Joyce and Gene Schilling

**New Program Procedures**

Don J. reviewed the final changes to the updated procedures for creating new programs and continuing cohorts. The group discussed the need for a formal paper trail and minor editing issues to the forms. The Grad Council agreed to approve the new procedure forms with corrections.

**Graduate Council Committee**

Don J. reviewed the changes to committee descriptions. The group discussed edits to include "Approve Graduate Program Curriculum and to define and support..." The Grad Council agreed to approve with corrections.

**Graduate School Probation Process**

Don J. suggested new ways to track graduate students that are in jeopardy of probation and dismissal from programs. The Graduate School would like to assist in forming new ways to help each department track questionable students. Don J. will work on procedure outlines and bring for review to the next meeting.

**Faculty Approval to Graduate Level Courses**

Don J. asked the committee to consider setting up requirements for faculty to seek approval to teach graduate level courses. The Council discussed and agreed that it would be good process to establish and keep on record. Don J. will create a process and bring for review to the next meeting.

**Department Reports**

The Counselor Department held a luncheon for SLV school counselors. Don B. is preparing a survey for applications that never enrolled in the program. Don B. stated that only 30% of paid applications actually join in the program. He is concerned that the issue between extended studies and financial aid is prohibiting people from starting in the program. The HPPE Department is still dealing with construction issues, but the schedule is still on track for completion in May. The first coaching cohort will be on campus this summer for comps. There will be programs and camps on campus that week that will also be available for students to participate. The MBA program is still getting ready for the program to start this summer. Two new professors have been hired to teach. Liz said they may consider starting another group in the fall if there is enough interest. The History Department expects a spike in enrollment due to several grants starting up. There may be a staffing issue if they get the numbers that Ed is expecting. The Graduate School is going to begin recruiting international students to study at Adams State.

**Other Business:** Don J. updated the council on recruitment activities including an initiative being planned in Pakistan.