

**Adams State College**  
**Graduate Council**  
Meeting Notes Summary  
2:30 pm April 16, 2009

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

**New Cohorts**

Don J. notified the council the new cohorts have not been approved by the budget office, and are not ready for review by the Council. Don J. will send information by email to council members for review and notification. The first MBA cohort will not need approval because it was approved with the new program. Teacher Ed will have 2 Ed Leadership, 1 Special Education, and 1 LLC pending enrollment that are scheduled to begin summer term.

**Special Education Program Changes**

Mark Joyce reviewed proposed program changes for the Special Education program. The council discussed changes and questions that Mark addressed. The council approved the program changes with minor revisions.

**Academic Appeal Process**

Don J. proposed the council approve a change to the handbook for the academic appeals process that come to the Graduate School. Currently, only the APGC reviews academic appeals and makes the final decision. The new proposal changes the process whereby an appeals committee will review the academic appeals and make the final decision. The new appeals committee will include the department chair and two additional council members. The APGS will facilitate the appeal process with the appeals committee members. The proposal was approved by the council and will become effective fall term.

**Online Applications**

Don J. notified the council that online applications are up and running through the Banner system. The new application system will change how the applications are reviewed by the Graduate School and academic departments. If department assistants have questions they are directed to Karie Young in the Grad Office.

**Title V**

Don J. reminded council members to consider possible ways to use the Title V Grant funds. Please send suggestions to Don J.

**Assessment Master Plan**

Don J. discussed the new changes to the ASC Academic Master Plan for Assessment and the ASC Plan for Assessment of Student Learning which was delivered to the council members earlier this week. Don J explained he had met with the Associate Provost for Academic Affairs to discuss the new plans, which for the first time, in an effort to improve the shared governance model, include working in concert with the Graduate School. Don J asked council members if they had any recommendations or feedback for the assessment committee about the new plan. He explained there are no major changes to the previous plan,

however, review and oversight by the Graduate School is more involved and clearer in the plan. Most in the council were aware of the changes given they are on committees developing the plan. Tracy Robinson commented the Graduate School is mentioned only one time in the Academic Master Plan in Objective C-2, "Continue to serve underserved populations, especially Hispanics."

Due to this observation, generally, the council agreed a more prominent identification of the Graduate School in the Institutional Goals and Objectives as a participant in the process, would be preferable to the single mention in Objective C-2.

### **Noel-Levitz**

Don J. notified the council of the meeting with a consultant from Noel-Levitz. There will be links to the audio and video presentations, and everyone is encouraged to review it. Don J also discussed the recommendation from the strategic planning sub-committee to pursue a summer enrollment strategy retreat, which could be facilitated by the Noel-Levitz consultant.

### **May Meeting**

There will be no May meeting for the Graduate Council.

### **Online Evaluations**

The college is working to open online evaluations for Online/Extended Studies courses. Don B. discussed a summary of a meeting he attended with Diana Wenzel and Don J regarding moving forward with providing online evaluations for off campus courses, which has not been done in the past. Don B. shared that Diana is planning a change in the Banner system to accommodate course evaluations for all off campus courses, which is planned to begin Fall 09.

### **Full Time at the Graduate Level**

Liz Thomas proposed the Graduate Council consider changing ASC graduate student full time status from 9 hours to 6 hours. By doing this graduate students would be able to qualify for interest free student loans. The council voiced some concerns and asked Liz to explore the proposal further. Liz will communicate her findings and recommendations via email to the council and APGS. If the council agrees with pursuing the change, a recommendation will go to the Provost for further discussion.

### **Department Updates**

The MBA will have its first ASC residency June 17-21, and the first cohort is scheduled to begin June 22. Don Basse shared Counselor Education will have a new online cohort beginning summer term, and two weeks of intensive ASC residencies are scheduled for June. Mark Joyce shared Teacher Education has filled two open positions. One position will manage Elem. Ed. on and off campus, and the second position will manage Secondary Ed. on and off campus. Mark also indicated TED has 4 new cohorts ready to begin, and work is starting for the NCATE self study prep. The Art Department has two orals for graduate students to be completed.

## **End of Term Thanks**

Don J. thanked all the council members for their service to the council during the 2008-2009 academic year. Don congratulated the council on a productive and successful year for the council.

Meeting adjourned at 4:00pm.