

Adams State College
Graduate Council Meeting Notes
Oct. 11, 2010

Present: Don Johnston, Liz Thomas, Don Basse, Ed Crowther, Margaret Doell, Tracey Robinson, Joel Judd

Guests: Linda Pacheco-Demski, Tracy Doyle, Jamie Van Valkenberg

1. Music Education MA Degree proposal:

An overview of the proposed new MA degree was presented by Dr. Doyle and Dr. Van Valkenberg.

- Degree developed with accreditation body and looked at the 12 programs nationwide that do music education programs online
- Program to have unique on-campus option
- There is a need for K-12 music educators to have masters
- Program will be delivered with a combination of overload and adjunct instructors
- Cohort model based on 20-25 students per cohort
- What differentiates undergrad from grad performance and experience: perform graduate level repertoire based on rubric, grad student would be expected to be at 1st or 2nd chair after audition for ensemble, there is a teaching component outside of rehearsals

Comments and recommendations proposed by council members:

- It is recommended that very close records be kept of cross-listed classes to differentiate graduate and undergraduate curriculum, consider separate syllabi to minimize any confusion for students
- No incompletes will be allowed, there is not yet a written appeal process, but there will be one and it will be listed in the student handbook
- An undergrad degree in music will be required, but music teaching license is not required as this is a program separate from certification
- It is suggested that there be WebCT training and/or an online learning assessment before starting the program for instructors
- The program is 30 hours as is recommended by the accrediting body
- No D's will be given in the grading rubric
- MUED 565 syllabi #11-list of issues unique to this course-language that may be inflammatory or offensive, and is hard to define – suggest statements such as “All interactions should be courteous and respectful”
- Inappropriate material statements in syllabi- consider putting in a stipulation that “some material may be considered inappropriate by some”
- Regarding the statement in the syllabi – “keep attachments small” -add parameters of what is considered “small”
- Add in time when student should request disability waiver-this should be 1st class meeting
- MUED 568- “Understood” learning outcomes-needs to have more measurable words
- Culminating experience-for performance there will be a recital, for all students there will be the “Music Education Curriculum Project.” Specify how it will be reviewed
- MUED 549- Understood learning outcomes-some kind of assessment rubric would be helpful
- MUED 540/541 Two semester sequence-one course that is taught over two semesters
Separate syllabi should be used for each

The MA in Music Education Program is approved with minor edits/changes.

2. **History program curriculum changes**

Dr. Crowther proposed the need to make a distinction between Readings Course, HIST 570, and Special Topics, now adding HIST 579 to degree plan as "Special Topics."

Approved with submission of program change form.

3. Don J. reminded the council that **supplemental budget requests** must be to Heather by October 15th. Please forward requests to Don J.

4. **Brochures** - please provide the graduate office updated program brochures to hand out to students, there is some money (about \$2000 marketing money) to help with costs, please notify of any changes to the general graduate school brochure.

5. **HLC requirements for online programs** – Don J. reminded the council that the HLC 100% online rule is now gone. As of July 1st any program delivered over 50% online is grandfathered in and all our programs are listed. The result of that change is that according to the HLC rules, program residencies are no longer a requirement. Don J informed the council that he will be at HLC training November 9-12, and will then be an HLC Peer Reviewer. He will update the council of any further changes after the training.

6. **Scholar Days** - Dr Svaldi has agreed to contribute \$1000 for Scholar Days, however, there is still a need for someone to lead this project. Please contact Don J. if you or someone in your department has any interest.

7. HPPE would like to have **program review guidelines** and asked if there is an assessment piece that will need information gathered? Don J. suggested Karla Hardesty is setting up framework for these and there is also a template in the trustee hand book. Don J. suggested that the department attend the day of reflection for more information related to assessment.

8. **Add/Drop and withdraw procedure**- Don J. discussed the current practice related to student add/drop and withdrawal and problems associated with the current procedures. Don J. suggested that when students wish to make any of these changes in their program or course work, that starting the change processes be initiated at the department level. Currently, students can make these types of changes at the Grad Office or initiate such changes online, with no contact with the department or advisors. Don J. suggested a new procedure be developed to assure appropriate tracking and accounting of changes submitted by students. Don J. will work with departments involved in the process to develop and propose a revised procedure. A draft of the new procedures will be brought back to the council for review and approval. The council agreed that changes need to be made and updated.

9. **Student Handbooks**- Don J. reminded the council that some student handbooks have not been updated recently and asked the council to please review their current handbooks and update as appropriate. Please send updated copies to the Grad Office.

10. Don Basse informed the council that the accreditation visit by CACREP will be on campus Nov. 1-3.

Meeting Adjourned.