

**Adams State College
Grad Council Notes
November 24, 2009**

Present: Don Basse, Ed Crowther, Margaret Doell, Don Johnston, Tracey Robinson, Liz Thomas, Michelle Trujillo

Review of previous meeting notes—please send changes to Don J.

Program Change for History Degree - Ed Crowther

Some courses to be moved out of core into content – total degree hours for courses and program content to stay the same. It is requested that change take effect Spring 2010
All approve change to degree plan

Graduate Program Student Scholar Day

Undergrad Program Scholar Days is 2 days where undergrads have the opportunity to present research oriented projects to the college and community. Don Johnston talked w/ Brent to explain what Scholar Days currently involves and asked if grad students could be included. He was informed the event currently contains a full agenda, and has recently experienced budget short-falls. Hence, would not be able to accommodate graduate students and projects unless more resources were identified. The council agreed to pursue options on setting up a program like this for graduate students—will need someone to coordinate.

Sample Graduate Degree Diplomas –The discussion regarding if we want to include the emphasis area on diplomas for this graduation Belen must know right away. The council decided to leave the diploma with only the program name on it for now—at this time a majority of council members do not want the emphasis on diplomas.

Graduate Faculty Approval Form – Don J. shared an updated form that had been revised with suggestions given at last meeting. It was agreed the form will be updated by departments yearly and to include adjuncts approved to teach grad courses. Don Johnston will send the form to department chairs with instructions, etc.

Grad School Priorities - no changes were suggested. Priority list for academic year 2009-2010 was adopted by the council.

Online Course Evaluations – Don J. indicated everything is in place for online classes to be evaluated this term. All fall course evaluations are open 11/30-12/13. Discussion included whether the council was open or interested in participating in updating the evaluation instrument for online courses. The council suggested we should work through Faculty Senate if the evaluation instrument needs updating. Discussion included whether grad and undergrad should be using the same evaluations? The council decided we should look at results from 1st run of evaluations then revisit the issue. It was also suggested a discussion with the departments be included related to how the new online course evaluations be included in the regular campus evaluations, and how these new evaluations are integrated into the faculty evaluations in general.

Catalog CD – graduate catalog and handbook are now on disk. Sample disks were given to council members. CDs are labeled generically so they can be used for anything by departments as well as for catalog and handbook. Disks are printed as they are needed. If departments want to use disks with their own department labels rather than the Grad School, contact Karla Hardesty for blanks.

Fall Graduation - After considerable discussion, this year we will have a few students walking at fall graduation, however, from this year forward, grad students will walk in the graduation ceremony in spring only. Council members were not in favor of having only one commencement ceremony for grad students per year. Several of the council members indicated they would take the issue up with the administration, and/or the chair of the commencement committee.

Conference Calling – Don J. announced he has set up an account with Qwest and is available to all departments. Contact Don Johnston for account number if you would like to use it.

Grad Program Student Admission Process – Don J. shared he is close to completing the temporary acceptance programming in Banner so we will be able to admit students in class within 48 hours. He indicated part of the solution could be to move the collection of the \$30 application fee to be included with the matriculation fee. If that is possible, the application fee will become part of the student's first bill, which would remove collection of the fee in the grad office as a barrier to getting students into courses in a timely manner. Don J. will keep the council apprised of progress.

Department Specific Marketing Brochures - Please send grad school office a stock of new brochures for your department to make sure we are getting as much information to potential students as possible

Institutional Planning Committee – Don J. discussed work on the planning committee and asked the council to consider ways to provide access for grad school students as a goal for the planning committee. Please consider ways we can improve student access to grad programs. Please send any ideas/suggestions to Don Johnston to share with the planning committee.

Department Updates

SPED Generalist program approved by state; new program to start fall 2010. Work has begun in the TED on a STEM related degree. The department is working with US Satellite Labs on development of an emphasis area in STEM education within the Curriculum and Instruction graduate degree.

Art Thesis show going up that will run through end of the semester.

Work has begun in School of Business for the Higher Ed degree. Curriculum proposals for the new degree are scheduled to be submitted to the council in Jan. The program is scheduled to begin fall 2010

Next MBA cohort will start in summer instead of spring so some changes and adjustments can be made

HPPE has a large number of theses in progress.
New faculty member will be starting in January

Meeting adjourned