

Adams State College
Graduate Council Notes
11-8-10

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

Guest: Karla Hardesty

1. Assessment - Karla Hardesty discussed graduate program assessment and handed out the newly developed “*Annual Student Learning Report Template.*” Karla discussed the challenge here at ASC is that many graduate programs and departments approach the assessment process differently and do not have the same process and structure that the undergrad programs have, which makes it difficult to follow and integrate into the new campus wide assessment process.

Karla also emphasized that we need to get away from ‘reporting for the sake of reporting’ and make information gathered for assessment useful for departments, programs and student learning improvement. Karla explained the need for the assessment process to close the “assessment loop” to be sure information and feed back is getting to departments and used for learning improvement across campus and in all programs. It was suggested that the question list be discussed further and will be included at the next meeting regarding how to integrate the graduate assessment process into the campus assessment process and structure. Don J. suggested that departments needing assistance or direction regarding the annual assessment process contact Karla for direction.

2. MBA Accounting emphasis agenda item was withdrawn due to not being yet ready for review - looking to be ready in January.

3. HCA 595 - The SoB submitted a course name and description change for HCA 595. Following review and discussion, the council felt the description was too long for catalog copy and recommended it be cut down to 2-3 sentences and leave rest for syllabus—change date on change form—approved with changes

4. 1st draft of Grad School Goals for 2011 – Don J. handed out a first draft of Grad School Goals for 2011. Don J. reminded the council members that most of the items on the goal sheet have already been discussed at previous meetings and supported by council members. However, he indicated goal #8 involving a new federal regulation involving a formal student complaint log for HLC purposes needed to be developed, to include a formal complaint log, date received, and complaint resolution. Don J. informed the council he was open to input on what this should look like and welcomed suggestions on how to develop the new process. Dr. Crowther suggested goals stated should be more specific and possibly include who is responsible for each goal. Dr. Basse suggested the goals include a statement related to working on a plan for systemic sustainability of graduate offerings and include graduate faculty compensation. Don J.

will draft an additional goal on that topic, as well as include an omission of goals submitted by the Art department into the final draft.

5. Pueblo Presence: Don J. informed the council that currently we are renting space from a college in Pueblo called --Intellitec College. Don J. investigated the cost for ASC use at the college, which now includes only the Counselor Ed department using the facility about once a week on Friday and Saturday. Don J. asked the council to evaluate current and future needs for space in Pueblo so current costs can be assessed. Dr. Basse indicated his department did not use the facility enough to warrant the current cost. Don J. will investigate further, talk with Dr. Varhely and plan how to proceed with the current arrangement in Pueblo.

6. Add/Drop/Withdraw process. As discussed at the previous council meeting, Don J. has met with the operational administration departments regarding the current process related to student add/drop/withdrawal requests, both in the undergraduate and graduate programs. Due to frequent problems associated with processing these changes, Don J. suggested exploring some sort of electronic processing of these requests. After meeting with operations departments, all agreed examining the possibility of making this process electronic was worth pursuing. Don J. will continue to work with both operational and academic departments to explore solutions and methods to improve the process.

7. Graduation – Dr. Crowther informed the council that grad student names will not be included in the winter graduation commencement program. Given graduate students will now only be involved in the spring commencement ceremony, spring programs will include all students graduating during the entire academic year.

Department Reports/Updates

Counselor Education CACREP Accreditation Visit – Dr. Basse informed the council an 1100page self-study report was submitted for the recent accreditation visit. He indicated the on site visit went well, out of 247 standards there were just 4 minor issues raised. The department feels confident about receiving re-accreditation. Dr. Basse informed the council of the November 15 -9am-noon Addictions Conference on campus.

TED is working on Curriculum & Instruction program to have a way to accept some elective work.

Art department is presenting 4 grad theses up over Thanksgiving and will stay up for the rest of the year.

MBA reported the 5th cohort will start in spring, 1st cohort will graduate this spring.

HPPE reported they are looking for a new department chair, and are currently working on curriculum revisions and updates for their grad program.

Meeting Adjourned.