

**Adams State College**  
**Grad Council Meeting Notes**  
**9-13-10**

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

**1. Demonstration of BANNER Xtender**

Don J. and Karie demonstrated how Banner Xtender works and discussed the benefits for departments. Karie now has all Summer 2010, Fall 2010, and future terms scanned into the system. Departments can now view all admission documents submitted by students within a few days of receiving the documents in the Grad Office. The Grad Office will be also be scanning in all students from Spring Term 2010 this term. Spring term will be the last term to be archived into Banner. During this transition period, the Grad Office will be keeping a dual system of admission records, one hard copy and one electronic to assure no problems occur until we are assured the Xtender system is reliable and has adequate backup systems in place.

**2. Course Evaluations**

Don J. handed out the currently used online course evaluation questions. There had been some discussion in the council last term about reviewing the evaluation instrument. It was discussed that faculty senate may be looking at the online evaluation instrument as well. Don J. indicated the response rate has been improving. After reviewing the evaluation questions, the council did not feel revision of the instrument was necessary at this time. Don J. discussed whether these evaluations were being used in the faculty evaluations by the departments. It appears some departments are currently using the evaluations and some are not. The council agreed for now it would be up to the department how the online evaluations would be used.

**3. Forms for New Cohorts**

Don J. reminded the council members the policy on forms needed for new cohorts changed last term. Only form GS-1001 needs to be submitted for signatures and approvals for frequently recurring cohorts. Don J. also reminded the council members that completion of that form is important since it is the only document recording cohorts, which is the basis for state reporting.

**4. Touchnet**

Don J. briefly discussed the new business billing software implemented this summer. The Grad Office will no longer need to collect or track the \$30 application fee, which now must be submitted with the application process. However, it was noted that this new process only applies to students using the online application. If students utilize the old process of filling out an application manually, we still need to track the application fee. Don J. asked the members to recommend students use the online application whenever possible.

## **5. Administrative Realignment**

Dr Johnston informed the council that he now reports directly to Dr. Svaldi and will meet with him twice monthly regarding Grad School issues and plans. Beginning this term, Dr. Svaldi will receive copies of the Grad Council agendas and minutes each month. Don J. also informed the council that he now is a member of the President's Executive Council, which means the Grad School is now represented on that committee.

**6. Fall Term Schedule for meetings**—2<sup>nd</sup> Monday of Month, 2:15pm-3:15pm—Oct 11, Nov 8, Dec 6

## **7. Graduate Assistant Program**

Don J. discussed the GA Program, which currently includes and is budgeted for 15 student slots equaling approx. \$82,000 per year. Those funds are utilized for student work stipends & tuition waivers. At this time GA's receive tuition waiver of \$89.50 per credit hour (up to 12 hours) and \$2500/term stipend. Don J. informed the council members that there are multiple discrepancies with the current program on campus regarding how students are funded to work in various departments. Don J. asked the council members if they were agreeable to him doing more research to develop a revised and more equitable system for graduate assistants on campus. He will research other models at other colleges and develop a draft of a new program for use at ASC. The council agreed the current model here at ASC is old and needs reviewing. Don J. will report back to the council when more research is completed.

## **8. New Grad Council Sub-committee**

Don J. discussed a new proposal to start a new council sub-committee focused on enrollment management and graduate program marketing. Don J. handed out a summary page providing information about the proposal and discussed possible benefits of starting such a committee. After discussion about the proposal, council members agreed starting such a committee might be beneficial. Two council members volunteered to participate on the new committee, Liz Thomas and Ed Crowther. Margaret Doell suggested a faculty member would also be an appropriate addition to the committee and suggested she would contact a faculty member in her department to seek interest.

## **9. Career Counseling Center**

Don J. discussed how currently the Career Counseling Center does not serve graduate students. He suggested we work with that department to find ways to better serve the graduate student population. The council members agreed career counseling for graduate students would be beneficial and we should pursue the issue with Gregg Elliot.

## **10. New Multi-disciplinary Grad Degree Discussion**

Don J. informed the council that Dr. Novotny has asked that he discuss the possibility of developing a new graduate degree based in the humanities. A brochure was shared with the council related to a multi-disciplinary model, to include self directed emphasis choices by students. After discussion, the council had several questions but considered the idea worth examining further. Questions voiced by members included:

- how would revenue get distributed among departments
- should it be on or off campus

In summary, the council was open to exploring, but believe several other departments need to be involved in the discussion. Don J. agreed to explore the issue further.

#### **11. 2010-2011 Grad School Ideas and Goals**

Don J. informed the council he was working on developing the new goals for the Grad School and asked for input from members. Send ideas to Don for inclusion.

#### **12. Program Reviews for this year—Counseling MA**

#### **13. Other Business**

- next month Music ED MA proposal should be submitted
- MBA is expected also to submit a new Accounting Track Emphasis
- Scholar day funding-have not been aggressive in pursuing funding, need someone who will lead efforts – currently everyone is too busy but Don J. will continue to seek Avenues to move it forward
- Commencement speaker for May—maybe John Salazar who has been given honorary MBA, Liz Thomas will pursue seeking Mr. Salazar as the speaker
- Graduation only in Spring; Liz Thomas is working on developing a BANNER for MBA

Meeting Adjourned