

**Grad Council
Meeting Notes**

09/03/15

4:00-5:00pm

President's Conference Room

In attendance: Frank Novotny, Margaret Doell, Cheri Meder, Tracey Robinson, Tracy Doyle, Lia Carpio, Claire van der Plas.

Excused: Ed Crowther

I. Information Items:

Frank informed the group that Margaret will be running Grad Council meetings from now on.

A. Graduate Council Meeting Dates

Thursdays, starting at 4:00PM in President's Conference Room (PCR)

September 3, 2015

October 1, 2015

November 5, 2015

February 4, 2016

March 3, 2016

April 7, 2016

May 5, 2016

B. HLC update

There are multiple HLC actions taking place: Advisory Visit Aug. 14-15, Additional locations requests, Faculty qualifications compliance and the re-accreditation visit in Spring 2017. Margaret noted that she needs information for Criterion 3 regarding scholarly/creative activity/contributions especially in regards to graduate students. She asked that programs send examples of students' presentations, papers, etc. that demonstrate their involvement at the regional and national level.

II. Discussion Items:

A. ETD Agreement

It was agreed that GC needs some further explanation regarding the purpose of the ETD agreement. Questions were raised as to why this wording, why not the standardized ProQuest that other institutions are using? Margaret will invite someone from the library to explain at the next meeting.

B. Faculty Credentials

Margaret gave an overview of HLC's requirements for Faculty Qualifications. She is seeking scenarios that don't comply to run by our HLC liaison. There is some confusion regarding how specific HLC will be regarding disciplines. E.g. is any Business Administration degree ok for the MBA or does it need to be in Marketing or leadership, etc? There is also some confusion as to whether individuals who meet 'Tested Experience' criteria can teach graduate courses. Can someone with an MS in

Exercise Science and professional experience that meets the department's criteria for tested experience teach graduate courses? Please send any questions and scenarios to Margaret for review with HLC. Also suggested that we look at how other institutions are addressing this (especially rural institutions).

- C. Grad Processes / DISC sub-committee
 - i. Program & course change forms
 - ii. Cohorts/locations
 - iii. Meeting with Grad Admins

Margaret gave an overview of a sub-committee she is chairing that is looking at improving grad student data and processes. Revisions to course change and program change forms and reinstatement of the GS 1001 form are being developed to ensure we capture needed Banner fields in the admission and course creation process. After the key information needed is identified the group will work to establish a workflow. A joint meeting with Grad Council and the Grad Admins is planned to ensure that all people involved in entering grad information are on the same page. GC was amenable to such a meeting.

- D. Grad Policies

Margaret reminded GC that she is intending to review Grad policies from the various handbooks to ensure that all programs have policies for similar issues. This has been on the back burner but still needs to be done.

- III. Action Items:

- A. Minutes, May 7, 2015 meeting - APPROVED
- B. SP Grades Policy – APPROVED with minor adjustments. Margaret will send out.
Margaret will also check on the status of the Grade forgiveness policy.

- IV. Information Items from Areas:

- MBA – 35 new students; Liz has her PhD!!!; a Finance emphasis will be ready for the next GC meeting
- HPPE – continuing fitness lab testing Thursdays 5-7pm or by appointment. Will have an MA in Sports Psych ready for approval at the next meeting.
- Music – 3rd cohort of 15 has started.
- Art – has a few new grad students. Faculty show opening right after GC meeting.
- HEAL – has combined Cohorts E & F for a total of 17
- Counselor Ed – down 2 faculty; has had to cap enrollment both on and off-campus; on campus enrollment has grown; total of 560+ students incl PhD students. 10 hours community service now required for on-campus MA students. 322 students were on campus for summer intensives this year; 3 new faculty