



Office of Graduate Studies
2004-05 Graduate Council Actions

Graduate Council Charge: Responsible for the formulation of policies concerning the graduate programs of the University of Wisconsin Oshkosh; served as an advisory body to the Assistant Vice Chancellor of the School of Graduate Studies, Fall 2004; for Spring 2005, due to reorganization, served as an advisory body to the Director of Graduate Admissions and Records, and the Provost and Vice Chancellor.

Graduate Council 2004-05

COBA

Dean's Representative—Don Gudmundson
College's Graduate Faculty—Robert Kunkel, Don Simons

COEHS

Dean's Representative--Michael Ford
College's Graduate Faculty—Kathryn Henn-Reinke, Curriculum and Instruction; Perry Rettig, Human Services and Professional Leadership
Graduate Student—Gena Frey, Educational Leadership (resigned during Spring 2005)

COLS

Dean's Representative—Andrew Robson,
College's Graduate Faculty—Jim Koch, John Koker

CON

Dean's Representative--Rosemary Smith
College's Graduate Faculty—Jaya Jambunathan, Vicki Moss
Graduate Student—Jane Ziemanski

School of Graduate Studies—Fall 2004

Assistant Vice Chancellor (Interim)—Marsha Rossiter (non-voting)
Director of Graduate Admissions and Records--Greg Wypiszynski (non-voting; ex-officio)

Office of Graduate Studies—Spring 2005

Director of Graduate Admissions and Records--Greg Wypiszynski (non-voting; ex-officio)

October 6, 2004 1 hour and 30 minutes
Action Items

- I. Approved the following committee assignments for 2003-04.
Executive Committee (also has authority and responsibility to hear appeals for exception to School of Graduate Studies policy)
Mike Ford, Andrew Robson, Don Simons, Rosemary Smith, Marsha Rossiter—Chair

Curriculum Approval Committee
Vicki Moss, Chair; Jim Koch; Don Gudmundson; Perry Rettig,

Distinguished Thesis/Graduate Honors Recognition Committee
Bob Kunkel, Chair; Kathryn Henn-Reinke, John Koker, Jaya Jambunathan

Graduate Faculty representative to the Academic Policies Committee—Vicki Moss
- II. Approved revised Appeals Procedures
- III. Tabled action on proposed changes to Institutional Review Board (IRB) policy, requested by the Office of Grants and the IRB; IRB approval to be obtained and in place prior to the start of a graduate student's research activities, and that this approval be documented; GC will defer until comments are received from the Graduate Program Coordinators.
- IV. Marsha Rossiter gave an update on the reorganization of Graduate Studies and Continuous Learning. The Graduate Council will invite Interim Provost Lane Earns to their next meeting to discuss the Council's concerns.

Information Items

- V. The Distinguished Thesis/Graduate Honors Recognition Committee has concerns about the "outside service" criterion for Graduate Honors. Bob Kunkel, Chair of the Committee, will attend the Graduate Program Coordinators' meeting on Oct 27th, and present the Committee's concerns to them. A draft of new guidelines will then be presented to the Graduate Council for its review and vote.
- VI. A new 15-credit graduate certificate program of existing courses is going through the certificate program approval process. The certificate is titled "Technical Leadership Cohort." Perry Rettig and JoAnn Konkel are working on revisions to the certificate program guidelines and forms, which will be presented to the GPCs first, and then to the Graduate Council.

- VII. The Chancellor's Office forwarded an inquiry from a graduate student interested in wearing a national honor society stole to the commencement ceremony. The consensus of the Graduate Council was that wearing the stole was appropriate. Greg will convey this to the Chancellor's Office.
- VIII. The Graduate Council needs to review revisions to the Faculty and Academic Staff Handbook.

Approved by email ballot Oct 22, 2004

Fall 2004 Graduate Faculty Marshal nominations:
Marilyn Hart, College of Business
Toivo Kallas, Biology and Microbiology, COLS

November 2, 2004 1 hour and 12 minutes

Action Items

- I. Approved minutes of the 10/6/2004 GC meeting.
- II. Approved following change to Grad Asst registration requirements for employment: Currently, one condition of employment as a Graduate Assistant is a minimum 6 graduate credits, maximum 12 graduate credits registration during the 14-week semester. Interim coursework is currently not included in determining registrations. The Office of Graduate Studies proposes that this be changed to the 17-week semester, e.g., all registrations for the 14-week, 1st 7-week, 2nd 7-week, and 3-week interim be included. This change is proposed because calculation of semester credit load includes the 3-week interim. Credit load requirement for Graduate Assistants will be in alignment with the academic calendar and allow additional flexibility for Graduate Assistant scheduling.

The change will take effect immediately. Requests to waive this requirement will need to be submitted to the Office of Graduate Studies for consideration and approval.

Discussion Items

- II. Graduate Council presented their concerns to Lane Earns, Interim Provost/Vice Chancellor about Graduate Studies being separated from Continuous Learning—previously one division.
- III. Consensus to keep discussion of the reorganization of Graduate Studies and Continuous Learning as a continuing agenda item for future Graduate Council meetings so the Council may be kept informed. The Provost will have an “open invitation” to attend future Graduate Council meetings as an opportunity to provide new information.

IV. Institutional Review Board Compliance: Update from Graduate Program Coordinators meeting—

It was the consensus of the Graduate Program Coordinators that the Graduate Program Coordinator signature on the Research Proposal form is the primary verifier to assure compliance to the University's IRB process. The Graduate Studies office will continue to review the Research Proposal Form and contact the IRB if the former has questions. Comments on the drafted forms and the procedures may be directed to Greg W. As this is a procedural change to conform to federal and University policies, the former does not need approval. Greg will suggest changes to procedures and forms, then bring these back to the Graduate Program Coordinators (and the Graduate Council if needed) for their input and final approval.

Information Items

V. Curriculum Approval Committee Report—

The CAC has unanimously passed a number of routine curriculum and program actions on behalf of the Graduate Council. Greg asked if there was a way that Graduate Studies could be informed earlier of curricular and program changes that affect operational issues. Consensus that communication needs to occur between Greg and the Graduate Program Coordinators when these changes affect operational issues in Graduate Studies.

VI. Distinguished Thesis/Graduate Honors Recognition committee report—

- A. There were two nominations for Distinguished Thesis, both excellent and a difficult choice to select the winner. The clinical paper written by Debbie Vande Zande, MSN student, was selected and will also be the University's nominee in the regional master's thesis competition of the Midwest Association of Graduate Schools (MAGS).
- B. Bob Kunkel, Chair of the Committee attended a recent Graduate Program Coordinators meeting to get their thoughts on the Graduate Honors Recognition nomination process. A common approach and criteria for selecting students to receive graduate honors are not going to work for all of the graduate programs. Bob distributed information on the number of master's graduates for the past two years, the number nominated for graduate honors, and the number chosen. At the University level, 4% of the total graduates are receiving graduate honors. Bob also distributed copies of a "Working Draft for New Criteria for Graduate Honor Awards." The Graduate Honors Recognition Committee will continue to work on drafting new guidelines, with consideration given to each college determining their own graduate honors nomination criteria and will report at the next Graduate Council meeting.

Action Items

- I. Approved minutes of the 11/2/2004 GC meeting.
- II. Approved following changes to the criteria for Graduate Honors Recognition
 - A. Graduate programs with 15 or fewer students graduating each year may award university honors to a maximum of 25% of those students.
 - B. Graduate programs with 16 or more students graduating each year may award university honors to a maximum of 20 percent of those students.
 - C. Criteria f and g are deleted as they are procedural issues, not criteria.
 - D. The Graduate Honors certificates will be signed by the Provost and the Chancellor.

The changes will be implemented for Spring 2005. Guidelines will be requested from each graduate program, and the Graduate Council will review and approve them.

Information Items

- III. Information distributed on UW Oshkosh Certificate Program Development.
- IV. Institutional Review Board Compliance Update
- V. Update on transition/reorganization of Graduate Studies and Continuous Learning

February 23, 2005 1 hour and 8 minutes

Action Items

- I. Approved minutes of the 12/1/2004 GC meeting with the correction that Vicki Moss was in attendance. .
- II. Approved nominations of Ann Frisch, COEHS, and Paulette Zachman, CON, to serve as Graduate Faculty Marshals for the afternoon Spring 2005 Commencement ceremony, and the nominations from the COLS for the morning ceremony when the latter are received.
- III. The Curriculum Approval Committee requested full Council review and recommendation of the following course actions.
 - A. ANTHRO 362/662, Field Work in Archaeology, change to dual level
 - B. ECON 340/540, Economics of Sport, change to dual level
 - C. ECON 446/796, Independent Study, new course

Courses were approved. Consensus that the dual course rubric be distributed to the academic departments.

- IV. A. Approved the Graduate Honors nomination criteria submitted by the College of Business Administration, the College of Nursing, and the Counselor Education Department.
 - B. Consensus to add a signature line on the nomination form for the Graduate Program Coordinator. This was requested by the GPCs for “oversight” purposes.
 - C. Consensus to accept the graduate honors nominations from the Reading Education Department, based on criteria used by Graduate Studies in previous years. The Reading Education Department will submit new nomination criteria for the GC’s review and approval.
- V. Approved changes to the Institutional Review Board (IRB) Policy that have been discussed at previous GPC and GC meetings. In particular, the registration process for any graduate coursework requiring IRB review will be separated from the IRB submission and approval of graduate student research

Reports

- VI. Curriculum Approval Committee—approved the following on behalf of the Graduate Council:
- A. ENGL 714, Studies in Rhetoric and Writing: Optional Content, 3 credits
 - B. NURS 716, Clinical Management and Pharmacology I, 2 credits, change in course objective
 - C. NURS 717, Clinical Management and Pharmacology II, 3 credits, change in course objective

Discussion Items

- VIII. Greg W. will convene the CAC to discuss continuing concerns about dual level courses, the dual level course rubric and new/changed course rationale statements. There will be a report to the GC after the CAC meets.
- IX. Greg will provide separate comments to the GC on the following remaining agenda items.
- A. Update on Inter- or Intra-College Program/Plan Change Policy and Procedures
 - B. Certificate Program Updates: Global Educator; Biology for Teachers; Leadership for Social Justice; Technology Leadership in the Classroom
 - C. Certificate Program Resource Manual
 - D. Five-year Program Review, MA-English Program
- X. The Graduate Bulletin is being revised in Fall 2005, so there may be increased activity in graduate course and program actions.

March 28, 2005 55 minutes

Greg Wypiszynski introduced Alan Hartman, Dean of the College of Business Administration, who will serve as “Dean in Residence” to the Graduate Council. The purpose of this ex officio position is to provide academic, curricular and policy advice and assistance to the Graduate Council, Graduate Program Coordinators, Director of Graduate Admissions and Records and the Provost on matters related to graduate studies at UW Oshkosh, and to advocate for graduate academic, curricular and policy initiatives in support of graduate education.

Greg requested deletion of Agenda Item IX, Certification Program Updates, as he had previously sent the information to the GC members via email. He also requested, that if time permitted, he would like to add three information items. Consensus to approve his requests.

Action Items

I. Approved minutes of the February 23, 2005 GC meeting.

II. Curriculum Approval Committee Report

The Curriculum Approval Committee received the following items for their review and response. The CAC requested that these items also be brought to the Graduate Council for discussion.

- A. Special Education Dept requested consideration of a 400/700 level course, specifically 705, Administration, Organization, Collaboration and Leadership in Special Education. This split would maintain a core course for MSE-Special Education students while providing undergraduate students with options for completing their required licensure courses.

This request was not submitted as a formal action item. The Curriculum Approval Committee did move an action for the request, in that all four members did not approve it. The CAC’s and Graduate Council’s responses will go back to the Special Education Dept. Everything else will be reported as “general comments.”

- B. College of Nursing—Natural Alternative/Complementary (NAC) Health Care graduate certificate program
A formal program action change requested by Nursing: change requirement for admission from master’s prepared nurses to baccalaureate-prepared nurses and with permission of instructor, bachelor’s prepared in relevant health field.

The CAC voted not to support the program action change: 3-No; 1-Yes. After discussion, it was clarified that the proposed change is not a budget issue, but one of ensuring that baccalaureate students understand they cannot prescribe any NAC medications. Nursing will re-write the program action change and re-submit it. The CAC vote will “stand,” but the CAC will review the revised change and make a second response. The Graduate Council will take everything under advisement and wait for the CAC’s second response.

The CAC is also considering three graduate certificate programs submitted by the MBA Program

Discussion Items

- III. Curriculum Approval committee—Dual-Level Courses/Rubric Discussion
While the CAC has been using a dual level course rubric in their reviews, this rubric has not been formally approved by the Graduate Council. Greg and Gloria Splittgerber met with the CAC members on March 3, 2004, and a written report of that meeting was sent to the Graduate Council members. Greg, Gloria, and the CAC will continue to meet on the issues mentioned in the report.
- IV. Pending Changes in GSIP Funds Distribution
The funds in the Graduate Summer Initiative Program (GSIP) have been accruing. These funds were set aside to support summer graduate programming. Greg, the Provost, Tom Sonnleitner, and Lori Worm will be meeting to discuss the future of these funds. Greg will report back to the Graduate Council.
- V. Enrollment Management and Student Support Plan
As a result of the January 2005 Strategic Planning session, Chancellor Wells has announced the development of seven key operational plans. There are two plan areas that will require some response from Graduate Studies: Academic Program and Student Outcomes Assessment Plan, and Enrollment Management and Student Support Plan. Greg will provide the graduate information and will share it with the GPCs and the Graduate Council for their review. Greg noted that there may be some information “overlap” in the plans, e.g., the responses from the Colleges and program areas may included information also provided by Greg. Provost Earns commented that this activity will run through mid-September.

Information Items

- VI. Master’s of Physics Education
The proposed Master of Physics Education degree was not approved by the Physics/Astronomy Department.

- VII. Inter- or Intra-College Program/Plan Change Policy and Procedures—Update
Greg has been working with the GPCs to develop a process whereby graduate students admitted in one graduate program may transfer more easily to another. The pilot is working well. Greg will document the process and policy and present to the GPCs and the GC for final approval.
- VIII. Institutional Review Board (IRB) Policy and Procedures Implementation—Update
The new policy and procedures have been approved by the Graduate Council and the Provost's Administrative Staff. The new policy and procedures will be implemented in the next few weeks.
- IX. A. Academic program reviews are being deferred for two years, unless the program needs accreditation during that time period. Provost Earns added that if programs have invited external consultants to campus, the former should continue with their program review process. This deferral is due to budget constraints.
- B. The GPCs have endorsed the use of third-party credential evaluation agencies for international graduate students applying to UW Oshkosh graduate degree programs. Use of these agencies is not uncommon. International graduate students will pay a fee for these evaluations. Institutions who have adopted this practice note that the yield rate of admissions to applicants eventually stabilizes, and the quality of the applicants increases.
- B. A graduate student from the College of Education and Human Services has indicated an interest in serving as a graduate student representative on the Graduate Council for AY 2005-06. The schedule rotation for graduate student representatives is the College of Business Administration and the College of Letters and Science. The COEHS graduate student will either serve as a third representative, or in place of one of the two colleges if no graduate student is available.
- D. Spring 2005 Graduate Faculty Marshals from the COLS are Zoubir Benzaid, Math; Lee McCann, Psychology; CON—Paulette Zachman; COEHS—Suzanne Fondrie (replacing Ann Frisch, who is unable to attend).

May 4, 2005 50 minutes

Action Items

- I. Consensus to add approval of Biology and Microbiology Graduate Honors criteria to agenda.
- II. Approved minutes of the 3/28/2005 GC meeting.
- III. Curriculum Approval Committee Report -- Vicki Moss, Chair
 - A. Approved recommendation by the CAC to approve the revised Natural Alternative Complementary (NAC) Health Care certificate program.
 - B. The CAC also approved the following course actions on behalf of the Graduate Council.

CRIMINAL JUSTICE 353/553
EDUCATIONAL LEADERSHIP 317/517
ENGLISH 354/554
SPECIAL EDUCATION 487/687
SPECIAL EDUCATION 491/691
 - C. The following are recurring issues for the Curriculum Approval Committee.
 1. Not having sufficient information to review a course action, particularly for dual level courses, e.g., differentiation between undergraduate and graduate course requirements
 2. What is the CAC's role in graduate academic program reviews, e.g., are they to approve the review, or the review process, or both? What is to be the value added?
 3. The academic departments need to be informed of the dual level course rubric if the CAC continues to use the rubric to evaluate courses.
- IV. Approved Biology and Microbiology Department's criteria for Graduate Honors Recognition.
- V. Proposed Changes in Graduate Summer Initiative Program (GSIP) Funds Distribution

The GSIP Funds are among those asked to annually contribute 20% of their current and future balances to fund the University's "summer session incentives/growth fund," starting Summer 2005. The fund will "assist in supporting the development and expansion of summer session (undergraduate and graduate) using a new funding and program array model." Greg noted that the GSIP will continue. The process as been revised and will continue to be administered by the Office of Graduate Studies, the Graduate Council, and the graduate faculty.
- VI. Enrollment Management and Student Support and Academic Program and Student

Outcomes Assessment Plans

Greg distributed copies of the current drafts of these documents. He received comments and suggestions which were incorporated. These are “evolving” documents that will be revised through the summer. There will be other opportunities for input. The “pending” graduate certificate programs mentioned in the Assessment Plan have since been approved.

The following three agenda items are inter-related and ideas coming from a discussion between Greg W. and Alan Hartman about various issues resulting from the January 2005 Reorganization of Graduate Studies and Continuous Learning. In that realignment, Graduate Studies was separated from the Continuous Learning units and reports directly to the Provost’s Office, instead of the Assistant Vice Chancellor for Continuous Learning. Specifically, how should graduate curricular and academic issues be presented and addressed at “senior” administrative and academic levels?

VII. Electing a Graduate Council Chair

The newly established “Dean in Residence” ex officio position is to provide academic, curricular and policy advice and assistance to the Graduate Council, Graduate Program Coordinators, Director of Graduate Admissions and Records and the Provost on matters related to graduate studies at UW Oshkosh, and to advocate for graduate academic, curricular and policy initiatives in support of graduate education. The “Dean in Residence” is a member of the Provost’s Administrative Staff and the Chancellor’s Administrative Staff.

A Chair elected by the Graduate Council would be a liaison for Greg and the Graduate Program Coordinators, and also “shepherd” academic and curricular issues through the University review process. The Chair could take on the broader issues in graduate education, internally and externally, and the role could be comparable to that of the Chair of the Academic Policies Committee of the Faculty Senate.

Comment: This was a concern expressed by the Graduate Council to the Provost in Fall 2004, that the reorganization would create a “void” in who formally represents graduate education on campus.

VIII. NCA Self Study Group for Graduate Education

As the University prepares for the next NCA evaluation in 2007, the following are the “Findings for Graduate Studies” from the 1997 NCA Visitation Report:

- The institution needs to make a sharper distinction between its graduate and undergraduate programs. This must be done on both administrative and academic levels.”
- “The approval of graduate level course appears to be vested within academic colleges, and there is no all-campus review by members of the graduate faculty.”

- "...[I]t is unfortunate that the Assistant Vice-Chancellor is not directly involved with the identification and selection of external [program] reviewers."
- "At all levels the propriety of the Graduate School in admissions must be recognized and stressed."
- "...[T]he conferral of graduate degrees at commencement ceremonies should be done by the Graduate School and not an academic unit."
- "The review of faculty – initial selection, granting of tenure, and post-tenure review – needs Graduate School involvement, especially if the faculty member has graduate responsibilities."
- "[Graduate] teaching loads are still high." "...There is no differentiation either in writing or in concept of the enormous time necessary for meeting graduate students needs for intellectual and scholarly activity."
- "The self-study does not identify the heavy teaching load of faculty members involved in graduate education as an issue. Instead it identifies as an area for improvement the necessary use of distance-learning technologies-another time intensive endeavor."
- "On a graduate level, the minimum undergraduate GPA of 2.75 for admission is slightly below that of most other graduate schools."
- "On the admissions side, the Graduate School should take a more active role in distinguishing itself from undergraduate programs. Specifically, it needs to be clear to all units and their academic deans that final admission decisions are made within the Graduate Office and that the role of the programs is only to make recommendations."
- "...[E]xpansion of graduate programs in selected areas will establish a competitive niche for the campus with respect to recruitment

Comment by Alan Hartman: This is an area where a Chair of the Graduate Council would again be helpful, as the entire GC would not be an effective group to frame and lead the discussion of the above concerns.

IX. Possible Summer Meeting for Strategic and Operational Planning

A half-day summer meeting for the Graduate Council and the Graduate Program Coordinators is proposed, to do some strategic planning, as well as plan for the NCA self-study. Don Simons and Perry Rettig volunteered to join Greg and Al to prepare the agenda. Greg will draft a description of a Graduate Council Chair along with compile materials for discussion about an NCA self-study of graduate education. A summer meeting likely will be scheduled for some Friday morning in June or July.

Information Item

- X. The Global Educator Certificate Program, and the three MBA Certificate Programs were approved by the Academic Policies Committee and the Faculty Senate.

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