

**GRADUATE COUNCIL
2013-14 ACTIONS REPORT**

Graduate Council Charge: Responsible for the formulation of policies concerning the graduate programs of the University of Wisconsin Oshkosh; serves as an advisory body to the Director of Graduate Services, Dean of Graduate Studies, and the Provost and Vice Chancellor.

| COB | NAME | PROGRAM | TERM |
|--|------------------------|--|-------------|
| Dean's Representative | Lee Van Scyoc | | 2013-14 |
| MBA Director, ex-officio | Kathy Hagens | Business Administration (MBA) | * |
| Graduate Faculty Representative | William Wresch | Business Administration (MBA) | * |
| Graduate Program Coordinator | Steve Dunn | Sustainable Management (MS) | * |
| Graduate Student Representative | Sudipto Sarkar | Business Administration (MBA) | 2013-14 |
| COEHS | NAME | PROGRAM | TERM |
| Dean's Representative | Elizabeth Alderton | | 2013-14 |
| Graduate Program Coordinator | Emmanuel Jean Francois | Transnational Human Services Leadership (MS) | * |
| GPC Alternate | Teri Wegner | Special Education (MSE) | 2013-14 |
| Graduate Program Coordinator | Karen Gibson | Educational Leadership (MS) | * |
| Graduate Program Coordinator | Judy Hanks | Curriculum & Instruction (MSE) | * |
| GPC Alternate | Alan Saginak | Professional Counseling (MSE) | 2013-14 |
| Graduate Program Coordinator | Mike Ford | Reading Education (MSE) | * |
| COLS | NAME | PROGRAM | TERM |
| Dean's Representative | John Cross | | 2013-14 |
| Graduate Program Coordinator | Christine Roth | English(MA) | Fall 2013 |
| GPC Alternate | Pascale Manning | English (MA) | Spring 2014 |
| Graduate Program Coordinator | Karen King | Public Administration (MPA) | * |
| Graduate Program Coordinator | Bob Stelzer | Biology/Microbiology (MS) | * |
| Graduate Program Coordinator | Phan Hong-Lishner | Psychology (MS) | * |
| Graduate Program Coordinator | Amy Williams | Social Work (MSW) | * |
| Graduate Program Coordinator | Jennifer Szydluk | Mathematics Education(MS) | * |
| Graduate Student Representative | Reginald Parson | Public Administration (MPA) | 2013-14 |
| CON | NAME | PROGRAM | TERM |
| Dean's Representative | Shelly Lancaster | | 2013-14 |
| GRADUATE STUDIES | NAME | OFFICE | |
| Graduate Council Chair, voting | Sharon Chappy | MSN/DNP | 2012-15 |
| Dean of Graduate Studies | Susan Cramer | Graduate Studies | * |
| Director of Graduate Studies; ex-officio | Greg Wypiszynski | Graduate Studies | * |
| Marketing Rep, ex-officio | Jamie Ceman | IMC | * |
| Admin Services Rep, ex-officio | Lori Worm | Administrative Services | * |
| Admin Services Rep, ex-officio | Deb Matulle | Administrative Services | * |
| Recorder | Marci Hoffman | Graduate Studies | * |

*Indefinitely (until no longer serving in this capacity)

GRADUATE COUNCIL MEETING, SEPTEMBER 12, 2013 (86 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of May 2, 2013 were approved as written. Motion to approve/Second: Jen Szydlik/Reggie Parson. Approve: 17, Not Approve: 0, Abstain: 0.
- Form B: Biology 367/567. Motion to approve/Second: Jen Szydlik/Steve Dunn. Approve: 17, Not Approve: 0, Abstain: 0.

SUBCOMMITTEE MEMBERSHIP

EXECUTIVE COMMITTEE Chair: Sharon Chappy

| COLLEGE | NAME | PROGRAM |
|------------------|------------------------|---|
| COB | Steve Dunn | Sustainable Management |
| COEHS | Emmanuel Jean Francois | Transnational Human Services Leadership |
| COLS | Bob Stelzer | Biology |
| CON | Sharon Chappy | Nursing |
| Dean | Susan Cramer | Graduate Studies |
| Graduate Student | Sudipto Sarkar | Business Administration |

CURRICULUM APPROVAL COMMITTEE:

| COLLEGE | NAME | PROGRAM |
|------------------|---------------|-----------------------|
| COB | Lee Van Scyoc | Dean's Representative |
| COEHS | Michael Ford | Reading Education |
| COLS | Jen Szydlik | Mathematics Education |
| CON | Waived | |
| Graduate Student | Reggie Parson | Public Administration |

ACADEMIC POLICIES COMMITTEE REPRESENTATIVES

Graduate Faculty Representative– TBD

Graduate Student Representative– Reggie Parson, Public Administration

DISTINGUISHED MASTERS RESEARCH AWARD COMMITTEE:

| COLLEGE | NAME | PROGRAM |
|---------|-------------------|--------------------------|
| COB | Lee Van Scyoc | Dean's Representative |
| COEHS | Judith Hankes | Curriculum & Instruction |
| COLS | Phan Hong-Lishner | Psychology |
| CON | Sharon Chappy | Nursing |

GRADUATE STUDIES TRAVEL FUND REVIEW COMMITTEE

| COLLEGE | NAME | DEPT |
|---------|--------------------|-------------------------|
| COB | Kathy Hagens | Business Administration |
| COEHS | Elizabeth Alderton | Dean's Representative |
| COLS | Karen King | Public Administration |
| CON | Shelly Lancaster | Dean's Representative |

GRADUATE STUDIES INITIATIVES PROGRAM:

| COLLEGE | NAME | DEPT |
|------------------|----------------|-------------------------|
| COB | Kathy Hagens | Business Administration |
| COEHS | Kelli Saginak | Professional Counseling |
| COLS | John Cross | Dean's Representative |
| CON | Sharon Chappy | Nursing |
| Graduate Student | Sudipto Sarkar | Business Administration |

GRADUATE REPRESENTATIVE TO THE FACULTY DEVELOPMENT BOARD:

Steve Dunn, Sustainable Management

GRADUATE REPRESENTATIVE TO UW OSHKOSH SCHOLARLY AND CREATIVE ACTIVITIES BOARD:

Bill Wresch, Business Administration

GRADUATE STUDENT REPRESENTATIVE ON THE SEGREGATED FEES COMMITTEE:

Dilnoza Jumaeva, Business Administration

DISCUSSION ITEMS

- Distinguished Masters Research Award: CON deferred one nomination to English, who had three exceptional theses. The deadline for consideration is September 16, 2013.
- GSIP: The current balance is \$55,136, not including 2012 FY revenue. Over the summer, the MPA program and the Office of Graduate Studies used approximately \$40,000.
- STEP Program: The Provost has approved \$31,000 in graduate STEP funding that may be used by Graduate Faculty to hire graduate students. The deadline to submit a proposal to be guaranteed consideration is September 27, 2013.
- Bulletin Year: This is a Bulletin year for Graduate Studies. A request has been sent to all departments asking for an update of Graduate Faculty status, with a due date of October 1. All graduate curricular actions must be submitted by December 15, 2013 in order to be added to the next Bulletin.

SUMMER 2013 ACTIVITIES REPORT

- Graduate Student Association: The purpose is to provide representation for the graduate student body regarding issues that advocate and advance the educational, professional, and social interests of our graduate students. They plan to apply for OSA membership early this fall, and will have their first, inaugural meeting on Tuesday, September 17 at 4:45pm.
- Enrollment Projection Plans: Dean Cramer will continue to work on these throughout the year. A template is available on the Graduate Studies website.
- Enrollment & Course Offerings Analyses: Dean Cramer found that the enrollment reports produced through OIR and Graduate Studies are both accurate. Discussion ensued, and the Council agreed that more information can be shared through these reports to better represent the work being done within the graduate programs. The four additional pieces requested by the Council to be included in the enrollment reports are 1) the number of off-

campus sites the program serves, 2) the number of courses being offered, 3) the amount of revenue brought in by the program and/or course, and 4) the number of faculty and instructional staff employed by the program.

- The Graduate Studies Office has been tracking all inquiries to our office for the past year. Over 3400 items were logged, and the data will be used to compare last year's data with this year's. The intent is to determine what are our most common requests, how can we better serve students, faculty, and staff, and the number of program inquiries we received before and after the launch of our new marketing campaign.
- Dual-Level Review: Over the summer, Susan Cramer and Sharon Chappy reviewed 100 dual-level syllabi for our upcoming HLC visit. The remaining syllabi appear to be from departments that do not include a graduate program. Throughout the year, Susan and Sharon will meet with department chairs to obtain the remaining syllabi.
- Marketing Campaign: The new branding and marketing campaign was launched on September 2, and current data shows that inquiries for our graduate programs have already increased by 14.4% compared to this time last year. The two students showcased are Iqbal Mian (Sustainable Management) and Jen Kaiser (Public Administration). IMC would like to showcase at least two more students, preferably one from COEHS and one from CON. IMC will also help programs update their websites following web optimization principles.

In closing, Susan Cramer thanked the Council for their continued work, and shared three tasks for the Graduate Council this year; 1) promote graduate studies and improve visibility, 2) finalize the dual-level course review, and 3) update the Graduate Bulletin.

GRADUATE COUNCIL MEETING, OCTOBER 3, 2013 (74 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of September 12, 2013 were approved as written. Motion to approve/Second: Jen Szydlik/Karen Gibson.

DISCUSSION ITEMS

- Graduate Council Orientations for New Faculty Members: Two changes will be made to orient new Faculty to the Council; a) the welcome letter sent from the Office of Graduate Studies will be modified to better explain expectations and responsibilities; and b) a faculty member of the Council (either the Graduate Council Chair or a member from the same college or department) will informally explain the expectations and responsibilities to new members.
- Graduate Faculty Award and Reception: The Provost suggested that the Graduate Council create a Distinguished Graduate Faculty Award and reception to be offered each academic year. The Graduate Council will determine the criteria, then forward it to the Provost. The Council suggested creating two separate committees; one for the award and one for the reception.
 - Distinguished Graduate Faculty Award: Bob Stelzer, Mike Ford, Susan Cramer, and Sharon Chappy will meet to discuss how the Rosebush Scholarship and the Distinguish Teaching Award are determined and processed.
 - Reception: The idea of an off-campus meal that requires an invitation and RSVP was discussed. Invitations will be sent to Graduate Faculty, Graduate Staff, and Graduate Students. The Council agreed to discuss this further at a later date.
- Graduate Council Committee Chairs: Committee assignments were determined during the last Graduate Council meeting, and the Chair assignments are:
 - Executive Committee: Sharon Chappy
 - Curriculum Approval Committee: Jen Szydlik
 - Academic Policies Committee Graduate Studies Representative: Jen Szydlik
 - Distinguished Research Award Committee: Judith Hankes
 - Graduate Studies Travel Fund: Kathy Hagens
 - Graduate Studies Initiatives Program: Alan Saginak (fall 2013, only)
 - Segregated Fees Committee Graduate Student Representative: Dilnoza Jumaeva, Business Administration
- Massive Open Online Courses (MOOCs): Being a Bulletin year, now is the time to update the Transfer Credit Policy to include MOOCs, if that is what the Council would like to do. The Council agreed to discuss this again in the future.
- Attrition: A few graduate programs have experienced a larger number of drop-out students at the beginning of this academic year than in previous years. Some students were very open about their reason for dropping from their graduate programs, including; too much reading required, more work than they were expecting, and they found an “easier” option elsewhere. It appears that when a program holds-up to the expected rigor and standards of a “graduate” degree, they lose people. Discussion ensued; not all programs are experiencing this.

- HLC Update: The Provost has requested updates to the graduate program websites (if they haven't been updated recently). IMC offered support to all graduate programs.
- Distinguished Masters Research Award Review: A total of 7 students were nominated for a Distinguished Masters Research Award. Last week, MAGS announced a change in eligibility (graduation dates). One nominated thesis is no longer eligible for the award for this reason. The remaining students are all excellent and would represent UW Oshkosh well. The Committee will meet next week to make a final decision.
- Dual-Level Review: Susan Cramer will continue to meet with programs.
- Graduate Student Association Update: OSA officially recognized the GSA on October 1, and their next meeting is on October 8 from 4:45-6:00pm in Sage Hall 2210. The Chancellor met with Reggie Parson, and offered to speak at a future event.
- STEP: 11 STEP proposals were received, and totaled over \$43,000. Susan Cramer and Sharon Chappy thought all were worthy of funding, and will provide funds to everyone who applied; however at a lower amount than requested. Award letters will be sent by October 4.

GRADUATE COUNCIL MEETING, NOVEMBER 7, 2013 (67 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of October 3, 2013 were approved as written. Motion to approve/second: Steve Dunn/Jen Szydluk.
- The Curriculum Approval Committee recommended approval for the following actions. Discussion ensued, and the following items were approved as a group (motion to approve/second: Jen Szydluk/Mike Ford). Approved: 20, Not Approved: 0, Abstained: 0.
 - Nursing, CNL Curriculum Change
 - Nursing, Nurse Educator Program Change
 - Psychology, Reduce Time Limit for MS Degree
 - Social Work, Dissolution of Collaborative MSW Program, and Authorization for an Independent MSW
- The Curriculum Approval Committee recommended approval for the following curricular action. One CAC member abstained from this action; therefore, the Council voted on this item separately. Motion to approve/second: Bill Wresch/Elizabeth Alderton. Approve:19, Not Approve: 0, Abstain: 1.
 - MBA, HR Emphasis Program Change

DISCUSSION ITEMS

- A new GoogleDrive folder was created for the Council. The Council voted and approved that all items be shared through GoogleDrive, only, from now on. Committees will also use GoogleDrive, so that document-sharing and access will remain consistent. Approve: 20, Not Approve: 0, Abstain: 0.
- Send University Strategic Plan updates to Dean Cramer by the end of today, so they can be added to the University's Strategic Plan website.
- Marketing has shown that the Graduate Studies website traffic has increased by 21.36% since this time last year. Applications for graduate programs are up 10%, as well.
- GSIP funds were approved to support an ad for the College of Nursing in *Nursing Matters* for a total amount of \$1680.
- Reminder to use the Midwest Student Exchange Program as a recruiting tool. Tuition may be reduced to 150% of in-state costs. For online programs, this does not apply as all students pay a flat fee regardless of residency.
- The Distinguished Masters Research Award Committee nominated Ryan Glaman (Psychology) for the 2014 award and nominee to MAGS. Mr. Glaman will be invited to attend the spring 2014 Honors & Awards Ceremony. MAGS has announced changes to their annual Master's Research Award, so that it directly aligns with the Council for Graduate School's annual award.
- The Graduate Student Association welcomes the Business Success Center to speak at their next meeting on November 12. The BSC provides paid internship and consulting

opportunities to students, staff, and faculty. For programs that are traditionally underrepresented by on-and-off campus internships or job placements, students, staff, and faculty are encouraged to attend to express this need.

- Dean Cramer investigated internship and employment opportunities for students, faculty, and staff. After speaking with Jessie Pondell in the College of Business, she learned that students from all disciplines may contact her directly for support in finding opportunities.
- A summer session 2013 report has been created, and it showed that 793 graduate students took coursework, and a total of 326 graduate courses were offered. However, only 25 graduate students submitted a summer session survey. Dean Cramer will follow-up with Kathy Lynch to discuss this issue.
- Graduate Studies is working with IT to create paperless forms in Plone. This will create a simplified, electronic filing system in an attempt to eventually move the graduate studies office to a completely paperless system.
- Discussion of creating posters or videos of graduate studies graduates at Commencement Ceremonies ensued. A slideshow of graduate students briefly discussing their research, their accomplishments, and future goals would be more appealing than posters.
- Reminder: Student/Faculty Collaborative Research Proposals are due February 11.
- Dean Cramer continues to meet with faculty in departments that do not offer a graduate option to discuss dual-level syllabi, collaborative opportunities, and to update the Graduate Faculty list.
- Sharon Chappy has requested that one of Nursing's Graduate Assistants research MOOCs, and will bring the findings to the Council.
- The Council would like data from GradSchool Fests collected and reviewed. Specifically focusing on the number in attendance, and of those in attendance, how many apply, take coursework, and/or are admitted into our graduate programs. Faculty would like to see the impact on admissions and enrollment.
- The Council would like to revisit funding opportunities for the Graduate Studies Travel Fund at a future meeting.

GRADUATE COUNCIL MEETING, DECEMBER 5, 2013 (86 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of November 7, 2013 were approved as written. Motion to approve/Second: Bill Wresch/Jen Szydluk.
- The Curriculum Approval Committee recommended approval for the following curricular actions.
 - Form C: Literacy Coaching Graduate Certificate Program. Motion to approve/Second: Jen Szydluk/Judith Hankes. Approve: 13, Not Approve: 0, Abstain: 0. Motion carries.
 - Form C: Professional Counseling CPCE Minimum Score Implementation. Motion to approve/Second: Jen Szydluk/Mike Ford. Approve: 11, Not Approve: 0, Abstain: 2. Motion carries. The Council will discuss this further during the February meeting.
- Graduate Studies Initiatives Program (GSIP): A proposal for \$10,600 to continue graduate studies marketing during the spring and summer 2014 terms was submitted to the Council. Motion to approve/Second: Bill Wresch/Jen Szydluk. Approve: 13, Not Approve: 0, Abstain: 0. Motion carries.

DISCUSSION ITEMS

- GradSchool Fest Analysis: A STEP Employee in the Graduate Studies Office presented post-GradSchool Fest attendees survey. The survey results showed a positive response to including Student Services booths at GradSchool Fest (i.e. financial aid, career services, etc). Her next projects include making changes to the survey questions and tracking all GradSchool Fest attendees who applied to and attended graduate school at UW Oshkosh.
- Graduate Studies Travel Fund: Six students applied for Travel Funding during fall 2013, for a total requested amount of \$2452. The budget for fall awards was \$2400, so the committee was happy to provide almost all students with the amounts they requested. Discussion ensued about possible options to increase funding for the fund;
 - Work with the Foundation to find targeted donors
 - Review GSIP Guidelines to understand the rules of reallocating funds
 - Share success stories with alumni to seek donations. Ask each college's Advancement Officer for support in contacting alumni donors.
 - Request additional funding in the next FY budget
- Graduate Student Association: A celebration to say good-bye to fall graduates (Titan Underground, Dec. 3 at 5:00pm) was announced. Reggie Parson has also been working with the OSA President to create a liaison position between the OSA and Graduate Studies.
- Massive Open Online Courses (MOOCs): Sharon Chappy reviewed the literature for information about transfer credit options for MOOCs. The College of Nursing is actively researching the possibility of using a MOOC to support clinical placement in agencies by offering desired coursework at little to no cost to the agency. In return, the agency would support the College of Nursing by taking students in clinical placements. The Council agreed that continuing the discussion of offering MOOCs is necessary.

- **Milestones:** Admission to Candidacy is now a Milestone that will appear on every student's transcript. The milestone will identify if the student has or has not completed their Candidacy. Additional milestones may be created in the future, and can be customized to each program's needs.
- **Midwest Association of Graduate Schools (MAGS):** Susan Cramer shared that she would like to submit a proposal for the upcoming MAGS Award for Excellence and Innovation in Graduate Education. Each graduate school may submit one proposal, and the Council agreed that Dean Cramer's may be UW Oshkosh's 2014 submission.
- **Graduate Studies Future:** Nancy Vincent, the front-line person in the Office of Graduate Studies, has announced her upcoming retirement (March 2014). Council members requested that with the new office restructure, a liaison in constant communication with the Foundation would be beneficial.

ITEMS FROM GRADUATE COUNCIL MEMBERS

- Commencement will be held on Saturday, December 14. Faculty Marshals representing Graduate Studies will be Judith Hankes and Mary Kate Fries.

GRADUATE COUNCIL MEETING, FEBRUARY 6, 2014 (91 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of December 6, 2013 were approved as written. Motion to approve/Second: Jen Szydlik/Judith Hankes.
- Curriculum Approval Committee (CAC): The CAC recommended approval of seven curricular actions. Discussion ensued, and the Council agreed to vote on all items collectively. Motion to approve/Second: Bill Wresch/Elizabeth Alderton. All in favor, motion carried. The Graduate Council approved the following curricular actions.
 - ESL/Bilingual Licensure Revision
 - Mathematics Education Admissions Requirement Revision
 - Social Work, Add MPA 744 to Electives
 - Social Work, Update Bulletin to Include the Full List of Electives
 - Reading 701 Cross-list with 401
 - Ed.D Program for Superintendant Licensure
 - Nursing Informatics Graduate Certificate Program

Additional discussion of the Professional Counseling CPCE Minimum Score was post-poned to the March 6 meeting. This item has already been approved by the Council, but members requested additional information from the Professional Counseling program.

DISCUSSION ITEMS

- Graduate Studies Office Budget: The Council reviewed the Office of Graduate Studies budget and funding changes within Grad Studies (and campus wide) that will occur in our next fiscal cycle.
- University Foundation Meetings: Susan Cramer met with the University Foundation to discuss ways to increase the travel funding for graduate students. To create an endowment, we'll need \$10,000. The Graduate Studies Office will work with the Graduate Student Association for possible fundraising ideas. The protocol requested by the Foundation is to begin by providing them with a list of all possible donors (alumni, community, or anyone involved in graduate ed.). They'll work with each college's Advancement Officer and the Alumni Office to contact appropriate individuals, without exhausting those who already support UW Oshkosh.
- Academic Advising Outcomes: The *Recommendation to the UW Oshkosh Campus from the Advisory Council for Comprehensive Academic Advising (ACCAA)* was shared with the Council. Career and graduate school counseling at the undergraduate level are included in their recommended academic advising outcomes.
- Graduate Studies Initiatives Program (GSIP): three proposals for funding over \$2000 were submitted to the GSIP. Kathy Hagens opened discussion of all proposals, and the Council voted on each item separately:
 - Literacy & Language (\$5864), the original proposal was for \$9864, but the COEHS Dean agreed to cover \$4000. Motion to Approve/Second: Jen Szydlik/John Cross. Approve: 5, Not Approve: 7, Abstain: 3. Motion denied.

- GradSchool Fests (\$4000). Motion to Approve/Second: Jen Szydlik/Bill Wresch. Approve: 15, Not Approve: 0. Abstain: 0. Motion carries.
- MBA (\$15,250), Motion to Approve/Second: Jen Szydlik/Elizabeth Alderton. Approve: 15, Not Approve: 0, Abstain: 0. Motion carries.
- Proposals for funding of \$2000 or less were approved by Dean Cramer (do not require Graduate Council approval), and were shared with the Council.
 - Math Intervention Advertising CESAs 8 & 9 (\$528.84)
 - Math Intervention Advertising CESA 7 (\$651.84)
- Online Program Integrity: The Provost's Office has created a list of all states that we may accept students into online programs. A total of 30 states are approved, but 20 states are not. Online programs cannot accept students from any of the 20 unapproved states. University fines for admitting students from those 20 states range as high as \$10,000. This list will be maintained on the Provost's website.
- Graduate Faculty Awards: A draft of the *Distinguished Graduate Faculty Award* was shared with the Council, and a second award, *Friends of Graduate Education*, was suggested to honor those who have supported graduate studies over the years. The Council reviewed and discussed the two award drafts, and would like to pursue both.
- Graduate Faculty Reception: A tentative date was scheduled to hold a new Graduate Faculty Reception where our two Graduate Awards will be presented. The Council asked that the reception be pushed to the spring interim, and held in the Pollock House from 4-6pm.
- Graduate Studies Marketing Update: Graduate Studies website views are up 2% compared to this time last year. The overall university website is down 20%, so our continued marketing appears successful.

GRADUATE COUNCIL MEETING, MARCH 6, 2014 (90 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of February 6, 2014 were approved as written. Motion to approve/Second: Bill Wresch/Jen Szydluk.

DISCUSSION ITEMS

- Continued discussion from February; the Professional Counseling's CPCE Score, which is based on other reputable school's scores and national outcomes, was explained in further detail to the Council.
- Program Marketing: The Graduate Studies Office would like all programs to share their marketing efforts in an attempt to understand annual cycles (what works and when). Council members were reminded to use the Graduate Studies watermark for all marketing.
- GradSchool Fest will be on April 24 in the Reeve mezzanine during Celebration of Scholarship. Peak undergraduate traffic tends to be from 11am-1pm. Program coordinators are asked to attend from 4:30-6:00pm.
- Mandy Potts and IMC are looking for more stories about students, faculty, and staff. Please share your research or professional achievements with Mandy or Greg so they can be shared in UW Oshkosh's communications.
- Graduate Student Association: The GSA will be holding elections for next year's board members. At the March 11 meeting they'll discuss each position's responsibilities, how the elections process will proceed, and will answer any questions from new or existing members. The GSA has received a confirmation from Chancellor Wells that he will attend the April 8 meeting.
- Distinguished Graduate Faculty Award: Discussion ensued;
 - Including this award in the fall Opening Day Ceremony is vital for visibility
 - Changes to the criteria and to the nomination process ensued.
 - If this is going to be added to this fall's Opening Day Ceremony, applications will be due April 1. A monetary award of \$1000 is necessary and a review board will consist of one member from each of the four academic colleges. Each awardee will be recognized at the Graduate Faculty Reception in May.
 - If we cannot guarantee this will be included in fall's Opening Day Ceremony, the Graduate Council will wait until next year to offer this award.
- Friends of Graduate Education Award: This award will be offered beginning in spring 2014 semester. The criteria remains as is, and all nominations are due to the Office of Graduate Studies by April 1.
- Graduate Faculty Reception: Scheduled for Thursday, May 22 from 4-6pm in the Pollock House. The Graduate Studies Office is coordinating this, and will send invitations to everyone in the near future.

- **Bulletin Policies:** The following policies were briefly discussed by the Council. A google doc will be shared with all Council members to review and edit. April's meeting will be a working session to discuss and edit each policy.
 - **Transfer/Waiver Policy:** Allow exceptions of this policy to eliminate the number of waivers requested each year.
 - **Independent Study Policy:** needs to be revisited to address the rigor, requirements, and credit loads allowed for each course.
 - **Credit for Prior Learning:** New policy. Address acceptance of MOOCs and professional experience as graduate credit. More information requested.
 - **Thesis Continuation Policy:** New policy. A draft policy proposal was shared, and the College of Nursing currently has a policy in place. Discussion of logistics needed.

- **Graduate Studies Initiatives Program:** Final reports are needed from each proposal to close accounts after they're complete. A review of the requirements of the final report may be needed. In the meantime, please let Greg Wypiszynski know of all completed projects so that he can track your account numbers.

- **Graduate Studies Budget**
 - Nancy Vincent's retirement announced, and an explanation of the timeline. Due to budget cuts, a reduction in her position is planned (full-time during the academic year, but part-time during the summer sessions). There will be a gap between Nancy's last day and a new person coming in; please be patient with the Graduate Studies Office as we will be short-staffed for a few months.
 - The Provost has requested that the GSIP fund half of Dean Cramer's summer 2014 CAS. The position is scheduled to continue after the 2-year trial, so funding this position during the summer appears to be a long-term expense expected of the GSIP. The GSIP guidelines do not support this type of expense, and the Council has denied funding for other proposals and options not meeting GSIP guidelines. When comparing to other Deans, the Council noted two distinct differences; 1) Dean of Graduate Studies has a 9-month contract while all others have a 12-month, and 2) Dean of Graduate Studies is a 0.5 FTE while all other Deans are 1.0. The Council expressed that they would like a full-time Dean that is not paid by the GSIP. For this summer, while we support Dean Cramer being paid and appreciate the work she does in the summer, we believe the Provost should find a way to support the summer CAS rather than taking money from the GSIP.

Motion to approve GSIP funds to cover half of Dean Cramer's summer CAS/Second. Jen Szydlik/Shelly Lancaster. Approve: 0, Not Approve: 15, Abstain: 0. Motion denied.

Recommend that UW Oshkosh implement a full-time Graduate Dean position/Second. Bob Stelzer/Jen Szydlik. Amended: Recommend that UW Oshkosh implement a 12-month, full-time Graduate Dean position. Approve: 15, Not Approve: 0, Abstain: 0. This may be an item to address as we search for a new Chancellor. Need to determine all candidates' support of graduate education and a full-time Graduate Dean.

GRADUATE COUNCIL MEETING, APRIL 10, 2014 (90 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of March 6, 2014 were approved as written. Motion to approve/Second: Jen Szydlik/Karen Gibson.
- The Curriculum Approval Committee recommended approval for the following actions. Motion to approve/Second: Jen Szydlik/Pascale Manning. Motion passed.
 - Form B: English 320/520, Special Topics in Linguistics
 - Form C: Eliminate BUS 710 and Reduce Foundation Courses

DISCUSSION ITEMS

- In response to the March 6 Graduate Council discussion and vote in regards to Dean Cramer's summer CAS, the Provost stated there is a chance that he may have to take funding from the GSIP. A shortfall caused by the 4% reduction already required the Provost to take additional salary savings from the Graduate Studies account.

As for a 12-month contract, the Provost noted differences in responsibilities for the Graduate Dean versus the Academic Deans. Because we are a decentralized campus, the Dean of Graduate Studies does not have primary control over curriculum, program budgets, hiring/firing of faculty, and other related issues similar to those of the Academic Deans. Dean Cramer is fulfilling an important role, but not an equivalent to the other Deans. The Graduate Council expressed a need to create a Dean of Graduate Studies equivalent to an academic Dean in the future.

- Nominations for the Friends of Graduate Education awards are due May 1, and the Graduate Faculty & Friends Reception will be on May 22 from 4-6pm in the Pollock House. For the Distinguished Graduate Faculty Award, the Provost has agreed to provide \$1000 each year for up to 3 years while the Graduate Council makes progress toward an endowment.
- The Graduate Studies Travel Fund Committee announced that all applicants received the full amount requested for the spring cycle. Several of fall's awardees accepted less than they were awarded, which provided extra funding for spring. A balance of more than \$800 remains; this is the first year-ending balance noted for Travel Fund awards in 4-5 years.
- Two potential endowments were discussed to support graduate student travel and the Distinguished Graduate Faculty Award. Discussion included moving forward with one, both, or neither endowment. The Graduate Council can work with the Foundation to attract and contact donors, but the consensus from Council members is that major donors may be more inclined to support student travel before faculty recognition. Ways to increase funding are to share student travel/research stories, provide naming rights to donors, and the possibility of earning funds from cost recovery programs. The GSA will also be involved by hosting events that would include alumni, friends, faculty, staff, and current students.
- The Graduate Student Association welcomed Chancellor Wells to their meeting on April 8 in the Alumni Welcome & Conference Center. Chancellor Wells spoke about his experiences

as a graduate student and his upcoming retirement.

- The Graduate Council had a working session to review the following bulletin policies:
 - Credit for Prior Learning (New): Many programs may already waive courses due to student's prior experience. UW Oshkosh currently allows students to transfer-in 9 credits toward a graduate degree program, and felt credit for prior learning is a subset of the university's current Credit Transfer/Waiver policy. Council members felt that of the 9 credits students may transfer-in, no more than 6 may be for prior learning. Any requests to waive a course would be reviewed and determined at the program-level.
 - Independent Study: Discussion of offering 0.5 credit Independent Study courses at the graduate level ensued. The Council agreed that the workload expected of the faculty is too high for the minimal outcomes expected from the student's work.
 - Thesis, Clinical Paper, Field Project Continuation Policy: The Graduate Council supports charging fees to students who do not complete their culminating experience the semester(s) in which they are registered. This is a standard expectation at the graduate-level; however, each program will have full authority to waive fees for their students on a case-by-case basis. The Council agreed to create a committee to work through the logistics of this policy, and applying it to the student's accounts. Sharon Chappy, Pascale Manning, and Phan Hong-Lishner volunteered to participate in this review. Others the Council would like involved include Susan Cramer, Greg Wypiszynski, Deb Matulle, Lori Worm, and Lisa Danielson.
 - Transfer and Waiver Courses: This policy hasn't been reviewed in several years, the Council updated the policy based on current university practice and standards.
- Merit-based tuition remissions are available to graduate students to cover fees for non-resident students. After the remission is applied, tuition cannot be lower than in-state rates (per UW System). Graduate Assistants receive a tuition waiver as part of their fringe benefits package, and International students receive waivers through the Office of International Education. Additional funding is available to support Non-resident students.

GRADUATE COUNCIL MEETING, MAY 1, 2014 (87 MINUTES):

APPROVAL ITEMS

- The minutes of the Graduate Council meeting of April 10, 2014 were approved as written. Motion to approve/Second: Bill Wresch/Karen Gibson.
- The Curriculum Approval Committee recommended approval for the following actions.
 - Motion to approve all of the following actions/second: Jen Szydlik/Bill Wresch. All in favor; motion carries:
 - Director of Special Education/Pupil Services Certificate Program
 - Director of Special Education/Pupil Services Emphasis
 - Sign Language & Deaf Culture Certificate Program
 - New Courses: Special Education 402/602, 403/603, 404/604, 405/605, 407/607
 - Curriculum & Instruction: Math Intervention Certificate Program. Motion to approve/second: Jen Szydlik/Karen Gibson. All in favor; motion carries.
 - Motion to approve the following Reading Education changes/second: Jen Szydlik/Karen Gibson. All in favor; motion carries.
 - MS-Reading Education program name change to MSE-Literacy
 - Reading 715 and LIT 790 or Ed Found 770

DISCUSSION ITEMS

- Bulletin Policy Updates
 - Credit for Prior Learning Policy: Following the April Graduate Council discussion, Sharon Chappy drafted a policy using the undergraduate language, but applied graduate objectives. Motion to approve/second: Jen Szydlik/Elizabeth Alderton. The policy was amended to include a subset for each college/division under the overall university policy. Motion to approve the amended version/second: Bill Wresch/John Cross. Approve: 17, Not Approve: 0, Abstain: 1. Amended version carries.
 - Transfer & Waiver Courses Policy: During the April 10 meeting, the Graduate Council had a working session to update this policy. Motion to approve the revised policy as written/second: Jen Szydlik/Karen Gibson. All in favor; motion carries.
 - Culminating Experience Continuation Policy: a working group of Susan Cramer, Sharon Chappy, Greg Wypiszynski, Phan Hong-Lishner, Pascale Manning, Lori Worm, and Deb Matulle will meet throughout the summer to work through the logistics of this policy. This will be brought back to the Council in the fall.
- Graduate Student Association (GSA): Reggie Parson announced that he was elected the new President and will not return to the Council in the fall. Sudipto Sarkar stated that the GSA will meet throughout the summer to determine which members will serve on university committees. The Council thanked Sudipto for his success as the exiting President, and congratulated Reggie on his new role.
- GradSchool Fest: Fifty attendees registered during the event, although more were present. Next time, an opportunity to register will be offered at each entrance. The Celebration of Scholarship is a good venue, 11am-1pm is a good time for attendees, and 1 ½ hours in the evening worked well.

- Graduate Faculty & Friends Award and Reception: Nominations were received from the Reading Education Department and the Office of Graduate Studies. The English Department requested an extension due to moving from Radford to Clow.
- Graduate Faculty Endowment: The Council agreed that they would prefer to put their energy toward graduate student travel rather than toward a graduate faculty endowment. Creating a Graduate Faculty Endowment is off the table at this point in time.
- Tuition Remissions: Susan Cramer asked if graduate programs could use tuition remissions to market to out-of-state students, and if so, how many? Biology and Psychology may be able to use tuition remissions as a marketing tool, but all other programs felt they would not be useful. Online and cost-recovery programs are ineligible, which eliminates many programs. Remissions through GA positions and the Office of International Education already support many graduate students; and some programs specifically target local communities.
- Summer Survey: Susan Cramer shared the university's current summer survey, and the Council felt the survey's objectives specifically target undergraduates. Very little in the survey applies to graduate study. The Council felt if graduate students receive this survey, they may choose not to respond as the questions are irrelevant. Susan Cramer will work with Kathleen Lynch to rewrite a survey that meets graduate objectives.
- Graduate Student Survey: After the Council has had an opportunity to include their thoughts on what should be asked, Susan Cramer will identify outcomes, purposes, and objectives to organize a cohesive and organized survey from those notes.
- Dean Cramer's Summer Initiatives: Susan Cramer identified a list of items she will continue to work toward throughout the summer.

Dean Cramer thanked Dr. Judy Hankes for all of her work throughout the years and congratulated her on her upcoming retirement. She also thanked Sudipto Sarkar for all of his hard work as the first, official Graduate Student Association President.