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**Present:** Elizabeth Alderton, Karen Gibson, Marci Hoffman, Phan Hong, Nathan Stuart, Ashley Thompson, Mary Weeden, Greg Wypiszynski

**Excused:** John Beam, Pete Brown, Eric Brunsell, Jamie Ceman, Denise Clark, Steve Dunn, Dale Feinauer, Anna Filipova, Mary Kate Friess, Fredi Giesler, Toni House, Erik Krohn, Deb Matulle, Brandon Miller, Christine Roth, Steven Steinert, Bob Stelzer, Cathy Toll, Judy Westphal, Lori Worm, Ling Zhang

The meeting was called to order at 1:22 p.m. by Phan Hong.

- A. Graduate Dean Timeline: Chancellor Leavitt stated a new graduate dean should be in place by July 1. Graduate Council members discussed requesting an extension to a September 1 start date or to instead appoint an interim dean if the Provost and Chancellor would prefer not to hire someone at the start of the fall semester. A Search & Screen committee hasn't been formed, and the approval was announced last week. Phan Hong and Greg Wypiszynski will meet with Provost Earns to discuss the timeline.
- B. Graduate Dean Position Description: Items insinuated in the position description were discussed.
1. Involvement of the graduate dean in faculty promotion and tenure: The graduate dean will be expected to advocate for research and support of faculty, but will not have authority in promotion and tenure. Not all graduate programs are research-based, some are practice and professional experience-based. This may cause extra expectations from the graduate dean that conflict with faculty professional paths. Career-paths are part of tenure bylaws and policies, which are outside of the graduate dean's purview. The intention of including the graduate dean in research support is as a champion and advocate; the position description will be updated to clarify this.
  2. The position description appears to support a position other than a dean (AVC or Director, instead): A review of the academic dean position descriptions and position descriptions from graduate deans at other universities was completed by Dean Cramer. However, no comprehensive universities had a graduate dean or graduate education structure like Oshkosh's. This piece will need to be reviewed by the Search & Screen committee.
  3. The supervisor is required to behave in a certain way toward their staff: "Will collaborate with Director of Graduate Services..." The director and the dean are written as equals, but the dean is the director's supervisor. The intention was to identify collaboration in the roles of each; the director has office functional and operational responsibilities, while the dean has administrative and leadership responsibilities. The Search & Screen will be asked to review and clarify these pieces.
- C. Graduate Dean Commencement Responsibilities: Dean Neal-Boylan requested to have deans involved in the hooding of graduate students at commencement; she currently does this with the DNP graduates. Academic deans agreed. This would require some logistical changes at commencement (lining-up graduates in order by college and timing). Two individuals are involved in hooding, so for master's graduates, the academic dean and the graduate dean would hood. For DNP and EdD graduates, the academic dean and faculty advisor would hood and the graduate dean would present the candidates. Greg Wypiszynski will discuss this with Laura Rommelfanger. For spring 2016 commencement, Greg Wypiszynski will represent graduate studies. Additionally, the graduate dean will push to include a graduate student speaker at all ceremonies.
- D. Graduate Grading Policy: A C- cannot be given to a student, so those who do not meet the course expectations to earn a minimum of a C are automatically given an F. Discussion ensued; should graduate students be allowed to receive a C-, so their GPA doesn't disqualify them from graduate assistantships, travel funding, or other opportunities? A C- is traditionally only offered at the undergraduate level due to the higher standard of education at the graduate level. If a consequence is

losing access to opportunities, a review of those opportunities is needed.

- E. Graduate Council Bylaws Review: The council chair position description and bylaws need to be updated for the upcoming HLC visit and must complement the new graduate dean position description. Clear responsibilities for the chair and dean need to be determined. The Council is faculty-driven and is involved in the rigor of curriculum and policy, which requires a faculty chair (the dean cannot serve as the chair). Administrative responsibilities including attending Provost and Chancellor staff meetings, marketing, and enrollment are the responsibility of the dean. The structure, roles, and purpose of the Council, chair, and dean must be clearly defined and in place before the new dean is hired. Additionally, the chair's compensation will need to be seriously considered when defining this role.

Motion to adjourn at 2:52 P.M. Marci Hoffman, Recorder.

Copies to: Graduate Council, Provost Lane Earns, Deans, OSA President, Office of Graduate Studies Staff