



**GRADUATE COUNCIL MEETING MINUTES**  
**DECEMBER 6, 2012, 1:22 – 2:48 P.M.**  
**SAGE HALL 2210**

**PRESENT:** Jamie Ceman, Sharon Chappy, Susan Cramer, Steve Dunn, Mike Ford, Karen Gibson, Kathy Hagens, Doreen Higgins, Marci Hoffman, Phan Hong-Lishner, Emmanuel Jean Francois, Karen King, Colleen McDermott, Christine Roth, Alan Saginak, Jereminah Slinde, Bob Stelzer, Jen Szydlik, Kim Udliis, Bill Wresch, Greg Wypiszynski

**EXCUSED:** Denise Clark, Judith Hankes, Sandy Schaefer

**INVITED GUEST:** Jason Herman

The meeting was called to order at 1:22 p.m. by Sharon Chappy.

**APPROVAL ITEMS**

- The minutes of the Graduate Council meeting of November 1, 2012 were approved as written. Motion/Second: Bill Wresch/ Colleen McDermott. Approve: 16, Not Approve: 0, Abstain: 0.
- MSN-DNP New Emphasis: Family Nurse Practitioner Specialization was approved. Motion/Second: Bill Wresch/Jen Szydlik. Approve: 16, Not Approve: 0, Abstain: 0.
- Psychology GSIP Proposal: The GSIP Committee recommended enhances and clarification to the proposal and provided that information to the Psychology Department. GSIP Committee advised the Graduate Council not to approve the proposal at this time.

**DEAN OF GRADUATE STUDIES REPORT**

- **Graduate Enrollment Analysis:** Dean Cramer shared program enrollment numbers from the past several years and explained the data. Enrollment numbers were reviewed by academic year (summer, fall and spring respectively). In fall 2009, UW Oshkosh's growth agenda target was 1520, and our enrollment hit 1486 that year. In fall 2012, the growth agenda target was 1250, and enrollment hit 1097. By fall 2015, the target will be 1275, and increase by 25 students each year thereafter. A discussion of what resources will be provided to support this growth ensued.
  - The Enrollment Projection Plans that programs and the Graduate Studies Office are producing will address enrollment, marketing strategies and needed resources. IMC developed successful plans for undergraduate marketing and we hope for similar results.
  - Currently we do have resources available to support our graduate programs although they may not be in the areas that you need. Resources available include GA funding, STEP funding, and GSIP funding. Growth Agenda money may also be available if you seek to serve a new population.
  - It is understood that not all programs will grow in enrollment. Our Strategic Plan specifies that we will "right size" programs.

- Factors that limit enrollments include funding for GA's, tuition waivers for GA's, and availability of faculty to teach courses.
  - Programs might conduct SWOT Analyses (strengths, weaknesses, opportunity, threats) to see what new program areas might be of interest to students and what weaknesses and threats may impact programs. We might also explore recruiting more international students and offering more online courses.
  - Offering programs off campus in a cost-recovery mode is another option. Revenue generated is typically split between the university, college and individual program. Programs can then generally utilize the money to fund important projects. Such projects might potentially include financing graduate students in student assistantship-type positions, providing tuition waivers, funding student scholarships, etc.
- **Dual-Level Course Review:** All 500 and 600-level courses will need to be reviewed by this committee whether or not they are coupled with a 300 or 400-level course. The 500-600-level courses are considered graduate, but are not considered *graduate-only*. HLC's preference is that our university offers more *graduate-only* options, which are 700 and above. If a 500 or 600-level course is currently offered to graduates-only, please consider changing that course number to a 700.

Another consideration is the university policy that half of a student's graduate degree credits are required to be graduate-only (700+). Does the Council want to keep this policy as is and switch the dual-level course numbers to the 700's? Or would the Council want to change the policy to include uncoupled 500 and 600 courses as graduate-only?

Now that the fall semester is over, please begin submitting both fall 2012 and spring 2013 syllabi.

- **GA and STEP Funds:** The remaining balance of STEP funds is roughly \$19,000, over half has been allocated to hire graduate students. Also, this week, one of the graduate programs announced they will not use their remaining GA FTE. A total of .42 FTE is available for the spring semester. All interested faculty should email the number of hours and a brief position description to Dean Cramer by **December 18** for consideration.

#### **DIRECTOR OF GRADUATE STUDIES REPORT**

- **GradSchool Fest:** Jason Herman presented a wrap-up of the fall 2012 Gradschool Fest. Ninety percent of attendees responded to the follow-up survey. This time, an extra hour was added, but the number of attendees did not increase. Suggested changes included offering a panel discussion, tracking how many students entered graduate programs at UW Oshkosh due to GradSchool Fest, and in which programs they are entering.
- **Graduate School Networking Meeting:** A meeting of UW-System graduate schools was held at UW-Stevens Point in November. Other than Oshkosh, the UW campuses represented at this meeting included Eau Claire, La Crosse, Madison, Milwaukee, Platteville, Stevens Point, and Whitewater. This group has shown a strong commitment to supporting each other and graduate education in Wisconsin. Discussion items included UW-Madison's new Educational Innovation initiative, graduate assistantships, advanced opportunity award programs, tuition remissions, and the future of graduate education.

- **Employee Education Fair:** We're teaming up with Lifelong Learning and Community Engagement to offer an education fair for current UW Oshkosh employees on February 25, 2013. There will be two separate sessions, and both undergraduate and graduate education will be represented as well as financial aid and human resources. Although welcome, faculty are not expected to be in attendance. Someone from the Graduate Studies Office will be there at all times to speak with employees about the programs.
- **GSIP Update:** The budget has not yet been updated, but as information on this year's allocation becomes available, Greg W. will share a balance with the Council.

#### DISCUSSION ITEMS

- **Distinguished Research Award Committee:** The committee has been asked to look into a new award program for current students. Discussion of what awards each of the programs currently offer ensued. The purpose of a Graduate School award is to offer recognition to one student from each college who has shown outstanding achievement and scholarship. The committee will discuss in further detail.
- **Faculty Development Report:** Denise Clark has asked the Graduate Council to review Dr. David Stone's report and send any comments to her. She will share our comments with the Faculty Development Board. Council members felt individual comments would suffice rather than sending a unified response to the FDB.

#### ANNOUNCEMENTS & INFORMATION ITEMS

- **Graduate Studies Travel Fund:** the committee received 6 travel fund applications, and awarded each. Committee members had difficulty ranking the students, because some did poster presentations versus speeches, but in the sciences, poster presentations are the only option for graduate students. Also, the quality of work seemed comparable. Fall awards equaled \$1880, which leaves \$2920 available for the spring cycle. The spring cycle's deadline is **March 15, 2013** for travel between January 1 and June 30, 2013.

Motion to adjourn at 2:48pm/second: Bill Wresch/Colleen McDermott. The next Graduate Council meeting is on February 7, 2013 from 1:20 – 2:50 in Sage Hall 2210.

Marci Hoffman, Recorder

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