



**GRADUATE COUNCIL MEETING MINUTES**  
**MARCH 7, 2013, 1:20 – 2:50 P.M.**  
**SAGE HALL 2210**

**PRESENT:** Jamie Ceman, Sharon Chappy, Denise Clark, Susan Cramer, Lisa Dorn, Steve Dunn, Anna Filipova, Karen Gibson, Judy Hankes, Marci Hoffman, Phan Hong-Lishner, Emmanuel Jean Francois, Greg Kleinheinz, Alan Saginak, Sandy Schaefer, Jeremiah Slinde, Jen Szydlik, Bill Wresch, Greg Wypiszynski

**INVITED GUESTS:** Perry Rettig, Deb Matulle, Lori Worm

**EXCUSED:** Mike Ford, Kathy Hagens, Doreen Higgins, Karen King, Christine Roth, Bob Stelzer, Nathan Stuart, Kim Udlis

The meeting was called to order at 1:20 p.m. by Sharon Chappy.

**APPROVAL ITEMS**

- The minutes of the Graduate Council meeting of February 7, 2013 were approved as written. Motion/Second: Jen Szydlik/ Bill Wresch. Approve: 15, Not Approve: 0, Abstain: 0.
- **Graduate Council Bylaws Revisions:** the Council agreed to waive the first reading of the bylaws, and approved the following change; Graduate Student Representatives and Dean's Representatives may select an alternate for meetings and committee responsibilities in which they are unable to participate. Motion/Second: Jeremiah Slinde/Denise Clark (Approve: 14, Not Approve: 0, Abstain: 1)
- **MSW Form C:** The CAC recommended approval of an MSW Form C, which was to replace one program elective with another course option. All in favor: Approve: 15, Not Approve: 0, Abstain: 0.

**DISCUSSION ITEMS**

- **Cost Recovery:** The Graduate Council invited Lori Worm and Deb Matulle to discuss the option of Cost Recovery programs to support graduate education. After providing handouts and giving the Council a mini-budget 101 review, they shared that some of the graduate programs already have successful Cost Recovery programs (MSW's part time cohorts, several options within COEHS, MBA Consortium, DNP), and many undergraduate options have also proven extremely successful (accelerated BSN, CAPP).

Cost Recovery offers a more flexible spending option for their programs. Items to keep in mind when creating a Cost Recovery program include:

- Always schedule a meeting with Deb Matulle and Lori Worm when you have an idea. They will help you move forward.
- The Graduate Studies Office staff will also help in any way they can.
- All Cost Recovery programs have to be new or an expansion to an existing program. If a program already exists, and is not Cost Recovery, it cannot change

to Cost Recovery. However, an existing program could offer new, independent cohorts using a Cost Recovery model.

- Not all new programs have to be Cost Recovery, but they can be.
  - Cost Recovery revenue belongs to the university (60%) and the college (40%). Negotiate with your college dean to determine how much of the college's 40% will go to your department/program.
  - A Cost Recovery program does not need to initially generate a profit if it is fulfilling a need. Programs can price their program to break-even with costs. The idea being this program will bring students in who otherwise wouldn't come to Oshkosh.
  - If a Cost Recovery program is more than 50% online, residency costs for tuition can be priced the same (meaning, Non-Resident students may pay Resident prices). This is so that our programs can compete in the online-world.
  - Hiring support staff using Cost Recovery dollars is a legitimate and acceptable expense.
  - If creating a program that does not lead to graduate credit, please keep in mind that those students are not included in the university head count (enrollment numbers). Also, if the program does not produce a graduate degree, those students may not be eligible for financial aid.
- **GradSchool Fest:** April 18, 2013 from 4:00pm – 6:30pm and will be in the mezzanine next to Celebration of Scholarship. Please let Jason Herman know who from your program will attend, so he can have a table for you. The Council was asked if they had any ideas of how to internally market this program, and ideas included:
    - Program faculty and staff personally inviting their undergraduate students (either in class or via email).
    - Start hanging current and past graduate student work at GradSchool Fest for the prospective students to see what they're doing.
    - Invite undergraduates to see graduate students present their work. For example, Sandy Schaefer will present her research at Celebration of Scholarship.
  - **Enrollment Projection Plans:** The Psychology, Reading Ed., MPA, and College of Nursing programs have completed the first portion of their plans. The Math Ed program has completed their entire projection plan. When asked what other enrollment projection models look like, Dean Cramer explained that there was extensive discussion of undergraduate enrollment management and some attention to enrollment projection at the doctoral-level, but no discussion of masters-level programs. At the graduate-level, projection models suggest looking at enrollment trends for the past four years. That's why, in this plan, that is the range of data that was suggested. The reason for this exercise is to address continually declining graduate program enrollments on campus.

Faculty reiterated a concern about the process of how the enrollment projection plans were addressed. From the last Council meeting, some faculty thought these plans were to be used as assessment of research and context, and thought this was going to be a continued discussion rather than the beginning of a new process. Can this be used as part of a program review? Also, faculty continue to show concern that this enrollment projection model was brought to senior administration prior to the Council. The amount of work to do this assessment is not as much of a concern as the fact that this tool and

process began before the Council had the opportunity to discuss it. Faculty felt that the research and work done to create this tool, as well as the tool itself, is a wonderful way to address enrollment issues; however the Council wanted the opportunity to participate in creating it from the very beginning.

#### **ANNOUNCEMENTS & INFORMATION ITEMS**

- The balance of STEP and GA funds for spring 2013 were announced. Please contact Marci Hoffman if you would like more funding.
- Honors & Awards Submissions are due to the Honors & Awards Committee by March 8, 2013
- Please remember to email all Dual-Level syllabi to Marci Hoffman. A list of what syllabi have already been submitted was uploaded to D2L.

Motion to adjourn at 2:50 pm/second: Judy Hanks/All in favor. The next Graduate Council meeting is on April 4, 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