



**GRADUATE COUNCIL MEETING MINUTES  
MAY 3, 2012, 1:23 – 2:54 P.M.  
SAGE HALL 2210**

**PRESENT:** Eric Beck, David Bruno, Eric Brunsell, Susan Cramer, Ashay Desai, Jayanthi Ganapathy, Doreen Higgins, Jim Koch, Craig Maher, Marci Nondorf, Christine Roth, Alan Saginak, Joan Simmons, Bob Stelzer, Bill Wresch, Greg Wypiszynski

**INVITED GUESTS:** Steve Dunn, Kathy Henn-Reinke

**EXCUSED:** Sharon Chappy, Denise Clark, Kathy Hagens, Judy Hankes, Phan Hong, Kristi Pennenberg, Jen Szydlik, Kim Udliis, Fred Yeo

The meeting was called to order at 1:23 p.m. by Jim Koch.

**ANNOUNCEMENTS**

- Susan Cramer has accepted the new Dean of Graduate Studies position, starting July 1. Karen Gibson will replace Dr. Cramer as the Graduate Program Coordinator for the MS-Educational Leadership program. Marguerite Parks has accepted the Chair position in Human Services and Educational Leadership with the retirement of Marsha Rossiter.
- Craig Maher has accepted a position at Northern Illinois University starting in the Fall. Karen King will serve as Graduate Program Coordinator in his place.

**APPROVAL ITEMS**

- The minutes of the Graduate Council meeting of April 5, 2012 were approved as written.
- Curriculum Approval Committee recommendations:
  - **316 Bilingual Reading Teacher Certificate** – Motion/Second: Bill Wresch/Susan Cramer. Approved 14-0-0.
  - **MA-English Linguistics Certificate** – additional materials were requested for further review. The CAC defers a recommendation on this item until more information is provided. Action on this item is expected during the September 13 Graduate Council meeting.
  - **Geography & Urban Planning Dual-Level Courses 300/500, 317/517, and 320/520** – Motion/Second: Bill Wresch/Susan Cramer. Approved 14-0-0.
- **MS-Sustainable Management** – The COB faculty had time to more thoroughly review the new program and courses and approved it unanimously. Doreen Higgins, who is a member of UW-Green Bay's Faculty Senate, stated that the program was also approved by that committee. The expectation is that classes will begin in January of 2013. Motion to approve the MS-Sustainable Management program/Second: Bill Wresch/Alan

Saginak. Approved 14-0-0. Eric Brunsell will share the Graduate Council's approval with the APC this afternoon at their final meeting of the semester.

## DISCUSSION ITEMS

- **Bylaws Change for New Dean** – Over the summer, the Executive Committee and Susan Cramer will work on a change to the Bylaws to reflect the new Dean position. The change will also address the role of the Graduate Council Chair. Changes will be presented to the Council during the September meeting, and a vote is expected during the October meeting. Following Graduate Council approval, the bylaws will be submitted to the Faculty Senate for review.
- **Graduate Faculty Status** – Three graduate programs submitted information to the Graduate Studies Office regarding Graduate Faculty Status in their programs. The information identified what it means to be considered Graduate Faculty and how faculty can obtain that status. Not all programs were able to identify which Faculty are considered “Graduate” because not all programs distinguish between undergraduate and graduate faculty members. For example, the COB identify faculty as either Academic or Professional. No other distinction is made. However, the HLC identified that UW Oshkosh needs to provide a more formal distinction of graduate faculty. The language in the HLC Report and the Faculty & Academic Staff Handbook will be reviewed in the future so that the Council can continue this discussion.

## OFFICE OF GRADUATE STUDIES REPORT

- **GradSchool Fest** – A small stipend from the Pepsi fund allowed the Graduate Studies Office to purchase give-away bags for all of the students in attendance. After the GradSchool Fest, Katie Thompson sent a short survey to all students who attended. Results of the survey indicated that the most effective form of contacting students/marketing was through email and the least effective was through social media (Facebook).

This year, Linda Freed suggested that the GradSchool Fest be held on the same day and time as Celebration of Scholarship, so that students could attend both while on campus. However, this posed a problem for some faculty who wanted to attend GradSchool Fest, but couldn't because they were presenting awards at Celebration of Scholarship. Also, all of the Graduate Programs requested a copy of the attendance list, so they can follow-up with the students who showed interested in their programs. Greg W. will send the list next week.

- **Writing Center** – The issue of what services should be provided to graduate students at the Writing Center has been brought up by the Director of the Writing Center, Dr. Crystal Mueller. The level of support and the time spent with graduate students has grown.

Currently, all funding for the Writing Center is paid completely by undergraduate differential tuition (graduate students do not pay differential tuition) and tuition revenue from remedial English courses; however, a growing number of graduate students have been seeking support for their writing over the years. The MA-English program has shared the use of Graduate Assistants who have worked in the role as a tutor at the

Writing Center, however, the need for additional graduate student support continues to grow beyond this position's boundaries (i.e. time, knowledge, responsibility). Also, additional needs have been brought to light from this issue, including but not limited to; opening the Writing Center on nights and weekends for students who aren't on campus during the day and a way to help with research design and statistics outside of the classroom/graduate program may also be helpful.

Like the Math Tutor Lab, finding qualified tutors is always an issue. Funding may also play a huge role in support service offerings such as tutor labs and writing centers. However, the Math Tutor lab is specific to undergraduate students and not available to graduate students (the expectation is that graduate students already have this knowledge before they are accepted into a graduate program). All of the issues identified by the Council will be discussed further by Greg W., Susan Cramer, and Crystal Mueller over the Summer session. Dr. Mueller will be invited to attend our October meeting for further discussion.

- **Certificate Program Processing** – Greg W. shared that the Council should review how Certificate Program applications, admissions, certifications and completions are processed. A growing number of graduate students are applying to finish graduate certificate programs in which they have never applied/been accepted into, or completed a “candidacy.” However, these students are completing the coursework while working on their graduate degree programs.

## COMMITTEE REPORTS

- **Executive Committee** – Jim Koch sent an email to all Council members earlier this week, asking if anyone would be interested in becoming next year's Chair; however, no one has expressed interest, yet. Dr. Koch explained the duties, release time and the collaborative nature of this position with the Office of Graduate Studies. Beginning next year, some of the Chair's responsibilities will be assumed by the new Dean (Susan Cramer); however the Graduate Council Chair position remains integral to the Council and the Office of Graduate Studies. This is a 3-year term, with one course release per semester. Over the Summer session, the Executive Committee and Dean will work on this more, so the Council can act on it in September.
- **Dual-Level Review** – Jim Koch reminded the Council of the history of the Dual-Level Review Process. A COLS undergraduate program submitted Dual-Listed courses for approval of changes to the undergraduate component only, however this program does not have a graduate degree offering and were unaware of the dual-level rubrics/requirements. After requesting that the Department use the Office of Graduate Studies Dual-Level Rubric to address the graduate component of these courses, the Department questioned if the Council's Dual-Level Review process is appropriate.

In response to this program's concerns, Jim Koch asked the Council if they felt a complete review of all dual-level courses (campus wide) should be undertaken using the appropriate rubrics? This may take an entire academic year, at least; however, all graduate programs would be reviewed by the same set of guidelines. A separate Graduate Council committee could be formed to tackle this charge; however, the Council will discuss this in more detail during the September meeting.

- **Graduate Studies Travel Fund** – A total of \$2399.25 was available for Spring 2012 awards. Five applications were received, all of the funding was divided between these 5 students.
- **Graduate Studies Initiatives Program** – No Report.
- **Distinguished Research Award Review Committee** – Ashay Desai stated that the committee chose to divide the awards into two categories; a Thesis option and a Written Report Option. Award amounts and funding sources were not yet determined; however the Thesis chosen to receive this award will be submitted to the annual MAGS Thesis competition. The two categories were chosen in an attempt to include all graduate programs in this award. Final Exam options will not be considered.

Each year, all graduate programs may nominate any two culminating experiences they'd like. The reason for limiting nominations to 2 is because the committee is comprised of faculty from all four colleges; and not all committee members will be experts in the same disciplines. Reviewing theses will take a lot of time; so a smaller number will be easier. Also, this will require the Departments to identify their two strongest each year.

A future item this committee may like to review is a graduate level Oshkosh Scholar option.

The meeting adjourned at 2:54 p.m. The next Graduate Council meeting is on September 13, 2012 from 1:20 – 2:50 in Sage Hall 2210.

Marci Nondorf, Recorder

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