

## Graduate Council Meeting Minutes

October 5, 2017, 1:21-2:40 P.M.  
Sage Hall 2210

**Present:** John Beam, Eric Brunsell, Quin Chrobak, Steve Dunn, Anna Filipova, Josh Garrison, Karen Gibson, Tonya Hameister, Marci Hoffman, Phan Hong, Erik Krohn, Brent MacWilliams, Bonnie Nickasch, Rob Sipes, Bob Stelzer, Nathan Stuart, Renae Swanson, Cathy Toll, Greg Wypiszynski

**Excused:** Jamie Ceman, Dale Feinauer, Fredi Giesler, Steph Kitzerow, Colin Long, Deb Matulle, Ann Mickelson, Brandon Miller, Christine Roth

The meeting was called to order at 1:21 P.M. by Phan Hong, who introduced Lisa Danielson. Graduate Council members introduced themselves.

- Guest: Lisa Danielson, Registrar. Greg Wypiszynski provided an introduction to the new Late Drops and Term Withdrawals forms and processes, which will now include the Dean of Students. Late Drops and Term Withdrawals that are administrative-related will not go through the Dean of Students.

Lisa Danielson explained that the majority of Late Drops and Term Withdrawals are related to medical and family crises. Faculty have expressed concern of their involvement, as these circumstances are under the purview of the Dean of Students. The new process provides an added opportunity for follow-up work with students for comprehensive health and re-entry plans. Discussion ensued.

- The new process provides a 45-day window to drop, but students may appeal that deadline.
- The new form asks the student to identify financial aid and benefits, so all ramifications of withdrawing can be addressed as early in the process as possible.
- After a Late Drop or Term Withdrawal is processed, the student can then appeal for reimbursement through the Bursar's Office. The Dean of Students will help students with this appeal.
- For graduate students, the Graduate Studies Office is included.
- The Registrar's Office sends a weekly list of student withdrawals, and program coordinators can contact them to be added to that listserv.
- Motion to approve the September 14, 2017 minutes as written/Second: John Beam/Bonnie Nickasch. Approved (15-0-1).
- Motion to approve the consent reports/Second: John Beam/Brent MacWilliams. Approved (15-0-1).
- Curriculum Approval Committee (CAC)
  - Program Review, Special & Early Childhood Education. The CAC did not approve the Program Review, and recommended that it go back to COEHS for revision. The COEHS Curriculum Committee and the COEHS Dean had many of the same comments for improvement. Discussion ensued.
    - The Graduate Council's role in program reviews and recommendations is unclear.
    - One of the CAC's concerns was the lack of an external reviewer. COEHS went through DPI reaccreditation, but no feedback for improvements were given specifically to Special & Early Childhood Education. COEHS faculty were told that the DPI reaccreditation qualifies as an external review for COEHS Program Reviews.

- Section VI is incomplete. The Department needs to better articulate its strengths, weaknesses, and problems. Also, more information about strategies for improvement is needed.

Motion to approve the letter to reject the Program Review with modifications/Second: John Beam/Karen Gibson. Approved (16-0-0). Tonya Hameister will take comments back to the Special & Early Childhood Education Department, the CAC will revise the Program Review's letter, and Greg Wypiszynski will bring the letter to Charlie Hill for further instruction.

- Program Review, Literacy & Language. Motion to approve/Second: Eric Brunsell/Karen Gibson. Approved (16-0-0).
- Interim Dean of Graduate Studies Position Description and Changes. Provost Koker notified Ameerah McBride of the failed search, but it has not been announced publicly, yet. A draft of a position description for the Interim Dean position was created. Discussion ensued.
  - Working with the Foundation to develop a long-term strategic plan for engagement requires a permanent Dean.
  - CAPP should be a primary role.
  - Keep all of the *Broad Scope of Position*.
  - Delete the entire *Primary Responsibilities* section.
  - In *Specific Expectations/Charges*, delete bullets 3 and 4, keep and edit bullets 1, 2, 5, and 6.
    - Bullet 1: change to "Promote scholarship of faculty and graduate students." Integrating undergraduate students is a long-term plan for a permanent Dean. Focus first on graduate.
    - Bullet 4: keep the focus on graduate assistants and research partnerships, and remove outreach for fundraising.
    - Bullet 6: delete the last two sentences, and start with "Advocate for" rather than "Attend."

An ad hoc committee including Nathan Stuart, Anna Filipova, Eric Brunsell, and Brent MacWilliams will meet to revise the Interim Dean position description. The Committee will share their final draft with the Graduate Council via email before they discuss it with Provost Koker.

- Graduate Assistants (GA) and IPAR. Beginning in the spring 2018 semester, the Graduate Studies Office must report GA need to Administrative Services. GA salaries are paid with GPR funds, but as student employees they are not required to go through the new IPAR process. Instead, a document outlining their responsibilities must be submitted to Administrative Services. Marci Hoffman will begin reaching-out to GA Supervisors to collect position descriptions, and will submit one document to include all current responsibilities given to GAs.

Motion to adjourn at 2:40 P.M. Marci Hoffman, Recorder

Copies to Graduate Council, Provost Koker, Deans, OSA President, Graduate Studies Staff