

**GRADUATE COUNCIL MEETING MINUTES**

September 15, 2016, 1:21-2:21 P.M.  
Sage Hall 2210

**Present:** Kathleen Bauer, John Beam, Karen Gibson, Lori Halstead, Tonya Hameister, Phan Hong, Toni House, Christopher Iwuji, Erik Krohn, Deb Matulle, Bonnie Nickasch, Alan Saginak, Bob Stelzer, Nathan Stuart, Ashley Thompson, Cathy Toll, Mary Weeden, Judy Westphal, Greg Wypiszynski

**Excused:** Elizabeth Alderton, Jenny Borgmann, Pete Brown, Eric Brunsell, Jamie Ceman, Steve Dunn, Dale Feinauer, Anna Filipova, Fredi Giesler, Eric Kuennen, Brandon Miller, Christine Roth

The meeting was called to order at 1:21 p.m. by Phan Hong.

- A. Phan Hong welcomed the Graduate Council, and members introduced themselves.
- B. Motion to approve the May 5, 2016 minutes/Second: Mary Weeden/John Beam. Approved (14-0-2).
- C. Motion to approve the Consent Reports/Second: Judy Westphal/Karen Gibson. Approved (14-0-2).
- D. Updates from Summer 2016
  - 1. Greg Wypiszynski identified two concerns that he shared with the Provost; (a) a reduction in compensation for graduate program coordinators, and (b) graduate faculty receive little recognition for their extra work. Wypiszynski asked if others had additional concerns. John Beam shared that his release time was cut this year due to the budget. Karen Gibson and Cathy Toll identified that they received additional compensation this year due to their programs' increased head count. Bob Stelzer asked how those overseeing theses/culminating projects were compensated, and he mentioned that he thought the informal rule was that faculty received course release after supervising SIX completed theses/culminating projects. Discussion ensued.
  - 2. Lori Halstead will take minutes during fall Graduate Council meetings, and Connie Schuster will take minutes during spring meetings this year. Marci Hoffman is not available to attend meetings, but will continue to assist the Graduate Council and subcommittees as usual.
  - 3. Phan Hong will not be available for the November 3 meeting, and asked for a convener. Judy Westphal volunteered.
- E. Subcommittee Memberships: Lori Halstead read all of the committee descriptions aloud per Phan Hong's request. Phan Hong requested that everyone sign up for at least one committee, and that a Chair for each committee be determined today.

**Executive Committee**

**Chair: Phan Hong**

Graduate Studies	Greg Wypiszynski	Director of Graduate Services
COB	Nathan Stuart	Dean's Representative
COEHS	Alan Saginak	Professional Counseling (MSE)
COLS	Bob Stelzer	Biology (MS)
CON	Judy Westphal	Nursing (MSN, DNP)
Graduate Student	Kate Bauer	Professional Counseling (MSE)

**Curriculum Approval Committee**

**Chair: Karen Gibson**

COB	Nathan Stuart	Dean's Representative
COEHS	Karen Gibson	Educational Leadership & Policy (MS)
COLS	John Beam	Mathematics Education (MS)
CON	Bonnie Nickasch	Dean's Representative
Graduate Student	Christopher Iwuji	Business Administration (MBA)

### **Academic Policies Committee Representation**

Graduate Faculty Member: Karen Gibson

Graduate Student: Christopher Iwuji

### **Distinguished Research Award Committee**

**Chair: Cathy Toll**

COB	Nathan Stuart	Dean's Representative
COEHS	Cathy Toll	Literacy (MSE)
COLS	Ashley Thompson	Psychology (MS)
CON	Bonnie Nickasch	Dean's Representative

### **Graduate Studies Travel Fund Committee**

**Chair: Elizabeth Alderton**

COB	Steve Dunn	Sustainable Management (MS)
COEHS	Elizabeth Alderton	Dean's Representative
COLS	Erik Krohn	Data Science (MS)
CON	Bonnie Nickasch	Dean's Representative

**Graduate Studies Representative to the Faculty Development Board:** Phan Hong

**Graduate Studies Representative to the Student Scholarly & Creative Activities Board:** Ann Mickelson

- F. Dean of Graduate Studies Search: An Interim Dean was not selected during the summer session due to the number of faculty off campus (Greg Wypiszynski is not the Interim Dean). The search for a new Dean of Graduate Studies will begin this fall. The Provost and Jenny Watson received a current list of possible candidates to help with the search. It is unclear when the search will convene; the unofficial start for the new Dean will be next summer. Members of the council discussed whether it would be useful to invite the Provost to the next meeting to determine a timeline. Greg Wypiszynski indicated that he has an upcoming, standing meeting with the Provost and could ask about a timeline. We will make a determination regarding inviting the Provost based on the outcome of that meeting.
- G. Grading Audit: The Registrar's Office was audited in spring 2016. One result revolved around late grading. Lisa Danielson inquired with Greg Wypiszynski about graduate late grades this past semester. Please work with the Registrar's Office to resolve your program's courses. Mary Weeden requested a member of IT be on call the night grades are due in case faculty have difficulty logging into TitanWeb. Alan Saginak requested a longer window of time to submit grades, but will also consider changing his course project deadlines. Karen Gibson suggested changing courses to a 17-week term with final projects due the 15<sup>th</sup> week, providing faculty with ample time to grade. Phan Hong clarified that the late grades being discussed dated back to 2014 so the audit was not in reference to faculty submitting grades a few days late. It was agreed that Greg would share with individual coordinators what classes were showing up in the audit.
- H. Thesis Continuation Fee: A one semester grace period is provided per student. Psychology, Educational Leadership, and Nursing have all adopted this policy. Phan Hong explained that the fee is equivalent to one credit cost of a course (based on what is charged at each departmental/college level), and is added as a fee. However, zero credit is given and it is not graded. Fees are returned directly to the program to reimburse for additional resources used.
- I. Greg Wypiszynski announced the February 1 deadline to update program websites for the HLC visit. He will request guidelines from Carleen Vande Zande, and share those with Graduate Council members.
- J. Greg Wypiszynski showed the Graduate Council how to find Graduate Studies wordmarks on the University Marketing & Communications website.

- K. UW Oshkosh received a rebate of \$1 million from savings in our utility bills and fringe benefits costs last year. UWS decided the funds were to go (1) to students who show financial need or (2) to support student success. An internal process was completed by Financial Aid, and 28 graduate students were awarded \$1500 last semester. Greg Wypiszynski noted that only full-time students were considered and thinks that does not address the majority of students who are part-time.
- L. Academic Works: Judy Westphal expressed some frustration regarding the lack of organization in the database, which resulted in faculty having to search for and edit the criteria in order to obtain useful information. Cathy Toll noted that she was also frustrated that faculty were not copied on the student announcement that went out about the available scholarships.
- M. Titan Continuous Improvement (TCI) Project: Greg Wypiszynski provided an overview of work done in the Graduate Studies Office. Lori Halstead added that they're working on the daily operations processing from receipt of application on. We will be working with IT to use existing technology within ImageNow and PeopleSoft to accomplish the changes/process improvements that will be implemented. Faculty volunteers will be part of a future process to provide input from our end.
- N. A Notice of Intent was received for a new Master of Arts degree program in Theater Arts.
- O. The Information Science (MSIS) program plans to resume admissions.
- P. Karen Gibson stated that the Distinguished Research Awards dates appeared strange, as many of the nominees would be far past their actual completion date. Phan Hong explained the deadlines are aligned with the Midwest Association of Graduate Schools (MAGS) annual Distinguished Thesis competition. Cathy Toll recommended that last year's suggestions submitted by herself, Erik Krohn, and Mary Kate Friess regarding the Distinguished Culminating Experience Project be considered going forward. These will be redistributed to the Graduate Council.

Motion to adjourn 2:21pm.

Lori Halstead, Recorder.

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