



**Graduate Council
Meeting Minutes
Madison Union 404**

January 12th, 2017

2:00-3:30 p.m.

*Supporting, facilitating and promoting excellence in lifelong education
through graduate programs of distinction, innovative outreach programs and a diverse student body.*

Members present: Jie Chen (The Graduate School), Michael Stoloff (The Graduate School), Terry Dean (The Graduate School), Lynette Michael (The Graduate School), Laura Ryman (The Graduate School), Marilou Johnson (Academic Affairs), Diane Wilcox (Adult Ed/HRD), Deborah Bandalos (Assessment & Measurement), Matthew Rutherford (Business Administration), Kristi Shackelford (Catalog), Ken Critchfield (Clinical & School Psychology), Chris Arndt (College of Arts & Letters), Margaret Kyger (College of Education), Rhonda Zingraff (College of Health & Behavioral Sciences), Chris Hughes (College of Science & Mathematics), Sonya Baker (College of Visual and Performing Arts), Josh Bacon (College Student Personnel Administration), Corey Hickerson (Communication & Advocacy), Ayasakanta Rout (CSD), Michelle Hughes (Education), Dani Bronaugh (Exceptional Education), Courtney Sanders (Student Representative), Alyse Lehrke (Student Representative), Catie Mathers (GSA President), Lara Sapp (Libraries & Education Technologies), Mary Jean Speare (Music), Melody Eaton (Nursing), Sarah MacDonald (Outreach & Engagement), Jeff Dyche (Psychological Sciences), Fred Mayhew (Public Administration), Tammy Gilligan (School Psychology), Michael Klein (WRTC).

Guests: Sara Harper (The Graduate School), Sevinj Iskandarova (The Graduate School), Kathryn Brown (The Graduate School), Lisa Snider for Twylla Kirchen (Occupational Therapy), Adam Vanhove for Karen Ford (Strategic Leadership), Anthony Tongen (Mathematics Education)

Graduate Programs Not Represented: Academic Affairs (cross Disciplinary Studies), Accounting, Art & Art History, Biology, College of Integrated Science & Engineering, Computer Science, CS Information Security, Counseling & Supervision, Clinical Mental Health, School Counseling, English, Graduate Psychology, Health Sciences –Dietetics & Nutrition, History, ISAT, Kinesiology, Mathematics Education, Occupational Therapy, Office of International Programs, Physician Assistant Studies.

Approval of minutes

Chris Arndt moved to approve the October meeting minutes. Dani Bronaugh moved to second the motion. The minutes were approved by the Council.

1. Announcements & Reports

Jie Chen introduced Kathryn Brown to the group. She is the new Graduate Degree Audit Specialist. Debbie Juhasz has retired.

Strategic Plan Update – Jie reported that he and the associate deans have met with the deans to discuss specific steps for implementation of the Strategic Plan of Graduate Education, especially regarding growth of enrollment and strengthening programs. A summary of these conversations will be submitted to the Provost, then to Academic Council. TGS staff worked to develop an Action Plan based on the Strategic Plan, ranking priorities, assigning responsibilities and creating a timeline. TGS will continue in the future to create a Strategic Plan specifically for The Graduate School office.

Marketing - Michael Stoloff reported on new and continued marketing efforts. Continued efforts include WMRA ads, grad fairs, and web stories. New efforts are Facebook video ads, which run internationally, and re-marketing efforts through Facebook.

Michael introduced Sevinj Iskandarova, an alumni hired by TGS for her experience as a recruiter. She is meeting with program directors, collecting information in order to determine strategies. Michael asked that Graduate Council members please meet with Sevinj regarding international recruitment.

Terry Dean provided updates and referenced the announcements which were provided via email and as a handout.

The Graduate Showcase of Research and Creative Activities will be held April 20th. The call for posters and presenters will go out shortly. Faculty volunteers are needed to serve on various committees, which include a program committee for the Showcase as well as committees for various awards to be presented at the reception.

Travel Grants - The upcoming travel grant deadlines are January 15th and March 15th. The application process has changed: the application form was revised based on input from the committee following the September award cycle. Additionally, students must now submit the application form in electronic form via email and also in hard copy form. The form should be completed and saved as a PDF file and sent to The Graduate School in that format; scanned PDFs of printed forms are not accepted. Students then must print out the form, collect the necessary signatures, and deliver the hard copy of the form to The Graduate School. Special thanks to the committee for the January cycle: David Dillard, Christine May, and Dani Bronaugh.

Scholarships – For the second year in a row, the Commonwealth has provided funds that we can award to graduate students in the form of financial aid scholarship support. Last year we awarded these funds during the 2016 summer months to students who were already matriculated. This year, we are distributing the funds across the colleges to allow graduate programs to award scholarships to prospective students as recruitment enticements. The process for the awards is not dissimilar to the undergraduate Madison Achievement Scholarships.

The Graduate Student State Scholarships can be awarded in the amount of \$8000 to students who do not receive Graduate Assistantships. These are one-time, nonrenewable awards; there is no guarantee of funding beyond the upcoming year. The total number of scholarships is being distributed among the colleges based on the percentage of total enrolled graduate students in each college over the last 3 years. Each college has discretion as to how to distribute the awards among programs in your college. This information is currently being communicated to the Deans, and your Dean should provide you with more information on the guidelines, eligibility requirements, and processes for offering the scholarships.

APR – Michael Stoloff reported that after discussing the draft APR document in the last Graduate Council meeting, we have a list external reviewers to invite for the Self Study. The dates being held for the review are Sunday April 2nd through Tuesday April 4th. A more detailed schedule will follow.

Curriculum and Program Changes – The deadline for 2017 – 2018 catalog is March 3rd. Any changes you would like to make for the 2017-2018 catalog must complete C&I action (including vote by the Graduate Council) by March 3rd. Note that the final Graduate Council meeting is February 9th. There are several programs that need to make changes to allow for variable credits for courses that are often waived. Please attend to these deadlines and contact Kristi Shackelford and/or Terry Dean for assistance in moving forward with your proposed changes.

GSA Report – Catie Mathers gave the GSA Report. Last semester’s Travel and Research Scholarship grants were awarded to three students. This scholarship will be offered again in the spring. The next round opens February 3rd. Directors were asked to disseminate this information to their students. Each program representative will rate the scholarships.

If a program does not have a student program rep with the GSA, Heather Daly should be informed.

Next meeting date: January 29th, 5pm, Wilson 107

Happy Hour: Friday, January 27th, 5 – 7pm

Brad Barnett will speak with students in the near future regarding finance.

Catie will send dates of upcoming activities to Graduate Council members.

2. **Discussion & Action Items**

Graduate Certificate proposal – Terry Dean gave an update on the Graduate Certificate Proposal. As previously discussed in Graduate Council, this policy has undergone basic revisions. According to the proposed revisions, each program may utilize the credits toward graduate degree programs at their discretion.

Graduate Council held a vote to approve the changes reflected in the policy. Terry Dean administrated the vote to approve the policy. All yea, no nay votes and no abstentions. The revised Certificate Policy was approved.

The next step is form a taskforce to work some other key issues in certificate programs. Kristi Shackelford and Terry are collecting feedback prior to forming the taskforce. When the taskforce is formed Jie Chen will collaborate with them.

Program Changes – Program Change Action Requests were handed out for Educational Foundations & Exceptionalities and Communication & Advocacy. The floor was opened for questions to be asked of Dani Bronaugh and Corey Hickerson. There were no questions, and no discussion was necessary. An email with the full list of curriculum changes will be sent by Sara Harper to the voting members for approval.

Practices and Policies for Incompletes -

Laura Ryman led a discussion regarding a need for change in current practice for issuing an Incomplete as a grade for milestone courses such as thesis or dissertation. The problem is that the grade of an I does not reflect a student’s progress, therefore there is not an accurate record of their work. A student may still be progressing in their work although the final product is not complete. It is proposed that the Registrar restrict grading so that only a U or S may be given, eliminating the ability to use the grade I. Specific course numbers needing this restriction should be identified. Laura noted that an S does not necessarily mean “completed”, but instead represents the fact that there has been satisfactory progress shown.

An explanation of this restriction will be included in MyMadison as a pop-up message as suggested. In extenuating circumstances, the Registrar will override the restriction.

The Registrar’s office and A-Team will together address the issue of standardizing extension dates. The group discussed and came to general agreement upon creating a third option such as NP. Grades would be Progress, No Progress or Satisfactory. This is a possible solution to the problematic interpretation differences in the meaning of “Satisfactory”. A grade of U would remain for a student who will no longer remain in the program.

Jie suggested that TGS staff look at best practices at other institutions, particular 3-category grading systems, and bring back these findings to Graduate Council for discussion.

Announcement

Deborah Bandalos announced that Courtney Sanders is the recipient of the Best Paper Award by the MD Association of Institutional Research.

**Meeting Schedule for Fall 2016 semester:*

Graduate Council 2016-17 Meeting Dates

February 9, 2:00 – 3:30 pm, Madison Union 404

March 30, 2:00 – 3:30 pm, The Cohen Center, Wilson 107

No April Meeting

May 19, 2017, 9:00am – 12:00, Morning Retreat, Montpelier Rm, East Campus Dining Hall

TGS Calendar of Events:

Graduate Showcase of Research and Creative Activities – April 20th, 9:00am -3:00pm

Graduate School Awards Reception – April 20th, 4:30 – 6:00pm