

**Graduate Council Minutes**  
**1/26/2010, 11:30-12:30PM**

Members Present: Susan Loonsk, Faith Hensrud, Orv Clark, Ella Cross, Peggy Marciniac, Jennifer Christensen (Chair), Keith Berry (Secretary), Rhoda Robinson (Associate Dean)

Member/s Absent: Jim Geidner

Visitor: Terri Kronzer

Agenda, adjusted to accommodate T. Kronzer visit, approved by unanimous vote.

[O. Clark asked if we're required to post Graduate Council agenda, and if so, where should it be posted? F. Hensrud agreed that posting is required, and indicated there's a timing requirement to posting the agenda. It is believed that a hard copy of the agenda must be posted, in response to S. Loonsk's query as to whether an electronic version would satisfy the requirement. K. Berry asked that we not have Graduate Council Chair run around campus posting the agenda. R. Robinson suggested the graduate office could take care of the posting. J. Christensen will follow up.]

12/1/09 Graduate Council meeting minutes, revised to correct spelling of Marna Banks, approved by unanimous vote. (Clark/Loonsk)

Chair Announcements:

J. Christensen has been reviewing Graduate Council Charter and will inquire with Joel Sipress, Faculty Senate Chair, on the given process of amending the Charter. Senate has to charge Council with this task.

Associate Dean's Report:

R. Robinson: it would be helpful to have a campus orientation for new graduate students. The first is targeted for May 24, 2010. The process is tentatively designed to be an open house, to accommodate diverse student schedules. All department coordinators and faculty would be invited. Feedback will be solicited from colleagues on the orientation.

Summer school will run for 11, not 12, weeks.

Deborah Schlacks submitted to Graduate Council a Writing Center survey (handout). R. Robinson asked Council members to take the survey back to department for feedback. Departments can administer survey if they find it ready for use. DLC students will soon have the opportunity to utilize online writing tutors.

R. Robinson distributed Graduate Council vision and mission (handout), which Council created last year, along with the "Report of the Consultants to Graduate Programs" from 2007 (handout).

Update was given on our progress with the various goals and target dates. R. Robinson will distribute the full document representing the strategic planning work Council did last year via email.

O. Clark updated Council members on the first goal, targeted for 9/10/09 completion. He's been through 2 meetings aimed to establish collaborative relationship with Madison in exploring an Ed.D. in Educational Leadership. The belief is that there should be a system wide committee. O. Clark has met with Julie Underwood, Dean of UW Madison School of Education, and has meeting scheduled for 1/26/10 to further discuss the possibility with T. Kronzer, Provost Markwood, and Dean Underwood.

S. Walgren is Student Status Examiner, and so she works to make sure graduate students are ready for graduation. R. Robinson asked: Should program plans be checked by Sandy? Council members talked about option of using pin hold system (similar to undergraduate process) for graduate students who have not completed plan of study in the desired timeframe. R. Robinson said use of the pin hold could be program specific, and asked for feedback from individual departments. Some members felt the students' advisor should play a significant role in this checking process, with Sandy ultimately still checking prior to confirming completion of graduation requirements.

S. Walgren has attended People Soft training and will be putting all communication flow letters into People Soft. Ultimately, she'll be building Degree Progress Reports into People Soft. As of the day of the meeting, or the next day, all new materials will be uploaded to People Soft. The goal is to have this process aligned with the process in Admissions.

R. Robinson requests a full hour of Graduate Council to be dedicated to graduate recruitment of international students. M. Mc Clean reports increased demand in terms of international student interest in our programs.

#### Old Business:

(5a)

T. Kronzer suggested individuals with Special Graduate Student Status should work through graduate office. She identified an unnecessary step currently in the process in assigning advisors to these students. She reports increased confusion among students, with some students believing they've been officially admitted to the respective program, when that is not the case.

R. Robinson reminded Council these students do complete regular application, but that the communication process with applications can be changed and will be attended to this spring. A separate letter from graduate office can be sent indicating permission for students to enroll via special status. The language of students being "admitted" can be avoided.

K. Berry shared a desire to have advising done with these students at the program level, starting with the given department's Graduate Coordinator. T. Kronzer suggested staying with the process being worked through in the graduate office, but also being sure to copy in the department coordinator on related correspondences.

K. Berry and R. Robinson suggested eliminating the title "advisor" from the work being done in the graduate office related to this process.

Graduate Council will review new letter to be used when communicating with Special Status students, once graduate office submits a draft.

There was no disagreement with the newly suggested process.

New Business:

6a: Adhoc instructors approved by unanimous vote:

Dr. David Craig (for TED 775 and 776) and

Dr. Jason Lau (EDAD 731)

6b-1, 3, 4 and 5: deferred

6c: Council discussed the ways we'd like to see the graduate office utilize their energies. R. Robinson reported the office has been cut by ½ person. Student assists remain.

O. Clark: emphasis should be on communication flow, to avoid losing students due to miscommunication.

J. Christensen: Agrees with E. Cross on the need to enhance the website. Council asked who we can get working on this. F. Hensrud encouraged Council to contact Mike Twining, campus web person, to see what can be done with the website.

K. Berry emphasized the need for more marketing efforts to be performed by office. R. Robinson and others concurred. The concern is that too much time spent "cleaning up" processes ultimately will keep our attention from recruiting new students. F. Hensrud queried about past and present marketing efforts and sought confirmation that Cheri Boreen had developed a graduate brochure.

K. Berry suggested the graduate office develop a Facebook group or fan page to help with recruitment efforts. S. Loonsk mentioned that was something she could do.

R. Robinson suggested to J. Christensen that any member wishing to submit an agenda item do so by the end of the Thursday before each Council meeting. J. Christensen agreed and asked folks to align their requests with this deadline.

Meeting adjourned.

[Minutes transcribed by Keith Berry (Communicating Arts). Please do not hesitate to report any infelicities, necessary additions or deletions ASAP.]