

University of Wisconsin-Superior
Graduate Council Meeting Minutes
March 23, 2010

Present: K Berry, J Christensen, Chair, S Loonsk, P Marciniac, and O Clark. Ex Officio: E Cross, R Robinson, and M Banks. Staff: S Wallgren.

Absent: None

Call to Order: J Christensen called the meeting to order at 12:00 pm

Meeting Minutes: Motion (OC moved, RR second) to approve the March 9, 2010 minutes. Motion approved unanimously.

Agenda: OC moved, EC second to approve agenda. Motion approved unanimously.

Associate Dean's Report:

- Student applications are now being loaded electronically in the same way as the undergraduate applications. The bulk of the application information loads with some manual entry and corrections as needed. This will help with accuracy of data.
- Spring orientation has been postponed until fall to give more time to prepare and in hopes that more students would attend at that time.
- The all Graduate Faculty meeting will be on April 20, 3-5pm.
- Graduate Studies Commencement Reception will be on May 15 10:30-12:00. Will see if the YU suite 230 is available. K Berry will act as emcee.

Graduate Studies Office Report:

- An advisor had asked if there will be a Graduate Research gathering where students could present their research. Discussion followed with ideas for format and possibly coordinating with a campus-wide undergraduate and graduate research day. Members are asked to discuss this with their departments and bring responses and ideas back to the grad council.
- There is a discrepancy in the minutes regarding advisors for graduate special students. There shows discussion but no recorded action taken on this issue. Asked for clarification on whether advisors should be assigned for these students. K Berry moved that Graduate Studies forward Graduate Special students to the program coordinator for assignment of an advisor, if necessary. J Christensen seconded. Discussion followed: How would we identify grad special students—perhaps print acceptance letters on a colored sheet of paper or use a stamp. Reasons to assign advisors included recruitment, improved communication, reduction of problems moving from grad special to a degree program, and giving a personal touch to the student's experience. Motion approved unanimously.

Strategic Plan Review

- **Marketing:** O Clark asked if the new marketing coordinator will be working with Graduate Studies as well as undergraduates. R Robinson responded that she has met with Lynn Williams and has discussed Graduate needs. It was noted that the current ads are implicitly undergraduate and could be more inclusive or graduate specific ads could be developed. O Clark stated the need to reach out to prospective students, school districts, and businesses. J Christensen will invite Lynn Williams to the next Grad Council meeting where all can bring ideas forward. Website is still under construction and waiting for assistance from the webmaster, but work has been done regarding desired layout and content. The council will review the Facebook page at the next meeting that S Loonsk has created.
- **Develop, Refine and Distribute written materials:** Some have been completed and others are in progress.
- **Lobby to re-establish graduate assistantships:** The budget request for next year includes a graduate student assistant. R Robinson will bring to the Provost Leadership Team the Graduate Council recommendation regarding allocation of 75-80% of graduate student segregated fees for funding of graduate studies strategic plan initiatives.
- **Solidify recognition and establish discipline-specific year-round programs:** Discussion of salary issues related to summer school followed. Salary structure has changed. The Provost has indicated that we can't "force" a student to attend summer school to complete courses, but summer is the only time certain courses can be offered in some departments due to staffing. These programs notify students in advance of the summer requirement. O Clark moved and K Berry seconded that the Graduate Council endorse year-round discipline specific programs for Graduate Studies. Motion passed unanimously.

Meeting adjourned at 12:35.

Next meeting: April 6, 2010. Agenda will be marketing only.

Petitions: K Berry and P Marciniac met to act on one petition.

Respectfully submitted,

Keith Berry, Graduate Faculty and Council Secretary

sjw