

**Graduate Council Minutes**  
**10/6/09, 11:30-12:40PM**

Members Present: Susan Loonsk, Faith Hensrud, Rhoda Robinson, Orv Clark, Ella Cross, Cecilia Schrenker, Jennifer Christensen, Cathy Pulkinen, Jim Geidner

Members Absent: Terri Kronzer, Suzanne Griffith, Keith Berry

Call to Order: J. Christensen called the meeting to order at 11:30AM. Motion (O. Clark moved; J. Geidner second). Motion approved unanimously.

Agenda:

- O. Clark announced J. Geidner as new unit head for Counseling to move toward CACREP.
- Kathy Pykkonen, Career Office Coordinator, requested guidance in making sure graduate students are aware of available services in the career office. K. Pykkonen described *Jacket Jobs*, *What Can I Do?*, *Optimal Resume*, and *Going Global*. J. Geidner suggested that K. Pykkonen talk to Peter Nordgren about linking *Jacket Jobs* to D2L. R. Robinson suggested having surveys for graduate students on the career website to gain data for graduate programs. O. Clark suggested comparing career office survey to other surveys to prevent overlap. O. Clark suggested that *What Can I Do?* is applicable to graduate students as well as undergraduate students. K. Pykkonen is willing to give presentations in classes or meet with council members individually to teach them more about the services. J. Christensen will send a list of faculty members to K. Pykkonen so she can create faculty accounts. K. Pykkonen would appreciate feedback regarding a possible graduate student webpage on the Career Services website.

Meeting Minutes: Motion (J. Christensen moved, C. Schrenker second; J. Geidner abstained.) Motion approved minus one abstain.

Chair Announcements:

- Council members were asked to have an accurate checklist for materials needed in application files. S. Wallgren will email members a copy of each program's current checklist.
- R. Robinson asked Council members to be sure that program plans are accurate and consistent with changes made in the catalogue. Each member received a list of active students in their department that do not have program plans in their files. Members were asked to obtain program plans for these students as they advise for spring registration and turn in to S. Wallgren as soon as possible. If students are no longer in the program or have graduated, make note for S. Wallgren. S. Wallgren must verify that program plans match transcripts before students can graduate.
- J. Christensen and R. Robinson will be attending the Graduate Deans Meeting on October 14<sup>th</sup>. Council members were asked to let them know of questions to bring to the meeting.

New Business:

- F. Hensrud introduced the course content review policy and asked members if they approve of policy for Graduate Studies. According to policy, courses must be reviewed to make sure face to face courses have same objectives as online courses. R. Robinson moved for discussion; O. Clark second. J. Christensen suggested Council members discuss the issue at the department level and bring back for next meeting.
- S. Loonsk brought a course revision with a change in course numbers and language for Art 611, 711 Collage. O. Clark suggested it may be a problem if every course change must go through

Graduate Council. J. Christensen will check into the process of how these changes should happen with Charter, Dean, and Senate person. She will outline a procedure and send an email. O. Clark approved; J. Geidner second. Unanimous approval.

- New course proposals will be deferred to next meeting.
- A procedure was devised for Grad level international admissions. Departments may check with other programs about requirements for TOEFL scores and bring up for more discussion later. O. Clark motioned for approval of procedure on interim basis; C. Schrenker second. J. Christensen abstained. Motion approved minus one abstain. (See “Graduate International Admissions” process listed at end of minutes.)
- J. Christensen explained catalogue copy questions to consider, and council members were asked to discuss questions within their departments.
- R. Robinson asked if Council members agree with the current IP policy or should changes be made? Currently students are able to maintain an IP for a period of time after their graduation date. Members will discuss with their departments and bring comments to next meeting.
- Members were asked to think about expulsion criteria and send comments or questions to J. Christensen that she can put on the agenda for next meeting.
- R. Robinson suggested that Council members think about summer offerings as they are trying to publish by spring registration in mid-November. Also, ISBN#'s of textbooks must now be put into syllabi.
- Items on agenda that were not covered will be covered in next meeting.

Next meeting: 10/20/09

Motion to adjourn: C. Schrenker moved; O. Clark second. Meeting adjourned at 12:40PM.

Notes taken/transcribed for this Council meeting by Jodi Reider, student worker in Graduate Studies office.

### Graduate Level International Admissions

#### Process:

Application received by Graduate Studies Office

Application must include:

Official transcripts, diplomas, certificates of all undergrad and graduate work\*

Certificate indicating English language proficiency if student is not a native English speaker \*\*

Documented evidence of financial stability for two years\*\*\*

Application for a Tuition Award Program grant\*\*\*\*

Graduate Studies Office will communicate with the student to get all admission materials described above and all those required for admission to the specified Graduate Program. The International Programs Office will assist if difficulties arise in communications

When all materials have been received, the Graduate Office will retain all financial documents and forward all required materials, translated to English and showing US equivalencies of transcripts, to the Graduate Program Coordinator.

Program Coordinator will make the admission decision, will communicate with the student and copy the Graduate Office.

Graduate Office will communicate with the student and forward a copy of the complete file, including financial documents to Mark MacLean in the International Programs Office

International Programs Office will handle all financial and legal paperwork for the student and will work with the student for arrival, housing and initial integration into the campus.

International Programs Office will notify Graduate Office of arrival plans for all International Graduate Students. Graduate Office will forward the information to appropriate Program Coordinator(s).

\* Mark MacLean will serve as a resource for transcripts which have not been translated. We subscribe to EDGE which provides an excellent transfer analysis showing US equivalents for a wide variety of different country transcripts.

\*\*a TOEFL score of 550 (paper-based) or 81 (internet based) is recommended by the Grad Studies Office but individual programs may set their own standards (see ESL note below)

And/or certification of a high level of attainment from an English Language School located in an English speaking country.

\*\*\* forms are available online

ESL (English as a Second Language) Note:

Programs may choose to conditionally admit students whose English language skills are good but not considered quite strong enough for grad studies in the program at the time of application. The following options are available for such students:

- May be required to enroll in an English Language School in Madison or St. Paul for intensive ESL study until their proficiency reaches a specified level at which time they will then come to the UWS campus for classes

- May be required to take an English placement test here at UWS and then placed in an ESL class for up to 10 credits here on campus – from which they will then be tested and placed in ENG 099 or 101
- May be required to do both of the above

These conditions are placed upon the students at the discretion of the Graduate Program. The Graduate Office and the International Programs Office will assist Programs with setting up any of the above options.