

**Graduate Council
Meeting Minutes
February 15, 2011
McCaskill 110E, 11:30 am – 12:30 pm**

Present: Clark (Chair), Cross (Secretary), Berry, Loonsk, Nordgren, Robinson, Ex Officio: Banks, Douglas;
Guests: Lynne Williams, Leah Kohlts; Excused: Griffith, Kronzer

1. Approval of minutes: Motion by Loonsk, second by Berry to approve minutes of February 1, 2011.
Motion passed unanimously.

2. Marketing Ideas: Lynne Williams, Director of University Relations and Leah Kohlts, Associate Marketing Specialist with University Relations, met with the Council to discuss the past and present state of graduate program marketing and future marketing plans for graduate programs. Williams told the Council that the timing was perfect for marketing graduate programs and falls in line with the overall goal of increasing the quality and reputation of our institution. Resources are available for marketing graduate programs. Williams wanted to know how students found out about our programs, what things we considered attractive and competitive. She distributed a *Sample Objectives-Driven Creative Brief*, which was useful in looking at the different programs, unique features and how we might go about marketing them. Williams would like anything on our current communication flow and the process by which students are admitted to graduate programs. Clark will send communication flow to Williams. Robinson will send her the consultants report.

3. Associate Dean Announcements: None

Because the Council needed to act on Item No. 6, it was moved up to No. 4. Renumbering below reflects action taken by the Council.

4. Library Science new course and program proposal: Nordgren presented information for the Library Science Program's new course, *LIBS 690, Supervised School Library Practicum Combined and Program Proposal for the 902 Initial with Stipulations Instructional Library Media Specialist*. Registrar suggested giving LIBS 650: Information Literacy its own unique course number and not use the Topics number. The Library Science Program will take this up at a future department meeting.

The following revisions were suggested to the course and program proposal:

1. Catalog description for **LIBS 690:** On line six of document, change number of credits from 12 to 21.
2. In **Proposal Information** under **Total Credit Units in Program:** LIBS 690: change make available Spring of 2011 to: make available Fall of 2011.

Motion by Robinson, second by Berry to approve LIBS 690 and Program Proposal for the 902 with Stipulations as amended with revisions listed above. Motion passed unanimously.

5. Academic Suspension and Reinstatement: Due to time constraints the Council was not able to complete work on the **Academic Suspension and Reinstatement** document. Douglas volunteered to make revisions and send on to the Chair and Council members for review at the next Council meeting. Council members were reminded to date all revisions.

6. Policy Review: Items under this section: Grading, Advisor Holds and Prospect Communications will be discussed at the next Council meeting.

7. Charter Review/Approval Process: This item will be discussed at the next Council meeting

8. Good of the Order: None

Meeting Adjourned: 12:35 pm

Respectfully submitted,
Ella Cross, Secretary

Graduate Petitions: Approved: Alan Denman, Lyman Foxx, Audra Carlson. Denied: Laura St. Aubin