

Meeting Minutes

March 15, 2011

McCaskill 110E, 11:30 AM – 12:30 PM

Present: Clark (Chair), Cross (Secretary), Berry, Griffith, Loonsk, Kronzer, Banks, Robinson. **Guests:** Wendy Kropid, Eri Fujieda

Excused: Nordgren, Douglas

Additions and changes to agenda: Add Proposal from WLLC for Course prefix changes as agenda item 4A. Move Charter Review and process to follow Agenda item No. 3. Items new numbers: 3A, 3B, 3C.

1. Approval of Minutes of March 1, 2011. Motion by Griffith, second by Loonsk. Discussion: It was noted that minutes need to reflect Addition to Minutes of March 1, in regard to the approval of the new language for the Special Education catalog entry for the 08-10 Catalog the following information is added to the minutes: It was verified that this will assure that all students graduating under the 08/10 catalog are covered by this new language. Motion carried.

2. Associate Dean Announcements: Kronzer.

- a) Eri Fujieda is present today to speak to the Council about assessment.
- b) Grad Reception: Will be discussed at a council meeting following spring break.
- c) Working with Douglas to set up a program plan of study on PeopleSoft for grads similar to that already existing for undergrads.
- d) Advisor holds: will report more on this after response from Irina Bezroukova. Have questions on whether the query can be changed for Communicating Arts

3A. Graduate Programs Assessment: Eri Fujieda.

The Provost confirms that Fujieda should be coordinating the assessment procedures for graduate programs. Every department is to have an assessment liaison that would also work with graduate programs. Graduate programs will be looking at different outcomes than undergrads.

Three items were addressed: 1. Need 5 to 6 outcomes only for assessment. Fujieda would like graduate programs to get their liaison contact to Fujieda by the end of Spring break or end of the month of March. 2. Need criteria for each outcome. 3. Curriculum mapping – look at the Assessment website for information and example of a sample curriculum mapping matrix.

Typically, assessment is at the program level. The HLC likes to know how each degree can be justified by program outcomes. Need to show how student outcomes reflect the degree. Question on whether graduate programs need to link to liberal learning outcomes. Answer was probably no, but if our programs claim to meet the 5 liberal education goals, then programs need to offer proof. Each program should look at its mission, goals, curriculum to determine if the program needs to show that it is meeting the 5 liberal education learning outcomes. Fujieda is available to help with any questions.

3B. Final Charter Review: Council members had copy of revised Charter. Still needed to Preamble.

Clark will send out final version with this correction for review via email. Article I, Section 5 was amended to insert the following after the first sentence: *All tenure track faculty with terminal degrees are full graduate faculty members,* and to remove the second sentence from this

section in its entirety. Motion by Griffith, second by Berry to approve this change. Motion carried.

3C. Charter Approval Process: After the corrections and changes are made to the March 15 draft, the original Charter with strikethroughs and the amended Charter draft of March 15th, 2011, will be sent to all Council members who will distribute to their department. Need comments for the all graduate faculty April 19th meeting. Following the approval of the Charter by full graduate faculty it will be submitted to the Faculty Senate and Chancellor for approval. The Graduate Faculty meeting will be held on April 19th, 2011, at 4:30 pm following a 4:00 – 4:30 pm social. Kronzer will send invitations to all parties, including graduate students.

4. Edl-Coun 743 Clinical Evaluation – New Course: Kronzer spoke to the course proposal and description. Motion by Berry, second by Robinson to approve course. Motion carried.

4A. Department of World Languages, Literatures and Cultures: Course Prefix changes. Kronzer presented document from the WLLC Department. Kropid was present to speak to proposed changes. Proposal to change from READ to ENGED. Library Science Program voiced concern over proposed change for READ 606 Children’s Literature to ENGED 606. Following much discussion, the Council decided to table the proposal until the next meeting. Motion by Griffith, second by Berry to table until April 5th meeting. Motion carried.

8. Thesis (Bound or Electronic): Discussion about the use of Minds@UW for digital thesis archiving instead of print. Departments are still not together with the move to library digital copies only at this point. Question arose as to whether there are options that would include both print and electronic copies. Students have questions about what they should be doing. It was recommended that they contact their advisors for direction. Question was raised concerning the published nature of the digital copy and if this would have any impact on projects that may need IRB approval. Kristen Lindquist will be invited to the next meeting to answer questions about the digital format.

9. Policy Approval Form: This item will be addressed at the April 5, 2011 meeting.

10. Good of the Order: None

11. Adjournment: Meeting was adjourned at 12:30 PM.

Respectfully submitted,
Ella Cross, Secretary