

**University of Wisconsin – Superior
Graduate Council Meeting Minutes**

February 4, 2014

Present: Clark (Chair), Paul (Secretary), Blue, Harrison, Cross, Banks, Kline, Burdge, Masterson, Notton, Eslinger, Hembd **Staff:** Finckler **Guest:** Williams **Absent:** Loonsk

Call to Order: Clark called the meeting to order at 11:35 AM

1. **Approval of Minutes of January 21, 2014:** Motion by Burdge, second by Eslinger. Motion carried.
2. **Associate Dean Report:** Blue thanked all for pulling in enrollment. Blue said Lynne Williams or Williams' right-hand person would attend Grad Council meetings. Williams talked about google ads; use/purchase key words for UWS Graduate Studies link to appear on the right-hand side of the screen which then when someone clicks on them they are sent to a page specific to ad content. \$2500.00 cost to run a 2-month campaign. Blue asked Council if they wanted general graduate ads for Google and they agreed to using these keys words; principalship, superintendency, special education, counseling, art therapy and communication. A demographic area was set for Duluth, Ashland, Rhinelander and Eau Claire. Blue said Cappex is not getting an audience but Zinch is looking good. Blue said as a result of strategic enrollment management plans, offices are moving: Career Services, IT Help Desk and Admissions. Blue said Suzie Finckler would be spending time processing Graduate Studies applications in the Admissions Office. Blue talked about identity theft at the graduate level of the Sustainable Management program.
3. **Graduate Curriculum Approval Chart:** Blue looked into the undergraduate chart as a basis to use for the graduate program. Blue asked for review and approval of this process. Clark putting on February 18, 2014 Grad Council agenda.
4. **Grad Programs Catalog Process:** Blue stressed the importance of getting catalog done and to Barb Erickson by March 28, 2014; any changes need to get done ASAP. Clark asked for changes in for March 4th meeting. Blue said new online catalog will be pdf and you have the option of choosing your own catalog. Barb Erickson, Cathy Beebe, Mike Twining and Liz Blue are all working on the new catalog. Blue asked Council if they wanted all grad council materials & minutes on the Dean of Faculty/Graduate Studies shared drive as well as on the Graduate Studies web page. Williams said there will be a complete redesign of the UWS web page and requested to be on a future agenda. Blue talked about replacement cost/overload time and the Provost is not allowing Blue to sign off on anything over 6 credits per person per semester. Blue said Provost indicated to her that faculty being on chronic overload is not good. UW System regularly does on audit on overload. Clark talked about international admits. Blue talked about core catalog changes done by the end of this week. Clark putting on February 18, 2014 agenda.
5. **Good of the Order:**
6. **Next GC Meeting: February 18, 2014**

Petition acted on since last Grad Council meeting: Michelle Vinoski - approved

Meeting adjourned at 12:17 PM.

Respectfully submitted, Suzie Finckler

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: Approval of Undergraduate Graduate Academic Matters (Graduate Curriculum Approval Chart) (number AP- - - -)
Cabinet Division: Registrar's Office (Enrollment Management)
Created: 1/21/14
Approved by Graduate Council - - - - -
Approved by Faculty Senate- - - - -

I. Background and Purpose

1.1 There is a prior undergraduate academic approval policy (AP1117), but none for the graduate level. This policy is modeled after that one.

II. Constraints

2.1 There are no constraints

III. Definitions

3.1 None

IV. Policy Statements

4.1 All undergraduate academic curriculum and policy matters MUST pass through a review and approval process which starts with a department, committee, or the Undergraduate Academic Affairs Council (UAAC) Graduate Council (GC) of the Faculty Senate in the faculty governance approval process.

The term academic department shall be interpreted as meaning a unit of the academic portion of the University which has assigned prefixes for courses, and which is responsible for the academic matters, policy, and grading of those courses. Continuing Education and the Distance Learning Center specifically are not considered "academic departments" in this policy.

Most undergraduate curriculum items originating from an academic department must have the approval of UAAC GC as a minimum; however, some items initiated by academic departments require only the Registrar's or the academic department's approval, as indicated in the subsequent table.

~~For this policy, the course prefix IDS is reserved to UAAC as the "department" for course approvals.~~

UNDERGRADUATE ACADEMIC AFFAIRS COUNCIL (UAAC GC)

All items are submitted electronically to UAAC GC.

GENERAL EDUCATION COURSE APPROVALS

~~Currently approved or new courses to be included as satisfying any General Education requirement are referred to the General Education Committee (GEC) for consideration. New courses may be approved prior to a General Education category approval or subject to General Education category approval.~~

COURSE APPROVALS INVOLVING CERTIFICATION

The Teacher Education Advisory Committee (TEAC) reviews any action affecting ~~Elementary Education or Secondary Education major/minor requirements that affect~~ DPI Certification prior to consideration by UAAC GC. Include TEAC approval with submitted proposal.

DISCRETIONARY REVIEW

Any "higher step" in the administrative/faculty governance approval process may insist upon the right of final approval on any item within a reasonable time period.

See the complete chart of actions and requirements below.

