University of Wisconsin – Superior
Graduate Council Meeting Minutes

November 3, 2015

Present: Paul (Chair), Kronzer, Blue, Burdge (Secretary), Eslinger, Kirschling, Cross, Griffith, Hembd, Biros, Matara
Staff: Finckler Absent: Christensen, Kropid, Mattsson

Call to Order: Paul called the meeting to order at 11:32 AM

1. Approval of the Minutes of October 20, 2015: Motion by Hembd, second by Eslinger. Motion carried.
2. Interim Dean Announcements: No discussion.
   a. Counseling students are informed of final portfolio with rubric, in their intro class, specified in syllabus, format is set out, 5-10 minute presentation, department tracks as part of assessment process.
   b. EDAD MSE students have eportfolio as part of practicum, rubric in handbook for practicum, also take COMPS exam. At EdS level, thesis is also required and defended in front of three faculty.
   c. SPED students have eportfolio, rubric, internship and thesis.
   d. MSE-I students have thesis and no portfolio.
   e. SMGT students have applied project with one prep course. Results in written report.
   f. Art Therapy student have practicum and completion of research and paper. Listed in syllabus.
4. What is the graduate faculty load when someone teaches both UG and G courses?: Blue went through this with HR. No more than some combination of 12 UG credits and 9 G credits.
5. Informational Items:
   A. Dean of Faculties and Graduate search: Griffith said some apps have come in.
   B. Admissions Open House-Tuesday, November 17, 5-7 PM (YU 2nd Floor): Paul indicated event was being headed up by Amanda Akason.
   C. MS SMGT collaborative degree program survey: Hembd passed around handout. Survey will be done soon after graduation with follow up three to five years later. Matara suggested a fill-in-the-blank question asking what is the impact of the program. Blue inquiring to Alumni Office if they track grad students. Kronzer suggested use of alum email address
   D. Writing 698 syllabus draft: Paul passed around handout. Email comments to Julie Gard by November 5, 2015.
6. Good of the Order: Blue indicated the Provost has discussed grad seg fee issue with Chancellor.
7. Next GC meeting: November 17, 2015

Meeting adjourned at 12:22 PM.

Respectfully submitted, Suzie Finckler
Suzie,
I added an informational item to the agenda below.

Dr. John Paul
Swenson 2060, UW-Superior, Belknap and Catlin
Superior, WI 54880
715-394-8151
jpaul3@uwsuper.edu

From: Hembd,Jerry
Sent: Sunday, November 01, 2015 2:33 PM
To: Paul,John B
Subject: RE: Grad Council Agenda, Tuesday, Nov. 3

John,

The MS SMGT collaborative degree program is moving to this type of survey. Please add this as an information item on the meeting agenda.

Thanks.

Jerry

From: Paul,John B
Sent: Friday, October 30, 2015 4:30 PM
To: Hembd,Jerry
Subject: RE: Grad Council Agenda, Tuesday, Nov. 3

I do not believe we survey graduates

Dr. John Paul
Swenson 2060, UW-Superior, Belknap and Catlin
Superior, WI 54880
715-394-8151
jpaul3@uwsuper.edu

From: Hembd,Jerry
Sent: Friday, October 30, 2015 2:01 PM
To: Paul,John B
Subject: RE: Grad Council Agenda, Tuesday, Nov. 3

1
John and Suzie,

Do we do any kind of exit interview or survey of graduating graduate students? Similarly, do we survey graduates a few years after graduation? If not, is this something we might consider doing?

Best,

Jerry

From: Paul, John B
Sent: Thursday, October 29, 2015 4:11 PM
To: Grad_Council; Biros, James M; Blue, Elizabeth T; Burdge, Maryjane C; Christensen, Ethan; Cleary, Timothy; Cross, Ella M; Eslinger, Gloria S; Finckler, Suzanne E; Griffith, Suzanne C; Hembd, Jerry; Hensrud, Faith C; Kirschling, Jeff W; Kohlts, Leah M; Kronzer, Terri A; Kropid, Wendy M; Matara, Ryan M; Mattsson, Lisa M; Paul, John B; Sloboda, Nicholas
Subject: Grad Council Agenda, Tuesday, Nov. 3

Grad. Council,
See attached agenda,
Tuesday, Nov. 3, 2015, 11:30-12:30, SW 1007

Dr. John Paul
Swenson 2060, UW-Superior, Belknap and Catlin
Superior, WI 54880
715-394-8151
jpaul3@uwsuper.edu
WRIT 698 DL: PRIOR LEARNING PORTFOLIO
COURSE SYLLABUS
Distance Learning
University of Wisconsin-Superior
Spring 2016

Julie Gard, Associate Professor of Writing
Office: Swenson Hall 3136
Office Phone: 715-394-8471
Email: jgard1@uwsuper.edu
Office Hours: Tues/Thurs 1:00-2:00 pm
Wednesday 1:00-4:00 pm

Course Overview
This course is intended to facilitate your preparation of a prior learning portfolio, in which you
document graduate-level knowledge and experience that meets the outcomes of a specific UW
Superior course or courses. As the instructor, my role is to provide feedback on the written
essays that document your prior learning.

The content specialists are the instructors of the graduate courses for which you are seeking prior
learning credit, so I strongly encourage you to communicate with those instructors. This way,
you'll know precisely the learning outcomes of the course(s) and will be able to document how
your past experiences have provided you with the knowledge that meets each specific learning
outcome. These instructors will also let you know if they have discipline-specific standards
and/or required formats and platforms for your prior learning portfolio.

As you begin this course, please email me at jgard1@uwsuper.edu with the name(s) and
number(s) of the course or courses for which you plan on documenting prior learning. Review
this syllabus carefully, in particular the Graduate Credit for Prior Learning Policy which is
included below. Feel free to touch base with questions, at the beginning of the semester or at any
other point. I look forward to working with you!

UWS Catalog Course Description
Facilitation of students’ creation of portfolios that document prior learning. Reflection and
analysis of prior learning experiences to articulate knowledge, understanding, and skills that may
meet graduate-level learning outcomes. Designed for students with significant work and life
experiences.

Required Work
As a largely independent course, work will be facilitated by the instructor. Students will respond
to prompts and produce the portfolio in sections. The required work of the course includes:
• Drafts of each section of the portfolio due by given deadlines
• Formative conferences (face to face, via Skype/phone, or by email) with the instructor
• Revisions based on feedback
• Final conference to determine readiness for submission
• Completion of an online prior learning portfolio (unless there is a disciplinary
requirement for a paper portfolio)
A Note on Deadlines
My job is to give you individualized feedback on your writing, and the time set aside for reading your work follows each deadline. Due dates for portfolio sections are established early in the semester so that you can work them into your other responsibilities; due dates in this course are firm.

Optional Textbooks

Technology Requirements
- Dependable method of storing and backing up documents
  (i.e., cloud storage, dropbox.com account, hard drive, UWS G:/ drive access, flash drive, etc.)
- Reliable access to D2L course website

COURSE AND UNIVERSITY POLICIES

1. Graduate Credit for Prior Learning Policy

Graduate credit for prior learning through portfolio assessment is an available option at the University of Wisconsin-Superior. A learning portfolio is a formal written document that identifies the knowledge and skill acquired through non-formal learning, and provides evidence to support a request for credit. Credit for prior learning is not granted for the experience itself, but for the verifiable learning outcomes which grew out of the experience. This credit can be granted for demonstrated learning that results from life experiences (e.g., employment, volunteer work, community service, travel, military service). The student’s learning must relate to the learning outcomes in a particular academic program at the University of Wisconsin-Superior. The learning which occurred as a result of these experiences must be validated in accordance with this policy to ensure it is equivalent to that acquired at the graduate level in terms of quality and outcomes.

To qualify for graduate credit for prior learning:
1. The student must be enrolled as a graduate student in good standing at UW-Superior
2. Learning to be gained through experiences as credit for prior learning cannot be more than 7 years old
3. No more than 9 graduate credits can be awarded for prior learning
4. No more than 9 combined graduate credits of prior learning and transfer credits may be applied to a graduate degree

Credit for Prior Learning through Portfolio Assessment. UW-Superior grants credit based on prior learning experience when these criteria are satisfied:
1. The portfolio process requires presentation of evidence supporting a claim that, through extensive work and life experience, the student has mastered learning outcomes equivalent to those for a particular course.

2. Verification and documentation of what was learned must be presented. If evidence to verify and document the learning experience is not presented, there is no basis for judgment and evaluation.

3. What was learned must be communicated to the appropriate faculty member(s). If what was learned from the experience cannot be communicated, then no evaluation is possible. A documented portfolio is prepared by students and evaluated by the faculty. Credit awarded through this process can be used to fulfill graduation requirements.

4. Portfolio credits usually do not transfer to another institution. It is at the discretion of the institution to which you are transferring as to whether or not they accept portfolio credits.

5. Evaluation will be on a "P" (pass) or "F" (fail) basis.

6. If you plan on seeking State licensure upon completion of your degree, it is your responsibility to ensure the appropriate State licensing board will accept credits with a Pass/Fail grade.

7. Fees include an administrative fee plus a per credit fee for credits assessed. Assessment fees are paid upon submission of the portfolio for assessment. The department examining the portfolio is designated those fees.

8. The university accepts credit awarded for prior learning through portfolio assessment by other regionally accredited colleges and universities, through the same process used to award transfer credit.

9. For more information on assessment guidelines, assessment forms and sample portfolios, refer to www.uwsuper.edu/pla.

2. **Academic Honesty:** All work handed in or presented must be your own. All outside sources of information used in an assignment must be given credit and cited properly. Violation of this policy can result in an "F" on the assignment and possibly an "F" for the course. See the UW-Superior website for the university's complete plagiarism policy.

5. **Grading:** This one-credit course is graded pass-fail (P/F), based on satisfactory completion of required portfolio elements.

3. **Grading:** This one-credit course is graded pass-fail (P/F), based on satisfactory completion of required portfolio elements.

4. **Participation:** It is important that you check in regularly with our course website and submit assignments on time. Email me at jgard1@uwsuper.edu if you have questions or must miss a deadline. In other words, stay involved!

5. **Diversity Resources:** I consider myself an ally of all forms of diversity on our campus. Following are some important links and resources:

   - The Alliance (LGBTQA+) - http://www.uwsuper.edu/studentorgs/index.cfm
   - Office of Multicultural Affairs - http://www.uwsuper.edu/oma/
   - Disability Support Services - http://www.uwsuper.edu/dr/
   - Gender Equity Center - http://www.uwsuper.edu/genderequity/
   - Veteran and Nontraditional Student Center - https://www.uwsuper.edu/vnsc/index.cfm
   - All Student Organizations - http://www.uwsuper.edu/studentorgs/index.cfm

WRIT 698 DL Syllabus – Gard – Spring 2016  3
6. **Accommodation of Religious Beliefs**: Students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling all examinations and other academic requirements. Students should inform their instructors at the start of the semester of these needs.

7. **Disabilities Accommodation**: Please let me know at the beginning of the semester about any official accommodations that you need. According to UWS policy, adaptations of methods, materials, or testing must be made to accommodate educational participation, and these are typically simple to make within the writing classroom.

8. **General Statement Regarding University Policy**: The University of Wisconsin-Superior is dedicated to a safe, supportive and nondiscriminatory learning environment. It is the responsibility of all undergraduate and graduate students to familiarize themselves with University policies regarding special accommodations, academic misconduct, religious beliefs accommodation, discrimination and absence for University sponsored events. For details, refer to the appropriate sections in the UW-Superior Class Schedule or the UW-S General Catalog. Please go to this site for a full statement of important university policies, including those concerning academic misconduct: http://www.uwsuper.edu/deanfaculties/forms/upload/Revised-Syllabus-Attachment-for-2012-2013-2.pdf

9. **UWS Writing Center**: Visit the Writing Center online or in Swenson 1030 for free, one-on-one sessions with peer consultants. You can make an appointment at http://uwsuper.mywconline.com or access the website at http://www.uwsuper.edu/writingcenter.

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**WRIT 698: Prior Learning Portfolio**  
**Course Schedule, Spring 2016**

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<thead>
<tr>
<th>Week</th>
<th>To do:</th>
<th>Due to Dropbox:</th>
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</table>
| Week 1 Jan. 19-24 | • Email instructor at jgard1@uwsuper.edu with description of courses for which you hope to receive prior learning credit.  
• Read Course Description and Course Calendar.  
• Introduce yourself in Discussions.  
• Familiarize yourself with course website by scanning each section, in particular under "Materials."  
• Plan ahead for due dates across the semester. | |
| Week 2 Jan. 25-31 | • Read Resume section and check out model resumes. | |
| Week 3  
<table>
<thead>
<tr>
<th>Feb. 1-7</th>
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<tbody>
<tr>
<td>- Draft your resume; consider using the UW-Superior Writing Center to get feedback on your draft resume.</td>
</tr>
<tr>
<td><strong>Due</strong> on Sun, Feb. 7, to Dropbox by 11:59 p.m.: Resume draft</td>
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| Week 4  
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<th>Feb. 8-14</th>
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| - Read Autobiography section and check out autobiography model.  
- Draft your autobiography. |

| Week 5  
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<th>Feb. 15-21</th>
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<tr>
<td>- Consider instructor feedback on your resume; revise &amp; edit.</td>
</tr>
<tr>
<td><strong>Due</strong> on Sun., Feb. 21, to Dropbox by 11:59 p.m.: Autobiography draft</td>
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| Week 6  
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<th>Feb. 22-28</th>
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| - Read Learning Outcome essays section and review essay models.  
- Draft Essay 1. |

| Week 7  
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<th>Feb. 29 – March 6</th>
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<tr>
<td>- Consider instructor feedback on your Autobiography; revise &amp; edit.</td>
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<tr>
<td><strong>Due</strong> on Sun., March 6, to Dropbox by midnight.: Essay 1 draft</td>
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| Week 8  
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<th>March 7-13</th>
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</table>
| - Draft Essay 2.  
*No work is assigned from March 14-20 due to Spring Break.* |

| Week 9  
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<tr>
<th>March 21-27</th>
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<tr>
<td>- Consider instructor feedback on Essay 1; revise &amp; edit.</td>
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<tr>
<td><strong>Due</strong> on Sun., March 27, to Dropbox by midnight.: Essay 2 draft</td>
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| Week 10  
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<tr>
<th>March 28 - April 3</th>
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<tr>
<td>- Draft Essay 3.</td>
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| Week 11  
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<th>April 4-10</th>
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<tr>
<td><strong>Consider instructor’s feedback on Essay 2; revise &amp; edit.</strong></td>
</tr>
<tr>
<td><strong>Note:</strong> Complete portfolios may begin submission process.</td>
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<tr>
<td><strong>Due on Sun., April 10, to Dropbox by midnight:</strong> Essay 3 draft</td>
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| Week 12  
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<th>April 11-17</th>
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<tr>
<td><strong>Draft Essay 4.</strong></td>
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<tr>
<td><strong>Set up online portfolio and share access with instructor.</strong></td>
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<tr>
<td><strong>Due on Sun., April 17 by midnight:</strong> email instructor with link to online portfolio shell</td>
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| Week 13  
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<th>April 18-24</th>
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<tr>
<td><strong>Consider instructor feedback on Essay 3; revise &amp; edit.</strong></td>
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<tr>
<td><strong>Note:</strong> Complete portfolios may begin submission process.</td>
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<tr>
<td><strong>Due on Sun., April 24, to Dropbox by midnight:</strong> Essay 4 draft</td>
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| Week 14  
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<th>April 25-May 1</th>
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<tr>
<td><strong>Consider instructor feedback on Essay 4; revise &amp; edit.</strong></td>
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<tr>
<td><strong>Finish uploading all required essays and documentation into online portfolio.</strong></td>
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<tr>
<td><strong>Note:</strong> Complete portfolios may begin submission process.</td>
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<tr>
<td><strong>Due on Sun., May 1 by midnight:</strong> completed online portfolio</td>
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| Week 15  
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<th>May 2-8</th>
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<tr>
<td><strong>Submit portfolio.</strong></td>
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WRIT 698 DL Syllabus – Gard – Spring 2016  6
MSMGT Graduate Survey Questions

Indicate your level of agreement for the MSMGT program

SCALE:  Strongly disagree  Disagree  Agree  Strongly Agree

1. The on-line only format was important in terms of selecting this graduate program

2. The technology used for course delivery was easy to access and utilize

3. The capstone project was a valuable component of the overall program

4. This degree will be valuable in terms of future career development and advancement

5. You would recommend this program to others interested in careers in sustainability