The Graduate Council will meet Thursday, October 18, 2012 in 2007 Ullsvik Hall.

Announcements –

1. Reminder – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, September 20, 2012 in 2007 Ullsvik Hall, 2:30 p.m. – 3:00 p.m. – all members of the Graduate Council are invited to participate.

   Request for Admission to the Graduate Faculty Subcommittee Meeting Schedule:
   September 20, 2012 - Cheryl Banachowski-Füller and Barb Barnet
   October 18, 2012 - Wendy Brooke and Jill Clough
   November 15, 2012 - Candace Croft and Chris Hanegraaf
   December 13, 2012 - Susan Hansen and Rob Hasker
   January 31, 2013 - Bill Haskins and Jovan Hernandez
   February 21, 2013 - Elizabeth Lucas (or Christine Storlie) and Karen Stinson
   March 21, 2013 - Cheryl Banachowski-Füller and Jill Clough
   April 18, 2013 - Candace Croft and Rob Hasker
   May 9, 2013 - Bill Haskins and Karen Stinson

Agenda –

1. Approval of the minutes from the October 18, 2012 meeting.

2. Concerns about Minds@UW website quality – Zora Sampson and Rob Hasker.

   From the May 10, 2012 Graduate Council minutes: “Rob Hasker was not present to address this item. It was tabled on a motion by Kimberly Tuescher and seconded by Christopher Hanegraaf, until the September 2012 Graduate Council meeting.”

   From the September 20, 2012 Graduate Council minutes: “Rob Hasker voiced concerns regarding the minds@uw website. This website is used to house the educational project, seminar papers and theses for the School of Graduate Studies. The site is hard to navigate and when using Google Chrome error message appear regarding duplicate headers. Subject and title are sometimes the same. He wondered who maintains this site. Discussion ensued. David Van Buren suggested inviting Zora Sampson to attend the next meeting. Dr. Van Buren will contact Zora. It was suggested that a list of questions (from Rob Hasker) be sent to Zora so that she will be prepared to answer questions/concerns at the meeting. David Van Buren indicated he might also put out an inquiry to the graduate deans at other UW institutions to see how they handle the research papers.”

   Rob Hasker met with Zora Sampson after the September 20, 2012 meeting. They are recommending the following:

   • The program name (or similar name) be included in the list of keywords for each thesis.
   • We add a list of keywords (for additional keywords beyond the program name) to the document submission form so that students suggest (with the help of the advisor) the subject list to be used for submitted documents. The librarian could adjust this list to conform to their standards, but would use it as a starting point for filing the document. (I use the term "keywords" because that's traditional in CS circles; I believe you use the term "subject list").
A request would be made to Minds@UW to correct how documents are retrieved so that the retrieved documents compatible with browsers such as Google Chrome.

3. First reading – Teaching 7310 – being renamed from Educational Administration Practicum to Educational Administration Practicum 1 – credits being changed from 1-2 credits to 1 credit, effective spring 2013 – Karen Stinson. NOTE: this item was tabled at the September 20, 2012 meeting.

Catalog description was - The Educational Administration program requires two one-credit practicums. The local school administrator or supervisor will work with the administrative candidate to design a series of events, activities, and experiences in the school setting as an administrator (monitoring students, conducting professional development, observing faculty, reviewing curriculum, creating and implementing schedules, leading parent and/or student conferences, and communicating with others in the community or on the school board). This course will provide administrative candidates the opportunity to deepen their understanding of educational administration issues and practices, and then critically evaluate their own skills based on their own reflection and the guided work of their mentors, the local school administrator, and the university supervisor. At least two written evaluations (initial, midterm, or final) from the onsite mentor/ supervisor must be included in the candidate's portfolio. At least one of the written evaluations must include the university supervisor, onsite supervisor, and candidate.

Catalog description effective spring 2013 - Educational Administration Practicum 1” – The local school administrator (school mentor) and the university supervisor (practicum coordinator) will work with the Ed Admin candidate for a minimum of 100 hours to design a series of events, activities, and experiences in the school setting as an administrator (i.e., monitoring students, conducting professional development, observing faculty, reviewing curriculum, creating and implementing schedules, leading parent and/or student conferences, and communicating with others in the community or on the school board). This course will provide candidates the opportunity to deepen their understanding of educational administration issues and practices, and then critically evaluate their own skills based on their own reflection and the guided work of their mentors and the university supervisor. P: TCHG 7340 and TCHG 7360. Coreq: TCHG 7350.

4. First reading – new course – Teaching 7320, Educational Administration Practicum 2, 1 credit, effective spring 2013 – Karen Stinson. NOTE: this item was tabled at the September 20, 2012 meeting.

Catalog description: The local school administrator (school mentor) and the university supervisor (practicum coordinator) will work with the Ed Admin candidate for a minimum of 200 hours to design a series of events, activities, and experiences in the school setting as an administrator (i.e., monitoring students, conducting professional development, observing faculty, reviewing curriculum, creating and implementing schedules, leading parent and/or student conferences, and communicating with others in the community or on the school board). This course will provide candidates the opportunity to deepen their understanding of educational administration issues and practices, and then critically evaluate their own skills based on their own reflection and the guided work of their mentors and the university supervisor. P: TCHG 7350, 7310, 7370, 7380. Co-Req: TCHG 7390.

5. Defining full-time status for graduate students – David Van Buren.

From the minutes of the September 20, 2012 Graduate Council meeting: “David Van Buren asked for one-two volunteers to work with him on redefining what constitutes full time. This would mostly concern on-campus and international students in regards to visas. Now nine credits is full time during fall and spring semesters and five credits in summer sessions. Other UW institutions have different rules. For graduate assistantships we require the student register for 8 or more credits; most other UW schools use six credits. Discussion ensued. Financial aid and veterans benefits were
discussed. Jovan Hernandez pointed out that Counseling Psychology students carrying practicum credits should also be considered. Rob Hasker volunteered for the project. Dr. Van Buren will ask Dr. Stinson to also join.”


From the March 15, 2012 Graduate Council minutes: “Permission to develop – first reading – ISCM (Integrated Supply Chain Management) 7700, Customer Relationship Management, 3 credits, effective spring 2013 – Wendy Brooke. New course justification: This course will serve as one of the core courses for the Integrated Supply Chain Master’s program. Further details to be submitted at time of request to approve course. Catalog description: Customer Relationship Management (CRM) is neither a concept, nor a project. Instead, it’s a business strategy that aims to understand, anticipate and manage the needs of an organization’s current and potential customers. This course will introduce critical concepts and methods such as customer value, customer asset value, CRM vision and strategy. P: graduate standing – further to be determined. Wendy Brooke presented the course and answered questions. She indicated this would be a foundation course for the ISCM program. It will be developed over summer 2012 and will be brought back during fall 2012 for a second reading. Bill Haskins made a motion to approve permission to develop, seconded by Kimberly Tuescher. Motion passed.”

David Heimerdinger, ISCM coordinator, indicated after the September 20th Graduate Council meeting that they were remiss in not getting this on the agenda for a second reading. Because ISCM had a deadline of October 1st to have the information for registration, they requested an electronic poll for approval for the course.

Catalog description: Customer Relationship Management (CRM) is a business strategy that aims to understand, anticipate and manage the needs of an organization’s current and potential customers. This course will introduce critical concepts and methods such as customer value, customer asset value, CRM vision and strategy. P: ISCM 7100.

A motion to suspend the rules was made by Candace Croft and seconded by Bill Haskins. Motion passed.

Course was approved by electronic vote. Tally of votes was: yes = 10; no response = 3.

7. Commencement Ceremony Banner for the School of Graduate Studies – David Van Buren.


9. Should developers of graduate courses be considered by the Graduate Council for graduate faculty status when the course developer is not the teacher of the class? – David Van Buren.

10. Request for admission to the Graduate Faculty – provisional membership – one year –

- Melissa Gavin – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of summer 2013.
  - COMMNCTN (Communication Technologies) 5010, Business Communication.
- Cindy Leverenz – Continuing Education – beginning fall 2012 and expiring end of summer 2013.
  - TEACHING 6530E, Current Topics in Education: Effective Online Facilitation.

11. Request for admission to the Graduate Faculty – provisional membership – three years –

  - TEACHING 7880, Graduate Practicum in Teaching.
- Tessa Campbell – Continuing Education – beginning fall 2012 and expiring end of spring 2015.
• TEACHING 6530E, Current Topics in Education: Curriculum and Course Construction.
  - ENGRG (Engineering) 7830, Advanced Cost and Value Analysis.
• Troy Cobb – School of Education, Adult Education – beginning spring 2013 and expiring end of fall 2015.
  - TEACHING 7880, Graduate Practicum in Teaching.
• Misty Lemon-Rogers – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of spring 2015.
  - BUSADMIN (Business Administration) 7330, Organizational Change Leadership.
• John Mutschler – Continuing Education – beginning fall 2012 and expiring end of spring 2015.
  - TEACHING 6530E, Current Topics in Education: Mount Horeb Staff Directed Professional Study – Fall 2012.
• Mary Cheryl (Sherry) Nevins – School of Education – beginning spring 2013 and expiring end of fall 2015.
  - COUNSPSY (Counseling Psychology) 7140, Student Services in Higher Education.
• Jerold Schuetz – Criminal Justice Online – beginning fall 2012 and expiring end of spring 2015.
  - CRIMLJUS (Criminal Justice) 7120, Policing in a Democratic Society.
  - CRIMLJUS (Criminal Justice) 7530, Criminal Justice Administration.
• Caryn Stanley – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of spring 2015.
  - BUSADMIN (Business Administration) 5530, Organizational Behavior.
  - BUSADMIN (Business Administration) 5030, Human Resources Management.
  - BUSADMIN (Business Administration) 5340, Management, Gender and Race.

12. Request for admission to the Graduate Faculty – associate membership –
• Leslie Hollingsworth – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of spring 2015.
• Lindsay Hollingsworth – School of Education – beginning fall 2012 and expiring end of spring 2015.
• Brian Johnson – Criminal Justice Online – beginning fall 2012 and expiring end of spring 2015.
• Timothy Strait – Business and Accounting – beginning fall 2012 and expiring end of spring 2015.
• Kun Tian – Computer Science – beginning fall 2012 and expiring end of spring 2015.
• Barbara Westfall – Performing and Visual Arts (Art) – beginning fall 2012 and expiring end of spring 2015.

13. Request for admission to the Graduate Faculty – full membership –
• John Borke – Business and Accounting, On Campus and Distance Education.
• Daniel Leitch – School of Education.

14. Other business –

Information only –

1. 2012-2013 Assessment Report Schedule:

- 2012
  o September 20 – None
  o October 18 – Criminal Justice – Cheryl Banachowski-Fuller
  o November 15 – Distance Education Leadership – Candace Croft
2013
- December 13 – Project Management – Bill Haskins
- January 31 – Engineering, Jill Clough
- And Integrated Supply Chain Management – David Heimerdinger
- February 21 – Master of Science in Education – Karen Stinson
- March 21 – Computer Science – Rob Hasker
- April 18 – Counseling Psychology – Jovan Hernandez
- May 9 – Organizational Change Leadership – Elizabeth Lucas

Basic questions:
- A. What evidence do you have that students achieve your stated learning outcomes?
- B. What have you learned as a result?
- C. Document specific changes that have resulted from your assessment efforts.

2. Revised course description for BUSADMIN (Business Administration) 7400, Creative Problem Solving –

The Creative Problem Solving course will provide you with a basic framework for creative problem-solving and decision making in today’s business environment. This class will build your self-analysis skills in the creative problem solving process by introducing you to the techniques and tools used by successful managers. After completing this class, you will be able to analyze the situation and choose the best approach to drive the creative problem solving process in an organizational setting.

3. CRIMLJUS (Criminal Justice) 6130, Police Community Relations – discontinued effective December 31, 2012. No graduate registration for more than 3 years.

Graduate Council 2012-2013 Meeting Schedule

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Subcommittee meets 2:30-3:00 p.m. in 2007 Ullsvik.
Grad Council meets 3:00-5:00 p.m. in 2007 Ullsvik.

GRADUATE COUNCIL MEMBERSHIP 2012-2013
PROGRAM AREAS:
- Computer Science
- Rob Hasker – graduate program
- Counseling Psychology
- Jovan Hernandez – elected faculty (term expires end of 2014 summer)
- Criminal Justice
- Cheryl Banachowski-Fuller – graduate program
- Distance Education Leadership
- Candace Croft - Graduate program
- Engineering
- Jill Clough – graduate program
- Integrated Supply Chain Management
- David Heimerdinger – graduate program
- Master of Science in Education
- Karen Stinson – graduate program
- Organizational Change Leadership
- Elizabeth Lucas (Christine Storlie will be filling in while Elizabeth is on maternity leave) – graduate program
- Project Management
- D. William Haskins – graduate program
- At-Large Representatives
- Barb Barnet – elected faculty (term expires end of 2013 summer session)
- Wendy Brooke – elected faculty (term expires end of 2014 summer session)
Susan Hansen – elected faculty (term expires end of 2014 summer session)
Graduate Student Representative
Christopher Hanegraaf - elected graduate student (term expires end of 2014 summer session)

EX OFFICIO MEMBERS:
Dr. David Van Buren, Dean, the School of Graduate Studies
John Berg – Information Services
Dawn Drake – Director of the Distance Learning Center