The Graduate Council will meet Thursday, February 23, 2012 in 2007 Ullsvik Hall.

Announcements –

1. Reminder – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, February 23, 2012 in 2007 Ullsvik Hall, 2:30 p.m. – 3:00 p.m. – all members of the Graduate Council are invited to participate.

Agenda –

1. Approval of the minutes from the February 2, 2012 meeting.


   At the December 2011 Faculty Senate meeting the following policy was passed regarding incomplete grades: “Students enrolled in undergraduate courses, excluding those offered through the distant learning center, will have 6 months (26 weeks) from the end of the semester in which the incomplete grade is given. At the discretion of the instructor, an extension of 6 additional months may be granted if the student makes the request for the extension before the initial 6 month deadline.”

Current graduate incomplete policy for campus-based courses (including Adult Education): “An Incomplete (I) may be given when a student fails to complete all requirements for the course during the semester of registration.

   • An Incomplete given in any course except thesis research must be removed within six weeks of the beginning of the following term or the Incomplete will become a Failure (F). An extension of the six-week time limitation may be granted upon written request of the instructor of the course in which the Incomplete was given.

   • An Incomplete given in thesis research will become a Failure (F) after one year if the thesis is not completed. Extension of the one-year time limitation may be requested by the student and approved by the thesis advisor for submission to the School of Graduate Studies. A student must re-register and pay tuition and fees for thesis research in which the Incomplete has been changed to an "F." The student must file a repeat card with the School of Graduate Studies Office.”

Current graduate incomplete policy for Distance Learning courses: “An Incomplete (I) may be given when a student fails to complete all requirements for the course during the semester of registration.

   • If you are issued an "I," you will have a maximum of one year from the end of the term that the "I" was issued to complete the required assignments and/or tests for the course and submit them to the instructor for review. Your instructor will issue a grade based on the work submitted. Your instructor does have the option of shortening that time frame and may submit a final grade earlier than the deadline. You need to work closely with him/her to find out if an earlier deadline applies for you in a course. It is your responsibility to make sure that you submit all your work to your instructor by the deadline.

   • Incompletes given in thesis research will become a Failure after one year if the thesis is not completed. An extension of the one-year time limitation may be requested by the student and
approved by the thesis advisor for submission to the School of Graduate Studies. Students must re-register and pay tuition and fees for thesis research in which the incomplete has been changed to an "F." The student must file a repeat card with the School of Graduate Studies Office.

From the February 2, 2012 Graduate Council minutes: “Rob Hasker described what happened at the Faculty Senate meeting and the change in undergraduate incomplete policy that was approved at that meeting. Dr. Van Buren explained how the Registrar’s Office was having difficulty monitoring the incompletes and this change will help with that difficulty. Discussion ensued. Scott Ringgenberg asked that the members go back and discuss whether they want to put forth a suggestion of change to the current incomplete policy used by the graduate level. Members should bring their thoughts and suggestions to the next Graduate Council meeting.”


From the February 2, 2012 Graduate Council minutes: “Dr. Van Buren spoke regarding a possible need for change to the minimum standard policy for the School of Graduate Studies. Currently the policy indicates that a grade of lower than “C” may not be used toward a master’s degree. Now with the grading scheme change of adding “+” and “-“ grades the Graduate Council should consider what to do with grades of “C-“. He indicated that this will be an item on the agenda for the February 23rd meeting.”

5. Request for admission to the Graduate Faculty – associate membership –

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

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

8. Other business –

Information only –

1. 2011-2012 Assessment Report Schedule:
   - 2011
     - September –
     - October – Criminal Justice – Cheryl Banachowski-Fuller
     - November –
     - December – Project Management – Bill Haskins
   - 2012
     - February 2 – Engineering, Jill Clough.
     - February 23 – Master of Science in Education
     - March – Computer Science, Rob Hasker
     - April – Counselor Education – Kimberly Tuescher
     - May –
   - 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. Course made inactive effective May 19, 2012 for three years of non-registration –
   - ETHNSTDY (Ethnic Studies) 5230, Human Relations – has never had graduate enrollment on PASS.
• **PHYSED (Physical Education) 5020**, Physiology of Exercise – last graduate registration was summer 2002.
• **PHYSED (Physical Education) 5720**, Kinesiology – last graduate registration was fall 2007.
• **PHYSED (Physical Education) 5830**, Perceptual Motor Learning and Motor Development – last graduate registration was spring 2007.
• **PSYCHLGY (Psychology) 5130**, Child Psychology – last graduate registration was summer 2004.
• **TEACHING 5530**, Teaching History and Social Studies at the Middle and Secondary Schools – last graduate registration was spring 2007.
• **TEACHING 5640**, Creative Development in Early Childhood – last graduate registration spring 2008.
• **WOMSTD (Women’s Studies) 5630**, Ethnic and Gender Equity in Education – last graduate registration was spring 1997.

3. **PSYCHLGY (Psychology) 5230**, Adolescent Psychology, made inactive effective May 19, 2012 at the request of Dr. Elizabeth Gates.

4. **2012-2014 Graduate Catalog changes – effective fall 2012 –**
   • **COUNSPSY (Counseling Psychology) 7270**, Play Therapy for Counselors – course description changed –
     o WAS - This course will offer literature and lecture on the knowledge and skills necessary to practice play therapy effectively in the counseling environment. The focus of the course will be to assist the student in developing a solid repertoire of play therapy theory and practice to use primarily with school age children.
     o NOW - This course is designed to understand the development of children. Students will learn the process of working with children, including specific techniques, assessments and developmental theory. Discussion focuses on child-client needs within different counseling environments. Practice of techniques with children will also be included in this course.

Graduate Council 2011-2012 Meeting Dates

Graduate Council will meet 3:00 p.m. – 5:00 p.m. in 2007 Ullsvik Hall:
- Fall 2011
- September 22, 2011
- October 20, 2011
- November 17, 2011
- December 15, 2011
- Spring 2012
- February 2, 2012
- February 23, 2012
- March 15, 2012
- April 19, 2012
- May 10, 2012

Request for Admission to Graduate Faculty Subcommittee will meet 2:30 p.m. – 3:00 p.m. in 2007 Ullsvik Hall:
- Fall 2011
- September 22, 2011
- October 20, 2011
- November 17, 2011
- December 15, 2011
- Spring 2012
- February 2, 2012
- February 23, 2012
- March 15, 2012
- April 19, 2012
- May 10, 2012

GRADUATE COUNCIL MEMBERSHIP 2011-2012:
PROGRAM AREAS:
- Agricultural Industries
  - Mike Compton – graduate program
- Computer Science
  - Rob Hasker – graduate program
- Criminal Justice
  - Jovan Hernandez – elected faculty (term expires end of 2012 summer session)
- Counselor Education
  - Kimberly Tuescher – graduate program
  - Mike Rowe – elected faculty (term expires end of 2012 summer session)
Cheryl Banachowski-Fuller – graduate program
Sabina Burton – elected faculty (term expires end of 2012 summer session)

Engineering
Jill Clough – graduate program
Patricia Jinkins – elected faculty (term expires end of 2012 summer session)

Industrial Technology Management
Colleen Kaiser – graduate program

Master of Science in Education
Colleen McCabe (representing the Director of the School of Education, Karen Stinson) – graduate program
Scott Ringgenberg – elected faculty (term expires end of 2012 summer session)

Project Management
D. William Haskins – graduate program
Scott Wright – elected faculty (term expires end of 2013 summer session)

At-Large Representatives
Barb Barnet – elected faculty (term expires end of 2013 summer session)
Patricia Bromley – elected faculty (term expires end of 2012 summer session)

Graduate Student Representative
Vacant – elected graduate student (term expires end of 2012 summer session)

EX OFFICIO MEMBERS
Dr. David Van Buren, Dean, the School of Graduate Studies
Regina Pauly – Karrmann Library