The Graduate Council met Thursday, September 18, 2003 in 320 Brigham Hall.

Members Present -

PROGRAM AREAS:

Agricultural Industries
  Mark Zidon – graduate program

Counselor Education
  Kimberly Tuescher – graduate program  
  Diane Zimmerman – elected faculty (term expires end of 2004 summer session)

Criminal Justice
  Tom Caywood – elected faculty (term expires end of 2004 summer session)

Engineering
  Tony Thomas – elected faculty (term expires end of 2004 summer session)

Industrial Technology Management
  Colleen Kaiser (representing Howard Brooks) – graduate program  
  Linda Bouck – elected faculty (term expires end of 2005 summer session)

Master of Science in Education
  Alison Bunte – graduate program  
  David Braun y Harycki – elected faculty (term expires end of 2004 summer session)

Project Management
  Tony Munos – graduate program  
  B J Reed – elected faculty (term expires end of 2005 summer session)

EX OFFICIO MEMBERS:

  Dr. David Van Buren, Dean, the School of Graduate Studies
  Sue Riehl for Regina Pauly – Assistant Vice Chancellor for Information Services designee


Chair Linda Bouck opened the meeting at 3:33 p.m.
Handout –

Announcements –
1. Dr. B. J. Reed was elected to represent Project Management – term runs fall 2003 to end of summer 2005.
2. Dr. Theron Parsons was elected as an at-large representative – term runs fall 2003 to end of summer 2005.
3. Dr. John Tembei was re-elected to represent Agricultural Industries – term runs fall 2003 to end of summer 2005.
4. Dr. Mark Zidon will be the new Director, School of Agriculture, and will replace Dr. Michael Mee on the Graduate Council.
5. Dr. Linda Bouck has been elected to represent Industrial Technology Management – term runs from fall 2003 to end of summer 2005. (NOTE: Dr. Brooks will assign another faculty member to represent him at the Graduate Council meetings.)
6. Dr. Alison Bunte will be the new Director, School of Education, and will replace Dr. Tom Lo Guidice on the Graduate Council.
7. Dr. Colleen Kaiser will be the representative for the Industrial Technology Management program.

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Minutes –
1. Election of Vice-Chair and Secretary.
   Nominations for Vice-Chair – Kimberly Tuescher nominated Diane Zimmerman and Diane accepted the nomination. Mark Zidon made a motion to close nominations and vote. B J Reed seconded the motion. Motion passed. Diane Zimmerman was elected Vice-Chair unanimously.
   Nominations for Secretary – Diane Zimmerman nominated Kimberly Tuescher but she declined the nomination. Mark Zidon nominated Tony Thomas and Tony accepted the nomination. Kimberly Tuescher made a motion to close nominations. Motion was seconded by David Braun y Harycki. Motion passed. Tony Thomas was elected Secretary unanimously.

2. Approval of the minutes from the May 8, 2003 Graduate Council meeting.
   Kimberly Tuescher made a motion to approve the minutes as distributed. B J Reed seconded the motion. Motion passed unanimously.

   • UUCC Document 02-186 – (for information only)
   • Old title – Seminar in Health Education
   • New title – Seminar in Community and Environmental Health Education
   • UUCC Document 02-187 – change credits from two credits to 3 credits.
   Joe Schmalfeldt summarized the syllabus. Kimberly Tuescher made a motion to approve, seconded by Alison Bunte. Discussion ensued. Kimberly Tuescher called the question, seconded by B J Reed. Change in course title and credit was approved unanimously.

Joe Schmalfeldt was present to answer questions. Motion to approve by David Braun y Harycki and seconded by Mark Zidon. Change in credits approved unanimously.

5. Combining of two courses into one – second reading –

- **Physical Education 4330/6330**, Organization and Administration of Physical Education, and, **Physical Education 3030/5030**, Philosophy, Curriculum, and Administration of Health, are being combined into **Physical Education 4330/6330**, Organization, Administration, and Curriculum of Physical Education and Health – effective fall 2003.
  - **UUCC Document 02-184** – change in course title –
    - Old course numbers and titles = Physical Education 4330/6330, Organization and Administration of Physical Education; and, Physical Education 3030/5030, Philosophy, Curriculum, and Administration of Health.
    - New course number and title = Physical Education 4330/6330, Organization, Administration, and Curriculum of Physical Education and Health.
  - **UUCC Document 02-185** – change in credits – changing Physical Education 4330/6330, Organization, Administration, and Curriculum of Physical Education and Health, from 3 credits to 4 credits.

- **Physical Education 3030/5030**, Philosophy, Curriculum, and Administration of Health, will be dropped effective fall 2003.

Joe Schmalfeldt was present to answer questions. Kimberly Tuescher made a motion to approve all changes and the drop; seconded by B J Reed. Discussion ensued. David Braun y Harycki called the question, seconded by B J Reed. All changes and the drop were unanimously approved.


   Handout – updated syllabus showing a list of activities to be covered and the disability statement.

Joe Schmalfeldt was present to answer questions. Alison Bunte made a motion to approve, seconded by B J Reed. David Braun y Harycki pointed out a grammatical error. Colleen Kaiser had a question regarding the rental of equipment. Discussion ensued. Kimberly Tuescher made a motion to call the question, seconded by David Braun y Harycki. Course was approved unanimously.


   Disability statement will be added. Text lists will be redone.

No one was present to represent the course. Kimberly Tuescher made a motion to table the item until the next meeting. Diane Zimmerman seconded the motion. Motion carried unanimously.


Tony Munos presented the course and answered questions. This will be an elective course in the Project Management program. No textbook is listed at this time – the instructor, Jerry Perone, has not found a textbook he finds suitable.

Question – David Van Buren – since there isn’t a textbook would all the materials be from internet sources? Answer – yes at this time. Tony pointed out that these are sources the instructor using all the time.
Observation – B J Reed – most textbooks in this area lean toward a male audience whereas the interest sources speak to both males and females in this area.

Question – Diane Zimmerman – can you tell us more about the case studies? Answer – no specific information at hand but he put forth an example of one and the council members seemed satisfied with that.

Second reading for this course will be at the October 23, 2003 meeting.


Robert Kerr and Richard Waugh were present to represent the course. It was noted that this course is pending at the UUCC. Discussion ensued.

Question – Diane Zimmerman – evaluation and grading; what percentage for the graduate project? Answer – Robert Kerr – that is missing from the syllabus but can be added.

This course will be offered every third semester. Tom Caywood asked for a clarification regarding the differential assignment. Robert Kerr responded that there would be a research project, plus an annotated bibliography, for the graduate students. Diane Zimmerman asked for an explanation of the research project parameters. Robert Kerr answered that he is trying to get away from the strict term papers and is open to discussion with the student regarding a project they’d like to complete.

Richard Waugh asked what the Council would like them to bring back for the second reading. It was decided that the Council would like to see the grading percentages updated, a clarification of the research project parameters included in the syllabus and a disability statement. Richard Waugh asked if a revised syllabus was needed. David Van Buren suggested an addendum to the syllabus and that was agreed upon.

Second reading for this course will be at the October 23, 2003 meeting.

10. Request for admission to the Graduate Faculty –

Robert Kerr – Geography
Kimberly Tuescher, seconded by David Braun y Harycki, made a motion to approve. Motion passed unanimously.

Machelle K. Schroeder – Business and Accounting
Mark Zidon, seconded by Diane Zimmerman, made a motion to approve. Motion passed unanimously.

11. Educational Administration Certification program – electronic portfolio – Tom Lo Guidice. From a June 1, 2003 email from Tom Lo Guidice: “I am pleased to advise you that faculty serving on the grad council and Wally Iselin have reached a compromise. Serving faculty support the proposition to put the portfolio in process after the Sept. vote and to put electronic portfolios in place in Jan. 06. Thank you for your patience with us.”

Linda Bouck read the statement from Tom Lo Guidice into the record.

David Van Buren went over the past discussions and actions. He stated that the portfolio would be a substitution option for the written comprehensive examination. A paper portfolio option would be available until January 1, 2006 then students would need to submit an electronic portfolio.

Kimberly Tuescher asked for clarification that students would still have the option to write the comprehensive examination. David Van Buren responded that the portfolio option could substitute for the written comprehensive examination but that students could still elect to write the comprehensive examination. He also pointed out that students have to complete the portfolio so he could not foresee that a student would also want to write the comprehensive examination.

Discussion ensued.
Mark Zidon made a motion to approve the acceptance of the paper portfolio option until January 1, 2006 and then acceptance of the electronic portfolio option after that. Seconded by Kimberly Tuescher.  Motion passed unanimously.


Discussion. Diane Zimmerman made a motion to approve the updated forms. David Braun y Harycki seconded the motion.  Motion passed unanimously.


David Van Buren suggested putting together a subcommittee to clarify the distinction between a seminar paper and an educational project. A thesis or a seminar paper is approved (by signature) by the paper advisor and then bound for placement in the Karrmann Library. He has had several requests asking that an educational project not be bound and placed in the Karrmann Library because it was “not suitable” for binding and placement in the library. In the Graduate Catalog there is no distinction made between a seminar paper and an educational project. They follow the same guidelines. He would like to see the subcommittee address the areas of 1) what are the differences between the two; 2) what the minimum requirements for an educational project; and 3) if not bound, shouldn’t there be a processing fee assigned anyway?

Discussion ensued. Colleen Kaiser, David Braun y Harycki, and Alison Bunte volunteered to be on the subcommittee. It was suggested that Tom Lo Guidice would be a good resource and Alison Bunte agreed to contact him.

14. Other business.

David Van Buren wanted to give the members a “heads up” regarding an agenda item for the next meeting – admission to candidacy holds. At this time a LIN hold is placed on the student’s record preventing them from future enrollment and adding until they have completed their admission to candidacy requirements. He would like to drop that hold from the procedures.

Items for information only –

1. Non-Graduate faculty approved by Dr. Van Buren to teach graduate courses –

   Apple, Dan – approved to teach Teaching 7500, Topic: Assessment Institute, summer 2003.
   Patterson, Laura Davidson – approved to teach Criminal Justice 7430, Victimology, fall 2003.


Wanless, Linda – approved to teach Industrial Studies 6950, Quality Control, fall 2003.

Diane Zimmerman, seconded by Tony Munos, made a motion to adjourn. Meeting was adjourned at 4:30 p.m.

GRADUATE COUNCIL MEETING DATES 2003-2004

- September 18, 2003
- October 23, 2003
- November 20, 2003
- December 11, 2003
- January 29, 2004
- February 19, 2004
- March 25, 2004
- April 15, 2004
- May 6, 2004
Note – meetings will be held 3:30 p.m. – 5:00 p.m. in 320 Brigham Hall.

GRADUATE COUNCIL MEMBERSHIP FOR 2002-2003

Agricultural Industries
Mark Zidon – graduate program
John Tembei – elected faculty (term expires end of 2005 summer session)

Counselor Education
Kimberly Tuescher – graduate program
Diane Zimmerman – elected faculty (term expires end of 2004 summer session)

Criminal Justice
Cheryl Banachowski-Fuller – graduate program
Tom Caywood – elected faculty (term expires end of 2004 summer session)

Engineering
Lisa Riedle – graduate program
Tony Thomas – elected faculty (term expires end of 2004 summer session)

Industrial Technology Management
Colleen Kaiser (representing Howard Brooks) – graduate program
Linda Bouck – elected faculty (term expires end of 2005 summer session)

Master of Science in Education
Alison Bunte – graduate program
David Braun y Harycki – elected faculty (term expires end of 2004 summer session)

Project Management
Tony Munos – graduate program
B. J. Reed – elected faculty (term expires end of 2005 summer session)

At-Large Representatives
Theron Parsons – elected faculty (term expires end of 2005 summer session)
Arthur Ranney – elected faculty (term expires end of 2004 summer session)

EX OFFICIO MEMBERS
Dr. David Van Buren, Dean, the School of Graduate Studies
Regina Pauly – Assistant Vice Chancellor for Information Services designee