The Graduate Council met Thursday, November 20, 2003 in 320 Brigham Hall.

**Members Present -**

**PROGRAM AREAS:**
- **Agricultural Industries**
  - Mark Zidon – graduate program
- **Counselor Education**
  - Sofoh Hassane for Kimberly Tuescher – graduate program
  - Diane Zimmerman – elected faculty (term expires end of 2004 summer session) Vice-Chair
- **Engineering**
  - Lisa Riedle – graduate program
  - Tony Thomas – elected faculty (term expires end of 2004 summer session) Secretary
- **Industrial Technology Management**
  - Linda Bouck – elected faculty (term expires end of 2005 summer session) Chair
- **Master of Science in Education**
  - Alison Bunte – graduate program
  - William McBeth for David Braun y Harycki – elected faculty (term expires end of 2004 summer session)
- **Project Management**
  - BJ Reed – elected faculty (term expires end of 2005 summer session)
- **At-Large Representatives**
  - Theron Parsons – elected faculty (term expires end of 2005 summer session)

**EX OFFICIO MEMBERS:**
- Dr. David Van Buren, Dean, the School of Graduate Studies

**Visitors Present – Ryan Slaght and Stephanie Niesman**

Chair Linda Bouck opened the meeting at 3:52 p.m. Due to the absence of a quorum, the meeting was delayed 22 minutes.

**Handouts – updated agenda and Business Administration 5720 form.**

**Announcements – Chair Bouck welcomed the two communication students visiting the meeting today.**

**Minutes –**

1. The minutes from the October 23, 2003 meeting were unanimously approved on a motion by Diane Zimmerman and seconded by Alison Bunte.

2. New elective to the Project Management and Engineering Curriculum – Business Administration 5720, *International Marketing*, 3 credits, spring 2004 – Tony Munos. (Note from Linda Jamieson: Business Administration 5720 was approved as a graduate course at the March 15, 1990 Graduate Council meeting.) Postponed at the October 23, 2003 Graduate Council meeting.

Discussion. Unanimously approved on a motion by Mark Zidon and seconded by BJ Reed.

Lisa Riedle presented the course and answered questions. Topics course for all areas of Engineering and will be an elective in the Master of Engineering. Second reading for this course will be at the December 11, 2003 meeting.

4. Elimination of the policy of placing administrative holds on students who are late in admission to candidacy – David Van Buren. Postponed at the October 23, 2003 Graduate Council meeting.

David Van Buren went over the procedure of placing a LIN hold (failure to complete admission to candidacy hold) on a student’s record. The LIN hold prevents future registration and adding courses. He explained the difficulties encountered by the student when this hold was placed on their record. Discussion ensued. Diane Zimmerman outlined Counselor Education’s method of handling the admission to candidacy requirement. It was noted that only the on campus degrees have the admission to candidacy requirement – the online degrees do not. Sofoh Hassane mentioned problems involving the Master of Science in Education: Adult Education off campus degree. He gave examples of some situations. David Van Buren would like to see a change in the procedures. Perhaps a lead-time, then a letter and then placing the LIN hold. Diane Zimmerman suggested adding one semester to the student’s deadline. Mark Zidon made a motion to eliminate the LIN hold. BJ Reed seconded the motion. Motion passed with one no vote. David Van Buren asked if the Council wanted to put anything it its place. Discussion ensued. A suggestion was made for a subcommittee to study the matter and put a recommendation in front of the Council at a future date. Discussion ensued. Should admission to candidacy by made a pre-requisite for the comprehensive examination? Discussion. Diane Zimmerman indicated that she wanted to put the matter before the faculty of the Counselor Education program. It was decided to place the item on the December 2003 meeting agenda. The major areas should discuss this matter and bring suggestions/recommendations to the Graduate Council for consideration.

5. Kimberly Tuescher indicated that the Counselor Education program is revising their policies and procedures regarding admission. A document will be present to the Graduate Council at the November 20, 2003 Graduate Council meeting as an information only item.

Sofoh Hassane presented and answered questions regarding the new admission procedures for the Counselor Education program. The admission deadlines would be February 15th for summer and fall applications and May 15 for spring applications. A new item would be the background checks. The Counselor Education program is still working on those procedures. He went over the items needed for an application for admission. There will be a set list of questions for each applicant. Diane Zimmerman and Alison Bunte outlined the need for this change in admission procedures. David Van Buren asked if everything would be handled prior to the Transcript Examiner’s Report being prepared. Diane Zimmerman indicated yes. Discussion ensued regarding the deadline dates and reasoning behind the dates selected. David Van Buren asked about the background checks. What would be involved and had the legality been looked into? Alison Bunte indicated that a background check is already done for teachers and counselors. Lisa Riedle commented that the Master of Engineering program has the student sign a release for the background check.

6. Other business.

Alison Bunte indicated that the Educational Project Guidelines Subcommittee would have a preliminary report ready for the December 2003 meeting and asked that it be placed on the agenda.
Linda Bouck reported that the Graduate Council agendas and minutes are now available online at the website [http://www.uwplatt.edu/~registrar/grad_council/index.html](http://www.uwplatt.edu/~registrar/grad_council/index.html).

Linda Bouck reminded the members that the next Graduate Council meeting would be 3:30 p.m. December 11, 2003.

Chair Bouck went over the information only items. No action taken.

**Items for information only –**

1. *Communication 3310/5310, UUCC document effective date was changed sometime during their approval process. Changed from fall 2002 to fall 2003. The Graduate Council was not notified of the change. Linda Jamieson has corrected the PeopleSoft course catalog entry.*

2. *Non-Graduate Faculty approved to teach graduate courses by Dean Van Buren –*
   - **Steven G. Benish** – approved to teach *Counselor Education 4630/6630, Introduction to Professional Counseling*, fall 2003.
   - **Sue Curtis** – approved to teach *Communication 5010, Business Communication*, spring 2004.

Chair Bouck adjourned the meeting at 4:25 p.m. on a motion by BJ Reed and seconded by Lisa Riedle.

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**GRADUATE COUNCIL MEETING DATES 2003-2004**

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