The Graduate Council met Thursday, February 19, 2004 in 320 Brigham Hall.

**Members Present**

**PROGRAM AREAS:**

**Agricultural Industries**
- Annie Kinwa-Muzinga (for John Tembei) – elected faculty (term expires end of 2005 summer session)

**Counselor Education**
- Dominic Barraclough (for Kimberly Tuescher) – graduate program

**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**
- William McBeth (for David Braun y Harycki) – elected faculty (term expires end of 2004 summer session)

**Project Management**
- Bill Haskins – graduate program
- B J Reed – elected faculty (term expires end of 2005 summer session)

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

**EX OFFICIO MEMBERS:**
- Dr. David Van Buren, Dean, the School of Graduate Studies
- Sue Riehl – Assistant Vice Chancellor for Information Services designee

**Visitors Present** – Rea Kirk, Tom Lo Guidice, Colleen McCabe and Tom Nelson.

Chair Linda Bouck opened the meeting at 3:36 p.m.

**Minutes** –

1. The minutes from the December 11, 2003 and January 29, 2004 meetings were approved on a motion by B J Reed and seconded by Tom Caywood.

At this point Chair Bouck pointed out that the agenda items are numbered incorrectly. Items should be renumbered 1 through 13.
2. Dean Van Buren recommended that Bill Haskins, new program coordinator of the Project Management degree, be extended voting rights on the Graduate Council. Statement from Dr. Van Buren – “I recommend that William (Bill) Haskins be extended full voting rights on the Graduate Council. Bill is the new coordinator of the graduate program in Project Management, and consistent with the action of the Graduate Council in conferring voting rights on the previous two coordinators of the Project Management program, I recommend that we extend the same courtesy to Bill Haskins. Thank you. David P. Van Buren, Ph.D., Dean, School of Graduate Studies.”

Chair Bouck asked for a vote and it was unanimous that Bill Haskins be extended voting rights on the Graduate Council as the program coordinator for Project Management.


Rea Kirk and Tom Lo Guidice were present to represent the course. Tom Caywood asked where on the DPI website could this assessment be found. Rea Kirk asked that it is not on their website. It is our program. DPI helped the School of Education develop the assessment and they approved the finished product. Course change in credits was approved unanimously.

4. Second reading – Physical Education 3220/5220 – change in title from Teaching of Human Sexuality, Alcohol, and Other Drugs to Teaching Issues Relating to Alcohol, Drugs, and Sexuality – change in credits from 3 credits to 2 credits – effective spring 2004 – Scott Ringgenberg. (Updated syllabus sent with this agenda to the Graduate Council members.)

Colleen McCabe was present to represent the course. Linda Bouck went over the required changes in the updated syllabus. Change in title and credits were approved unanimously.


Bill Haskins was present to represent the course. Bill Haskins indicated that another, Ginger Levin, the instructor, developed the course. Discussion ensued. Second reading for this course will be at the March 25, 2004 Graduate Council meeting.


Bill Haskins presented the course. Ginger Levin, the instructor, developed the course. Bill Haskins pointed out a couple of minor errors –
1. on page six – the resource reference is missing for unit #4. He handed out and updated page.
2. on page two – third complete paragraph – there is an error in title – “Project Procurement Management Course” should read “Project Management Tools and Techniques Course”.
3. on page 11 – it appears that the table for unit six is missing – that is a numbering error – the next page (page 12) should be #6.

Bill Haskins indicated that the syllabus would be corrected in time for the next meeting.

Question - Art Ranney - why is the course needed? Answer – this course is similar to 7010 and 7020 but drills down deeper than either of those two courses. It explores the tools that make a project management office work. There are nine knowledge areas and this course covers 1 or more of them.

Second reading for this course will be at the March 25, 2004 Graduate Council meeting.

7. Project Management Credit for Life Experience – proposed change – Bill Haskins.
The current procedures for a student applying for the credit for life experience option requires that the student submit a notarized copy of their PMP (Project Management Professional) certificate in order to qualify. The notary requirement is inconvenient or impossible for some students (in particular, international students), and the resulting hard copy requires handling by staff at the Distance Learning Center (DLC) and the Graduate Studies office.

Bill Haskins proposed that an alternative to this requirement be approved. The Project Management Institute (PMI) offers a new secure registry of all PMP certificate holders at its website – https://secure.pmi.org/certregistry/. This site provides a database search function and returns the following information:

- Name of PMP certificate holder
- City and state of residence
- Country of residence
- Date of PMP certification

Bill Haskins asked that the Council approve use of the database for obtaining proof of certification.

Discussion ensued. Several questions raised – examples of some of the questions are:

Question – Cheryl Banachowski-Fuller – is the database a secure and valid source? Answer – Bill Haskins inquired of PMI and the security for this website is the same security they use for personal information and payment. And Bill pointed out that is not that difficult to get a fraudulent paper copy of a certificate if the student wanted. Discussion ensued regarding security and frustration of the Project Management students over amount of paper involved in their online program.

Bill Haskins pointed out that it is possible to call PMI and get verification and a hard copy from them. Discussion ensued regarding several items – some of which were:

- maybe having the paper backup copy of the certificate would be a good idea,
- the site was set up to handle this and PMI would have a vested interest in getting it secure,
- would PMI always be willing to send paper backup copy at our request at no charge or would they start charging us for them?

It was asked if Project Management charges the student for the credit for life experience credits and the answer was no, not at this time. Discussion ensued regarding maybe it would be a good idea to charge for these six credits. Fifty dollars a credit was suggested.

Lisa Riedle made a motion to approve the change with a possible future charge for credits. B J Reed seconded the motion. **Motion passed unanimously.**

6. Ambrish Vashishta requesting admission to the Graduate Faculty. (This item was postponed from the January 29, 2004 Graduate Council meeting.)

Tom Caywood made a motion to approve and Lisa Riedle seconded the motion. **Motion passed.**

6. Jim Gast requesting admission to the Graduate Faculty.

B J Reed made a motion to approve and Art Ranney seconded the motion. **Motion passed.**


(From the December 11, 2003 Graduate Council meeting: Alison Bunte handed out a copy of the minutes from the subcommittee meeting held December 5, 2003. The subcommittee’s first meeting basically identified issues that need resolving.

- IRB guidelines for action research need to be reviewed.
- Educational Projects completed by a group effort. A policy needs to be developed.
- Many of the required sections for the seminar paper are not appropriate for an educational project. A menu of suggested sections will be developed.
- An alternative to binding needs to be explored so projects can be stored in a useful manner.
Members of the subcommittee met with the Institutional Review Board for Human Subject Research (IRB) regarding using an expedited approval process for educational projects. A future meeting with the IRB Board will be needed.

David Van Buren suggested that if an educational project is not bound, perhaps there should be a “processing fee” assigned. And he wondered if the subcommittee would include a statement on degree of rigor regarding educational projects.

Alison Bunte answered that such a statement would need to be developed. She also stated that an initial proposal should be ready for the February Graduate Council meeting.

Alison Bunte was not present at the meeting. Chair Bouck postponed the item until the March 25, 2004 meeting.


David Van Buren indicated that there are now two commencement ceremonies – one is the undergraduate BILSA and the master’s students and the other is undergraduate EMS and LAE. Dr. Van Buren encourages nomination of a distinguished alumnus from a graduate program. The nomination forms are available at the Alumni Service website - http://www.uwplatt.edu/~alumni/index.html. The deadline for nomination is March 5, 2004.

Dominic Barracough was instrumental in starting up another recognition program – the leadership recognition awards. Nomination form is available at http://www.uwplatt.edu/~leadership/forms/studentaward.doc and the deadline is March 7, 2004.

9. Assessment of Graduate Programs and Procedures of the Graduate School--Dr. Tom Nelson.

Tom Nelson, Chair of the Academic Planning Council (APC) and also co-chair of the university accreditation effort over the next three years. The Assessment Oversight Committee (http://www.uwplatt.edu/~assessment/) has the duty of coordinating university-level assessment efforts and providing counsel and support for individual programs and colleges. Tom Nelson’s presentation went through the need for assessment and the steps toward accomplishing assessment within a program. Assessment of all graduate and undergraduate majors will be a major element of our next accreditation review.

- All programs will have, as a minimum:
  - Purpose/Mission Statement
  - Measurable Student Learning Outcomes
  - Identified Assessment Tools
- The statement of mission and purposes and measurable student learning outcomes are the first phase for all graduate programs to work on. Each program will need to define these two items within the next two weeks. (Update note: Dr. Van Buren asked the APC to grant an extension on this. Undergraduate majors must submit their statement of mission/purposes and measurable student learning outcomes by March 10. For graduate programs, however, the new due date is March 24.

Further Steps:
- After APC/AOC review, all programs will complete development of Assessment Plans during 2004-2005 academic year.
- All programs will be fully implementing plans starting by the 2005-2006 academic year.

Copies of Tom Nelson’s presentation are available at the Graduate Studies Office, 112 Brigham Hall.

At the conclusion of Dr. Nelson’s presentation on assessment of graduate programs, Dr. Van Buren explained the need for a separate subcommittee to assist him in defining the mission and purposes of the School of Graduate Studies. The graduate programs, as explained above, will each define their own purposes and specific student learning outcomes. The Graduate School, in contrast, will focus on assessment of processes and procedures at various points from recruitment through
graduation. Dr. Van Buren asked for two volunteers from online programs and two from on-campus programs. The subcommittee will consist of Dominic Barraclough, Cheryl Banachowski-Fuller, Lisa Riedle, Lyn Bouck, and Dean Van Buren. Dawn Drake, Executive Director of the Distance Learning Center, will also be invited to participate.

10. Other business.

None.

Meeting was adjourned at 5:00 p.m.

Items for information only –

1. Admission to Candidacy listing – Linda Jamieson –

The following graduate students have been admitted to candidacy

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROGRAM</th>
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<tr>
<td>Bast, Jodene</td>
<td>Master of Science in Education</td>
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<td>Cohen, Becky</td>
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<td>Cooper-Shorter, Kathryn</td>
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GRADUATE COUNCIL MEETING DATES 2003-2004

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>September 18, 2003</td>
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<td>October 23, 2003</td>
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<td>November 20, 2003</td>
<td>March 25, 2004</td>
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<td>December 11, 2003</td>
<td>April 15, 2004</td>
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<td>May 6, 2004</td>
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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
Annie Kinwa-Muzinga (replacing John Tembei) – elected faculty (term expires end of 2005 summer session)
Counselor Education
Kimberly Tiescher – 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)
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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)
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Sue Richl – Assistant Vice Chancellor for Information Services designee