The Graduate Council met Thursday, March 25, 2004 in 320 Brigham Hall.

Members Present -

PROGRAM AREAS:

Agricultural Industries
Annie Kinwa-Muzinga – 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
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 – Susan Hansen.

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

Handouts –

1. Updated agenda for today’s meeting.

2. Forms for title changes and topic addition in Counselor Education 7050 and Counselor Education 7060.

Minutes –

1. The minutes from the February 19, 2004 meeting were approved on a motion by Kimberly Tuescher. Seconded by Cheryl Banachowski-Fuller. Motion passed.

2. Request for admission to Graduate Faculty – Dr. Annie Kinwa-Muzinga, School of Agriculture.

   Dr. Kinwa-Muzinga was admitted to the Graduate Faculty on a motion by Kimberly Tuescher and seconded by Alison Bunte. Motion passed.
3. Effective February 19, 2004 – Dr. Annie Kinwa-Muzinga will replace Dr. John Tembei on the Graduate Council for the rest of Dr. Tembei’s term which expires the end of summer 2005.  

Approved on a motion by B J Reed and seconded by Diane Zimmerman.


New course approved on a motion by B J Reed and seconded by Cheryl Banachowski-Fuller.


Note: the BILSA Curriculum Committee approved Project Management 7050 and Project Management 7060 February 23, 2004. They were approved unanimously and recommended to the Graduate Council for approval as well per memo from Dean Ford.  

It was noted by David Van Buren that usually graduate level courses are for information only to the colleges, not for approval.  

New course approved on a motion by Cheryl Banachowski-Fuller and seconded by B J Reed.

6. Reaffirming that the minor course changes noted below do not require Graduate Council approval – David Van Buren –  

- Course description change – updated but not a substantive change in course content.  
- Prerequisite change  

David Van Buren opened the discussion regarding graduate course description changes.  

Currently the School of Graduate Studies does not report changes in graduate course descriptions to the Graduate Council. If a course description change appears to alter a course by more than 50% than that would be considered a new course and would need to be voted on by the Graduate Council.  

David Van Buren went over the UUCC procedures regarding undergraduate course description changes. If there were substantive changes to an undergraduate course description, then the change would need to go to the UUCC. It does not require UUCC approval unless substantive changes occur or unless other departments or schools will be affected. One UUCC reading is necessary.  

He asked whether the Graduate Council would like to have substantive changes in a graduate course description reported to the Council; or, would they like it to remain that course description changes are not reported to the Council.  

B J Reed commented on prerequisite changes. She noted that the current computer system could not handle all prerequisite requirements. A short discussion ensued regarding prerequisite handling in PeopleSoft for undergraduate courses.  

David Van Buren brought the meeting back to the issue of course descriptions. He asked the Graduate Council what they wanted. Discussion ensued. Noted that change would probably only require one reading.  

David Van Buren then turned the discussion to graduate prerequisite changes. He also noted that prerequisites for the online courses would be an unusual case. Discussion ensued regarding differences in on campus course prerequisites and online course prerequisites.  

Cheryl Banachowski-Fuller noted that the Criminal Justice online program has changed some prerequisites to recommendations. She noted that they are dealing with adult students.  

Colleen Kaiser asked – are not prerequisites for graduate students are somewhat recommendations anyway?  

BJ Reed asked if the areas should go through the graduate catalog and reconsider their graduate course prerequisites.  

David Van Buren noted that online prerequisites should be available online. Discussion ensued.  

Cheryl Banachowski noted that no other online programs are listing prerequisites.
BJ Reed wondered what happens when you get a graduate student in class without the prerequisites.

Susan Hansen interjected that some background is necessary for some courses – for example marketing and business courses – they need a foundation to build on.

David Van Buren – should the prerequisites be listed in the catalog. Or maybe not and use some kind of checklist to determine each student’s background.

Susan Hansen wondered about having different prerequisites for a course offered online and on campus. Would this be a good thing?

Art Ranney – prerequisites for a course does not require Graduate Council approval, right?

So what are we driving at?

Discussion held reaffirming what the Graduate Council wants reported and what it does not want reported.

Discussion held whether to leave this up to the programs.

David Van Buren wondered about changing prerequisites in an area for a course from another area. Discussion ensued.

It was decided to leave the Graduate Council reporting as is - the School of Graduate Studies will not report changes in graduate course descriptions to the Graduate Council. If a course description change appears to alter a course by more than 50% than that would be considered a new course and would need to be voted on by the Graduate Council.

Prerequisite changes will not be reported to the Graduate Council either.

7. Reports from Graduate Programs and the Graduate School regarding mission/statements of purpose, measurable student outcomes, and assessment – David Van Buren.

David Van Buren handed out a sheet showing the APC criteria for purpose statement, goals and assessment. Each program owns its own statement. Bringing them to the Graduate Council for information only, not for approval. However, the Graduate Council should approve the School of Graduate Studies statement of purpose.

Dr. Van Buren handed out a draft copy of the graduate school statement of purpose prepared by the subcommittee. He went over the draft and how it was developed. He noted that the agricultural industries program is not on the list because that program is currently “on hold” and no longer has any active graduate students. It will be the decision of the School of Agriculture and Dean Ford whether to reopen the Agricultural Industries major. Until then it will be in an inactive status. Program is not closed. It can be reactivated in house. He asked for any suggestions or recommendations regarding the School of Graduate Studies statement of purpose. Discussion ensued.

Cheryl Banachowski-Fuller made a motion to approve the School of Graduate Studies statement of purpose as is. Seconded by Kimberly Tuescher. Motion passed.

David Van Buren then asked where each of the programs was with their statements. He indicated that maybe the subcommittee could look over the different mission statements for parallel structure with the School of Graduate Studies.

Statements were handed out at the meeting for the following areas:

- Computer Science
- Counselor Education
- Criminal Justice
- Engineering
- Industrial Technology Management
- Master of Science in Education (3 of 5 programs)
- Project Management

David Van Buren suggested that everyone look over the statements and bring back suggestions.

(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.

(From the February 19, 2004 Graduate Council meeting: Alison Bunte was not present at the meeting. Chair Bouck postponed the item until the March 25, 2004 meeting.)

Alison Bunte handed out a draft of an educational project processing form for the School of Education. She noted that not all sections present in seminar papers and theses are appropriate for educational projects. What sections should be included could be decided during the planning stage with the project advisor. She noted that the form would have some sections required. They would be –

- Approval page
- Title page
- Acknowledgements
- Abstract
- Table of contents
- Introduction
- Statement of problem
- Purpose of the study
- Significance of the study
- Summary, recommendations, conclusions

When completed there would be three options for cataloguing in the Karrmann Library. She noted that she did speak with Regina Pauly from the Karrmann Library. Student, advisor, School of Education Director and maybe David Van Buren, would sign the form. She indicated that the subcommittee is working on a cover page. The subcommittee thought there should be a binding fee/processing fee of some kind and suggested it be the same as the seminar paper.

David Braun y Harycki brought up IRB (Institutional Review Board) approval. The level of involvement of human subjects should maybe be considered on a case-by-case basis with the IRB.

Diane Zimmerman noted that any involvement of a student (under age of 18) should be looked at by the IRB.

Discussion ensued.

Cheryl Banachowski-Fuller suggested that methodology and goals and outcomes should be part of the required sections. Discussion ensued.

Alison Bunte asked David Van Buren whether he would want to sign off on the form. He answered that it would not be necessary for him to sign off – he would leave approval up to the program area.

Alison Bunte will take the suggestions back to the subcommittee. They will rework the form and prepare a cover letter. These items will be brought to the Graduate Council at a future meeting.)

- Current title in the computer system – Taguchi Methods for Robust Design
- Current catalog description and prerequisites in the computer system - Overview of Taguchi methods. Introduction to quality loss function, definition of system, controllable factors, uncontrollable factors (noise factors), and output (response). Quantitative measures of quality characteristics of a system. Mean-squared deviation and overall evaluation criterion (OEC). Types of factors, number of levels for a factor, linearity and nonlinearity of response, signal-to-noise (S/N) ratio, and analyzing data from multiple sample (replicated or repeated) tests. Experiments with two two-level factors and three two-level factors. Orthogonal arrays (OA) and their properties. Experiment planning by interdisciplinary team and computation of factor effects. Uses of two-level, three-level, four-level, and mixed-level OA and their applications. Demonstration of QT 4 software for conducting experiments and analyzing data collected from experiments. Case studies to illustrate application of each OA. Analysis of Variance (ANOVA) strategy, calculations, and table. Pooling of factors or factor interactions, confidence interval for prediction, and test of hypothesis for significance. Selection of OA using the total DOF, triangular table, linear graphs, formula for computations. OA for designing experiments with mixed-level factors. Analysis of experiments involving multiple criteria and examples. Comparison of old and new designs using S/N ratio, loss function, and examples. Guidelines for planning experiments. Dynamic quality characteristics, models for various types of systems, examples, and analysis of data from experiments. Many applications involving dynamic quality characteristics will be illustrated using examples. Use of case studies to illustrate concepts. Prerequisites: Math 4030, Math 6030, Math 6050, or graduate standing and consent of instructor.

Lisa Riedle answered questions.

Question - B J Reed – are the prerequisites were offered online. Answer – prerequisite should only be Mathematics 6050. Mathematics 6030 is no longer an active course.

Question – B J Reed – prerequisite “or graduate standing and consent of instructor” is that what you really want? Answer – Lisa Riedle will ask the instructor. She will also ask the instructor to redo the course description.

Question – David Van Buren – title change? Answer – that is currently in the review process. Lisa Riedle will let Dr. Van Buren know the outcome.

10. Other business.

B J Reed – about item #1 under “for information only” – that course is being dropped.

Diane Zimmerman – about item #6 under “for information only” – concerns regarding Paul Gasser teaching graduate courses. David Van Buren indicated that from item #6 under “for information only” Paul Gasser’s name should be crossed off – it may be a “for information only” item at a future meeting.

Chair Bouck adjourned the meeting at 4:35 p.m.

Items for information only –


2. Graduate Catalog update for 2004-2006 – component change – Business Administration 5650, International Financial Management; and Business Administration 7540, Advanced Quality Management – catalog update included a note from Marge Karsten saying “is only
available online” – Linda Jamieson changed component in PeopleSoft course catalog from lecture to distance education lecture.


   - Title changed from Mathematics Seminar for Middle Level Teachers to Mathematics Seminar for Middle School Teachers.
   - Course description changed to – This course is intended to provide a background for teaching algebra and geometry in the middle school. The course will emphasize problem solving, communication, reasoning, representations, and making connections. Through problem solving activities lead by either the instructor or students, the course will emphasize specific topics such as proportional reasoning, pattern finding, generalizing functional relationships, solving equations, area, perimeter, and volume. In particular, the course will emphasize the links between algebra and geometry, and when appropriate, will use relevant manipulatives including technology. The course will also emphasize pedagogical implications of current research regarding the teaching and learning of algebra and geometry. Prerequisites: Three courses in mathematics for elementary school teachers or consent of the department chair.

6. Non-graduate faculty approved by Dean Van Buren to teach graduate classes –
   - Paul Gasser – Teaching 6530E, Current Topics in Education: (none noted) – beginning summer 2004 and expiring end of summer 2006.

   - Prerequisites were: Chemistry 1240 and Physics 2640
   - New prerequisites will be: Chemistry 1240 or Chemistry 1450.
   - Rationale for change – remove Physics 2640 as a prerequisite because Engineering Geology does not require an in-depth knowledge of physics. Either Chemistry course satisfies the basic knowledge of chemistry required for Engineering Geology.

   - Current catalog description and prerequisites in the computer system - The Risk Management course is a follow on to PM701 and PM702 Project Management courses, with an entire focus on the application Risk Management concepts to projects and the project management environment. The risk management life cycle from identification, assessment, response development, through to control and closure will be taught using both textbook, lecture and case study techniques. Throughout each phase of risk management life cycle, various tools and techniques will be likewise taught which will provide valuable practical means for the student to perform risk management on small
to even the largest Projects. Computer simulation techniques such as PERT, Monte Carlo will also be addressed thereby rounding out the course for today’s most complex business environments. Prerequisites: satisfactory completion of PM 7010 Project Management Techniques I and PM 7020 Project Management Techniques II.

- **Updated description and prerequisites:** Project Risk Management expands upon a subject introduced in the PM 7010 and PM 7020 Project Management courses, with an entire focus on the application of risk management concepts to projects and the project management environment. The risk management life cycle, from identification, assessment, response development, to control and closure, is taught using textbook, lecture and case study techniques. Throughout each phase of the risk management life cycle, various tools and techniques are taught which provide valuable practical means for the student to perform risk management on all projects, from the smallest to the largest. Computer applications of techniques such as PERT and Monte Carlo simulation will also be addressed, thereby rounding out the course for today’s most complex business environments. Prerequisites: PM 7010 Project Management Techniques I and PM 7020 Project Management Techniques II, or permission of department chair.


- **Previous prerequisite in the computer system:** Business Administration 5620 or consent of instructor.
- **New prerequisite:** BUSADMIN 3620 (5620) or equivalent, or permission of the department chair.

**10. Revised course descriptions for the following on campus courses being used by the online Project Management program** – effective fall 2004 – submitted by Bill Haskins –

- Industrial Studies 6770, Loss Control Safety Management
- Industrial Studies 7050, Current Issues in Manufacturing
- Industrial Studies 7220, Issues in Management and Leadership
- Math 5730, Numerical Analysis
- Sociology 5230, Human Relations

Added the phrase “Available on-campus only” to the course descriptions in the online section of the printed graduate catalog. This change will not be reflected in the course descriptions in the on campus section of the printed graduate catalog. This change will not be reflected in the computer system.


- **Title changed from Practicum I in the Schools to Practicum I effective fall 2004.** *(From the February 20, 2003 Graduate Council minutes – “Counselor Education 7050 – from Practicum I in Elementary School and Practicum I in the Secondary School to Practicum I in the Schools – effective fall 2004. Documentation sent out by email on February 18, 2003.”)*
- **New topic added – Student Services in Higher Education – effective summer 2004.**


- **Title changed from Practicum II in the Schools to Practicum II effective fall 2004.** *(From the February 20, 2003 Graduate Council minutes – “Counselor Education 7060 – from Practicum II in Elementary School and Practicum II in Secondary School to Practicum II in the Schools – effective fall 2004. Documentation sent out by email on February 18, 2003.”)*
- **New topic added – Student Services in Higher Education – effective summer 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
Annie Kinwa-Muzinga (replacing John Tembei) – elected faculty (term expires end of 2005 summer session)

Counselor Education
Kimberly Trescher – 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
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Master of Science in Education
Alison Bunte – graduate program
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
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
Sue Riehl – Assistant Vice Chancellor for Information Services designee