The Graduate Council met Thursday, September 23, 2004 in 320 Brigham Hall.

**Members Present** -

**PROGRAM AREAS:**

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

- **Counselor Education**
  - Kimberly Tuescher – graduate program
  - Dominic Barraclough – elected faculty (term expires end of 2006 summer session)

- **Criminal Justice**
  - Cheryl Banachowski-Fuller – graduate program
  - Susan Hilal – elected faculty (term expires end of 2006 summer session)

- **Engineering**
  - Lisa Riedle – graduate program

- **Industrial Technology Management**
  - Colleen Kaiser (representing Dick Klawiter) – 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 2006 summer session)

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

- **At-Large Representatives**
  - EX OFFICIO MEMBERS
    - Dr. David Van Buren, Dean, the School of Graduate Studies
    - John Krogman – Assistant Vice Chancellor for Information Services

**Visitors Present** – Patricia Bromley.

2003-2004 Chair Linda Bouck opened the meeting at 3:30 p.m.

**Announcements** –

1. **John Krogman is the new ex-officio representative from Information Services.**

2. **Use of laptop computers at Graduate Council meetings.**

   Dr. Van Buren indicated that laptops and/or OIT equipment would be present at future meetings. Individual use of personal laptops was encouraged. John Krogman indicated that a projector had been ordered for room 320 and that room 320 does offer wireless technology.

**Handouts** –

- Updated agenda.
- Updated documentation for Criminal Justice 7630.
- Documentation for course drops – Communication 5450, Communication 6530, Communication 6730, Teaching 5830, Teaching 5930, Teaching 6100, Teaching 6130, Teaching 6230, Teaching 6720, Teaching 7300, Teaching 7400,
Minutes –


(From the May 6, 2004 minutes: Linda Bouck asked for nominations for chair for the 2004-2005 year. Kimberly Tuescher nominated Diane Zimmerman. It was mentioned that her term expires at the end of summer 2004. She has served two successive terms on the Graduate Council. Cheryl Banachowski-Fuller nominated B J Reed. BJ Reed declined the nomination. Kimberly Tuescher nominated Cheryl Banachowski-Fuller. Cheryl declined the nomination. Kimberly Tuescher nominated Alison Bunte. Alison Bunte was not present to answer so she will be contacted. Motion to postpone election for chair made by Art Ranney and seconded by Kimberly Tuescher. Motion passed. A memo will be sent to all Graduate Council members asking if they would be interested in serving as chair for the 2004-2005 year. Linda Bouck will convene the first meeting of the Graduate Council for the 2004-2005 year. At that time nominations and voting for Chair, Vice Chair and Secretary for the 2004-2005 year will be held.)

Chair Bouck went over the nomination history from the May 6, 2004 meeting. Alison Bunte declined the nomination from the May 6th meeting. Chair Bouck then opened the floor to nominations.

Kimberly Tuescher nominated David Braun y Harycki. He accepted the nomination. Kimberly Tuescher made a motion to close nominations; seconded by David Braun y Harycki. Linda Bouck called for a vote and David Braun y Harycki was elected Chair for 2004-2005 unanimously.

Chair Bouck asked for vice chair nominations. Cheryl Banachowski-Fuller nominated BJ Reed. Alison Bunte made a motion to close vice chair nominations. Kimberly Tuescher seconded the motion. Linda Bouck called for a vote and BJ Reed was elected Vice Chair for 2004-2005 unanimously.

Chair Bouck asked for secretary nominations. Cheryl Banachowski-Fuller was nominated. Motion seconded by BJ Reed. BJ Reed made a motion to close secretary nominations. Alison Bunte seconded the motion. Linda Bouck called for a vote and Cheryl Banachowski-Fuller was elected Secretary for 2004-2005 unanimously.

In a side note – Kimberly Tuescher expressed the Graduate Council’s appreciation for Linda Bouck’s hard work as Chair of the Graduate Council for the 2003-2004 year.

2. Approval of the minutes from the May 6, 2004 meeting.

The minutes from the May 6, 2004 meeting were approved as distributed on a motion by BJ Reed and seconded by Cheryl Banachowski-Fuller.

3. Credit for Life Experience in Criminal Justice (Wisconsin Certified Public Manager Program) – Cheryl Banachowski-Fuller.

Cheryl Banachowski-Fuller handed out a sheet titled “Process for Transferring Certificate Programs to Credit for Life Experience in Criminal Justice to the UWP Master of Science in Criminal Justice Degree Program”. Cheryl explained the UW-Madison Wisconsin Certified Public Manager Program.

Completion of the Wisconsin Certified Public Management Program (WCPM) equates to six graduate credits of electives in the UW-Platteville Master of Science in Criminal Justice degree program, under the following stipulations:

1. These credits are acceptable only under the Credit for Life Experience Policy at the University of Wisconsin-Platteville.
2. The University of Wisconsin-Madison Certified Public Manager program must be completed prior to being admitted to the Master of Science in Criminal Justice Degree program. The certificate must be dated three years from the date the individual submits their application for admission.
3. The individual must meet all admission requirements of the University of Wisconsin-Platteville Master of Science in Criminal Justice degree program.
4. Only these listed courses are acceptable to obtain credit for life experience.

Curriculum:
Phase I: Supervision (72 hours)
Phase II: Management (138 hours)
Phase III: Executive Management (90 hours)

5. Completion of the UW-Madison WCPM program equates to six graduate credits of electives in the following manner:
   a. CJ Elective, 3 credits
   b. CJ Elective, 3 credits

6. The number of credits granted for life experience combined with transfer credits will not exceed 50% of credits required by the degree.
   Cheryl Banachowski-Fuller would review the student’s request and then the department reviews the request.
   Discussion ensued.
   Lisa Riedle made a motion to approve the process and request that each certificate program approved by Criminal Justice be brought back to the Graduate Council for information only. BJ Reed seconded the motion. **Motion passed unanimously.**

4. New online course – first reading – Criminal Justice 7630, **Survey of Corrections**
   Contemporary Correctional Systems: Institutional and Community-Based Corrections, Cheryl Banachowski-Fuller.  (New documentation received September 22, 2004 and handed out at the September 23, 2004 meeting – Linda Jamieson.)
   Cheryl Banachowski-Fuller presented the course and answered questions.
   This course will be a 7000 level elective for the Victims/Offender Services emphasis of the Master of Science in Criminal Justice degree program.
   The course is a work in progress – there is still some work to be done. Course will be offered spring 2005.
   Second reading for this course will be at the October 21, 2004 Graduate Council meeting.

5. New online course – first reading – Psychology 7430, **Abnormal Psychology in a Dangerous World** – Patricia Bromley.
   Patricia Bromley presented the course and answered questions.
   They took the course Psychology 6430, Abnormal Psychology, and revised the course to the 7000 level with a course content of specific interest to the Criminal Justice graduate students.
   Cheryl Banachowski-Fuller commented that Patricia Bromley was awarded a distinguished course award in April 2004 from the University Continuing Education Association for the class Psychology 7330: Theories of Personality in the Criminal Justice System. Cheryl indicated that the Criminal Justice Department was very happy to have Dr. Bromley “onboard”.
   Discussion ensued. **Second reading for this course will be at the October 21, 2004 Graduate Council meeting.**

   (From the February 21, 2002 Graduate Council meeting minutes: “Joanne Wilson handed out a sheet outlining the results of the differential assignment committee’s motion for approval. Motion to terminate the current reporting system for differential courses which requires individual instructors to provide a report on differential assignments each time the course is taught. In place of the current system, it is proposed that each course which comes to the Graduate Council for approval should specify the number of differential assignments that will be assigned. In addition, criteria for these assignments must be specified. Every five years, in the spring semester, the graduate council will ask those departments who offer differential courses to review the differential assignments and criteria. A report must be submitted by each department indicating any and all appropriate changes. Discussion ensued. It was decided that the motion should be altered – changing “Every five years, in the spring semester” to read “Periodically over a five year period”. Altered motion was unanimously approved on a motion by Joanne Wilson and seconded by Sue Price.”)
   David Van Buren went over what the differential assignment covers and how it was handled in the past. He proposed a standing committee of four members to review over several years all the “slash” courses. He suggested that those slash courses not offered in the last three years be dropped. For those active slash courses – ask the instructor to send a copy of the syllabus containing the differential assignments for review. **He asked for four volunteers to formulate a process.**
7. **Course drop – information only – Counselor Education 7950, Internship in School Counseling, effective ? – Kimberly Tuescher. Completed and approved form needed.**

Kimberly Tuescher indicated that this course is no longer needed – the Department of Public Instruction standards have changed. The completed and approved form is on its way to the School of Graduate Studies Office. **This item will be placed on the October agenda.**

8. **The Higher Learning Commission’s accreditation review and major issues for the Graduate Council in 2004-2005.**

David Van Buren handed out a sheet listing issues for the Graduate Council. He went over what needs to be done.

1. **Subcommittee to develop a Strategic Plan for the School of Graduate Studies.**
   
   A strategic plan is needed for the School of Graduate Studies. It should tie into the University of Wisconsin-Platteville strategic plan. The University of Wisconsin-Platteville Strategic Plan can be found at website [http://www.uwplatt.edu/chancellor/strategic_plan_2002.html](http://www.uwplatt.edu/chancellor/strategic_plan_2002.html). There is need of a subcommittee to work on the School of Graduate Studies strategic plan. The subcommittee would then bring that suggested plan to the Graduate Council for approval.

2. **Review of the Graduate Constitution and By-Laws.**
   
   A. Programs represented on the Graduate Council – should the composition be modified to reflect changes in current degree programs? Agricultural Industries no longer has graduate students – the program is not dropped – perhaps in the future they may develop a new program – can the Constitution include programs in hiatus; maybe ex-officio? The JIM (Joint International Master's) program – full name is Master of Engineering for Computer Science – should they be represented?
   
   B. Possible addition of one or two graduate students to the Graduate Council. Perhaps there should be 1-2 graduate students attending the Graduate Council meetings?

3. **Assessment plans** – each program needs to develop tools/measures to assess Student Learning Outcomes. This should be accomplished this year.

4. **Overload policy.** David Van Buren had sent a memo to the Graduate Council recommending a change in the current policy regarding overloads. At present the "normal" credit load during the semester is 9 credits. The advisor’s approval is required for a student to carry 12 credits, and the graduate dean’s approval is required for anything over 12 credits. David Van Buren recommends changing the “regular” load to 12 credits, with the advisor’s approval required for 13-15 credits, and the dean’s approval for anything over 15 credits. When FTE’s are calculated for graduate students, we report 12 credit hours as equal to one FTE at the graduate level. Discussion ensued. This item will be placed on the next agenda.

5. **Annual bibliography of publications, papers presented, external grants awarded, and professional awards/recognition.** Discussion ensued. The heavy teaching loads were mentioned.

6. **Graduate assistantships** – current rate for full-time graduate assistants per academic year is $6,170. Should we increase the amount but have fewer grad assistants? Right now students are required to carry 8 plus credits per semester to obtain a graduate assistantship. Kimberly Tuescher pointed out that the insurance acquired should also be considered. Discussion ensued.

7. **Development of graduate recruiting materials** (fact sheets, brochures) for on-campus programs – similar to those for online programs. It was asked if the Recruitment Office should handle this. Discussion ensued. Point at that they can “polish" items but they do not develop the items.
David Van Buren asked if he should send out an email asking for volunteers to handle the above issues. Consensus was yes.

9. Recommended change in overload policy for fall and spring semesters – David Van Buren.
   (Covered in item #8.)

10. Other business.
    No other business.

Items for information only –


2. Non-Graduate faculty approved by Dean Van Buren to teach graduate courses –
   - Albers, Mark – approved to teach:
     - Industrial Studies 6840, Construction Administration, fall 2004.
   - Albers, Mark – approved to teach:
     - Industrial Studies 6530, Residential Planning and Design, spring 2005.
     - Industrial Studies 6960, Commercial Building Planning and Construction Techniques, spring 2005.
   - Benish, Steven – approved to teach Counselor Education 7070, Theories of Counseling and Psychotherapy, summer 2004.
   - Cobb, Troy – approved to teach Teaching 7880, Graduate Practicum in Teaching, summer 2004.
   - Fuller, Lisa – approved to teach Teaching 6530E, Current Topics in Education: Creating Web Hunts for My Curriculum, beginning fall 2004 and expiring end of summer 2005.
   - Hawkinson, Joan – approved to teach Teaching 6530E, Current Topics in Education: Writing Individual Education Programs, beginning summer 2004 and expiring end of spring 2005.
   - Herbert, Lili – approved to teach Teaching 6530E, Current Topics in Education: Integrating Conflict Resolution into a School Community, summer 2004.
   - Knox, Charles – approved to teach:
   - Knueve, Eric – approved to teach:
     - Teaching 6530E, Current Topics in Education: Bethal Horizon - Snakes: Other Reptiles, beginning summer 2004 and expiring end of summer 2005.
• Lien, Teresa – approved to teach Teaching 6530E, Current Topics in Education: Diversity Awareness in Education, beginning fall 2004 and expiring end of summer 2005.
• Martin, Deborah – approved to teach Teaching 6730, Working With Families of Students With Exceptional Needs: Consultation and Advocacy
• Morgan, Rick – approved to teach History 6230E, Issues in History: A Soldier’s Life during the Civil War, beginning summer 2004 and expiring end of spring 2007.
• Nordgren, Thomas – approved to teach English 5000, Technical Writing, beginning summer 2004 and expiring end of summer 2007.
• Quam, Greg – approved to teach Teaching 6530E, Current Topics in Education: Machine Guarding for School Instructional and Administrative Personnel, beginning fall 2004 and expiring end of summer 2005.
• Rogers, Richard – approved to teach Teaching 6530E, Current Topics in Education: The Teacher, the Community, and Public Relations, beginning summer 2004 and expiring end of summer 2006.
• Ryser, Robin Carey – approved to teach:
  o Teaching 6530E, Current Topics in Education: Technology Teachers Can Use, beginning fall 2004 and expiring end of summer 2005.
  o Teaching 6530E, Current Topics in Education: Creating and Exploring WebQuests, beginning fall 2004 and expiring end of summer 2005.
  o Teaching 6530E, Current Topics in Education: Teacher’s Technology Portfolio, beginning spring 2005 and expiring end of fall 2005.
• Shaw, Valerie – approved to teach:
  o Teaching 6530E, Current Topics in Education: Fitness Tools for Teachers, beginning fall 2004 and expiring end of summer 2005.
• Sisco, Colette – approved to teach Teaching 6530E, Current Topics in Education: Educational Psychology, beginning summer 2004 and expiring end of spring 2005.
• Tentis, Dedra – approved to teach Criminal Justice 7230, Criminological Theory, beginning fall 2004 and expiring end of fall 2007.
• Wanless, Linda – approved to teach Industrial Studies 6940, Quality Control; and, Industrial Studies 6950, Production Planning and Control, fall 2004 and spring 2005.
• Yong, Pu – approved to teach Teaching 6530E, Current Topics in Education: Teaching Diversity: A Look at the Chinese Culture, beginning summer 2004 and expiring end of summer 2005.
• Yonish, Victor – approved to teach Teaching 6530E, Current Topics in Education: Outward Bound Learning Institute, beginning fall 2004 and expiring end of summer 2005.


• Old description – Clinical approval is required. Must be taken concurrently with a corresponding track course. The student must accrue 150 hours of experience in the appropriate setting. At the elementary or secondary level, students will only be placed in school sites with a practicing certified counselor. Approval of the proposed site will be based on the Wisconsin Department of Public Instruction guidelines and limited to available Counselor Education Program resources. This first practicum may include appropriate
amounts of observation and participation. P: The Practicum I applicant must have been admitted to candidacy.

- **New description** – Clinical approval by the program faculty is required before registration. The student must accrue 75 hours of counseling experiences in the School Counseling and Student Services in Higher Education clinical tracks and 75 – 150 hours in the Community Counseling track. For all three clinical tracks, students observe practice at a minimum of 3 different sites.

4. **2004-2006 Graduate Catalog Description Change – Counselor Education 7060, Practicum II, effective fall 2004.**

- **Old description** - Clinical approval required. The student must accrue at least 256 hours of field experience. Students must apply for Practicum II one semester before the semester in which they will be starting their practicum. The student must secure a practicum application form from the Counselor Education Program secretary, complete the application with the approval of the appropriate practicum supervisor, and return the form to the secretary. Students who pursue school certification may propose a school (elementary, middle/junior high, or secondary) in which a practicing certified counselor will act as the on-site supervisor. The approval of the proposed school setting will be based on Wisconsin Department of Public Instruction guidelines and available Counselor Education Program resources. Students in adult counseling must propose an agency or college office that will provide appropriate supervision and experience. P: The practicum applicant must have 1) been admitted to candidacy, 2) completed all required courses, and 3) obtained departmental approval for clinical, and 4) successfully completed Practicum I.

- **New description** - The student must have successfully completed the Practicum I course in the corresponding clinical track prior to this experience. The student must accrue 525 hours of counseling related experiences in the Community and School tracks and 256 hours of service in the Student Services in Higher Education track. A full experience for School and Community track students is 12 credits and for Student Services in Higher Education Students a full experience is 6 credits. Prior to the Practicum II semester, the student needs to apply with the clinical coordinator of their respective track for their site placement(s). The clinical coordinator will assist in making an appropriate placement that offers supervision and a quality experience.

5. **Statements of Purpose and Student Learning Outcomes as listed in the 2004-2006 Graduate Catalog. Document attached.**

6. **Course drops** –

- Communication 5450, Website Development, 3 credits – drop effective spring 2005.
- Communication 6730, Graphic Cost Analysis, 3 credits – drop effective spring 2005.
- Teaching 5830, Reading and Language Arts in the Content Areas, 3 credits – drop effective fall 2004.
- Teaching 5930, Teaching Social Studies at the Elementary and Middle Schools, 3 credits – drop effective fall 2004.
- Teaching 6100, Teaching Mathematics at the Elementary and Middle Schools, 3 credits – drop effective fall 2004.
- Teaching 6230, Teaching Science at the Elementary and Middle Schools, 3 credits – drop effective fall 2004.
- Teaching 7300, Science at the Elementary and Middle Schools, 3 credits – drop effective fall 2004.
- **Teaching 7400**, Social Studies at the Elementary and Middle Schools, 3 credits – drop effective fall 2004.

Bill Haskins made a motion to adjourn. Motion seconded by Kimberly Tuescher. Motion passed. Meeting adjourned at 4:50 p.m.

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Note – meetings will be held 3:30 p.m. – 5:00 p.m. in 320 Brigham Hall.

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