The Graduate Council met Thursday, November 18, 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 (Secretary 2004-2005)

Susan Hilal – elected faculty (term expires end of 2006 summer session)

Engineering

Lisa Riedle – graduate program

Mark Meyers – elected faculty (term expires end of 2006 summer session)

Industrial Technology Management

Linda Bouck – elected faculty (term expires end of 2005 summer session)

Master of Science in Education

David Braun y Harycki – elected faculty (term expires end of 2006 summer session) (Chair 2004-2005)

Project Management

D. William Haskins – graduate program

B. J. Reed – elected faculty (term expires end of 2005 summer session) (Vice Chair 2004-2005)

At-Large Representatives

Dr. James Hamilton – elected faculty (term expires end of 2006 summer session)

EX OFFICIO MEMBERS

Dr. David Van Buren, Dean, the School of Graduate Studies


Visitors Present — Matthew Roberts.

Chair David Braun y Harycki opened the meeting at 3:30 p.m.

Minutes —

1. The minutes from the October 21, 2004 meeting were unanimously approved on a motion by Kimberly Tuescher and seconded by Dominic Barraclough.


Lisa Riedle and Matthew Roberts were present to answer questions. Lisa handed out an updated syllabus. Motion to approve made by Kimberly Tuescher and seconded by Annie Kinwa-Muzinga. Discussion ensued. BJ Reed called the question. Motion to approve passed unanimously.

3. New course — first reading — Criminal Justice 7940, Special Topics in Criminal Justice, 3 credits, effective spring 2005. Cheryl Banachowski-Fuller presented the course and answered questions. She went over the course requirements. Discussion ensued. Second reading for this course will be at the December 9, 2004 meeting.

4. Overload policy discussion. Dr. Van Buren explained that the intent is not to change what constitutes full time status. This would only be for registration purposes. Full time status varies in definition according to the area. For example: financial aid, cashier’s, registration. The Computer Science program wants their students to register for 12 credits.

Dominic Barraclough expressed a concern with the Counselor Education students taking more than 9 credits. Kimberly Turescher explained that the Counselor Education program wants their students to engage in reflective thinking and the practicing of skills. She noted that practicum II can be taken for twelve credits and that then Counselor Education allows the overload.

Dominic Barraclough asked if we would be running the students through too fast. Students could push themselves too hard to save money and get into the job market faster. Discussion ensued.

David Van Buren pointed out that North Central criticized the School of Graduate Studies as to why there are so few full time students. They will be taking a good look at the School of Graduate Studies in two years. Discussion ensued.

No action was taken.

5. Subcommittee Reports —

Constitution and Bylaws

A written report was submitted to the Graduate Council members showing suggested changes to the Constitution and By-Laws. BJ Reed indicated that this report from the subcommittee was submitted with the hope of generating some discussion. The report is a draft of potential changes and is not intended to be the final report.

The subcommittee addressed the following Issues —

1. Criteria for membership and areas of responsibility for graduate faculty.
2. Representation on the Council for students.
3. Representation on the Council for active vs. inactive programs.
The subcommittee briefly discussed the following sections as perhaps more appropriately moved to the By-laws (see below), rather than maintaining these in the Constitution. Article VII Amendments would not be included in that move.

There was a discussion covering Graduate Faculty composition and what constitutes “graduate faculty”. Subcommittee suggested four “levels” of graduate faculty composition –

1. **Full membership** - All tenured faculty who have an appropriate terminal degree, with the academic rank of assistant professor or above, will be granted graduate faculty status upon recommendation from the graduate program to the Graduate Council. Once granted, this membership will require no further review as long as the faculty member satisfies the criteria within the UW-Platteville community. Only full members may direct thesis, seminar paper, graduate project, and/or oral exam committees. Full members may teach graduate level courses and advise graduate students. Full members may serve on the Graduate Council.

2. **Associate membership** - All probationary faculty, or tenured faculty who have not earned an appropriate terminal degree, with the academic rank of assistant professor or above, will be granted graduate faculty status upon recommendation from the graduate program to the Graduate Council. An associate membership will be reviewed by the Graduate Council every three years. Associate members may serve on thesis, seminar paper, graduate project, or oral exam committees. Associate members may teach graduate level courses and advise graduate students. Associate members with the appropriate terminal degree may serve on the Graduate Council.

3. **Provisional membership** - Non-tenure track or instructional academic staff members, with an appropriate terminal degree, will be granted graduate faculty status upon recommendation from the graduate program to the Graduate Council. Provisional membership will be reviewed annually and is intended to be temporary. Provisional members may not serve on thesis, seminar paper, graduate project, or oral exam committees. Provisional members may teach graduate level courses, but do not advise graduate students. Provisional members may not serve on the Graduate Council.

4. **Exceptions** - Exceptions may be granted with the approval of the Graduate Council upon recommendation by the Graduate Dean.

Discussion ensued. Cheryl Banachowski-Fuller pointed out that seminar papers and some graduate projects only have one faculty member. She also mentioned that some areas do not have enough tenured faculty.

David Braun y Harycki suggested that instead of saying “oral exams” perhaps “oral/comprehensive exams” would be better.

Discussion ensued regarding what was an appropriate graduate degree. It was pointed out that in some instances the major area looks for someone with the experience to oversee a project or capstone course. Someone else said that would be an exception and could be approved by Dr. Van Buren. Dr. Van Buren pointed out that usually he sees those who do not have a terminal degree but at least a master’s degree. It was pointed out that sometimes instructors with just a master’s degree are teaching. The paperwork is not submitted and there is no follow-up or reprisal at this time. A concern regarding the quality of teachers was expressed.

Cheryl Banachowski-Fuller expressed the need to intertwine online with on campus.

The subcommittee suggested the addition of a student representative. Discussion ensued regarding requirements for a student to be part of the Graduate Council. Suggested wording for the Constitution – “one at-large graduate student representative shall be elected by the graduate
students who are currently admitted to graduate status. The graduate student’s term on the Graduate Council shall be for one year.”

BJ Reed asked about inactive programs – what kind of representation should they have on the Graduate Council? What is the definition of inactive? Not accepting students? Maybe they should only have one representative. David Van Buren remarked that inactive are programs not closed through UW System but are not accepting applications at this time. The program could be revamped and started up at a later date. It was remarked that inactive program faculty may lose interest in coming to meetings. That could affect having a quorum for meetings. Discussion ensued.

The subcommittee also noted that procedures for amending the by-laws do not appear in the Constitution and By-Laws.

The subcommittee asked that the members look over the document and consider what’s been discussed here today. They could then give their thoughts and suggestions to the subcommittee.

**Strategic Plan**

Lisa Riedle reported that the committee has met. They are at the idea phase of how to structure the strategic plan.

**Differential Assignments for Graduate Students**

David Braun y Harycki indicated that the subcommittee has met but they were confused. What exactly is the Council asking them to do?

Discussion ensued. It was suggested that

1. They frame a couple of models for differential assignment requirements in slash courses.
2. They outline a review procedure for differential assignments in slash courses.

6. Other business. There was no other business.

**Items for information only –**

1. Non-Graduate Faculty approved by David Van Buren to teach graduate courses –


   **Benish, Steven** – approved to teach the following graduate courses spring 2005 – Counselor Education 7050, *Practicum I*; Counselor Education 7070, *Theories of Counseling and Psychotherapy*.


   **Foster, Patricia** – approved to teach Counselor Education 7180, *Family and Multicultural Counseling*, spring 2005.


   **Osterday, Donald** – approved to teach Counselor Education 6630, *Introduction to Professional Counseling*, spring 2005.
Thompson, Terri – approved to teach Teaching 6530E, Topic: Educational Evaluation #54, beginning fall 2004 and expiring end of fall 2005.

Meeting was adjourned at 4:45 p.m. on a motion by BJ Reed and seconded by Linda Bouck.

GRADUATE COUNCIL MEETING DATES 2004-2005
September 23, 2004
October 21, 2004
November 18, 2004
December 9, 2004
January 20, 2005
February 17, 2005
March 17, 2005
April 21, 2005
May 5, 2005
Note – meetings will be held 3:30 p.m. – 5:00 p.m. in 320 Brigham Hall.

GRADUATE COUNCIL MEMBERSHIP FOR 2004-2005
Agricultural Industries
Mark Zidon – graduate program
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 (Secretary 2004-2005)
Susan Hilal – elected faculty (term expires end of 2006 summer session)
Engineering
Lisa Riedle – graduate program
Mark Meyers – elected faculty (term expires end of 2006 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 2006 summer session) (Chair 2004-2005)
Project Management
D. William Haskins (replacing Tony Munos – graduate program
B. J. Reed – elected faculty (term expires end of 2005 summer session) (Vice Chair 2004-2005)
At-Large Representatives
Dr. Theron Parsons – elected faculty (term expires end of 2005 summer session)
Dr. James Hamilton – elected faculty (term expires end of 2006 summer session)
EX OFFICIO MEMBERS
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John Krogman – Assistant Vice Chancellor for Information Services