The Graduate Council met Thursday, December 9, 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**
- Dominic Barracough – 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 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) (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)

**EX OFFICIO MEMBERS**

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

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

**Minutes –**

1. The minutes from the November 18, 2004 meeting were unanimously approved as distributed on a motion by B J Reed and seconded by Cheryl Banachowski-Fuller.

2. New course – second reading – Criminal Justice 7940, Special Topics in Criminal Justice, 3 credits, effective spring 2005 - Cheryl Banachowski-Fuller. Course was unanimously approved on a motion by Linda Bouck and seconded by David Braun y Harycki.

3. Subcommittee Reports –
   - **Constitution and Bylaws**
     B J Reed handed out a copy of the suggested updated Constitution and By-Laws. She indicated that the yellow highlighted parts were what they wanted to change. She went over the changes with the Council.
     Article IV – Section 1. Graduate Faculty Composition – BJ indicated that they made a change in the suggested changes from the last meeting based on discussion at the November meeting. She went over all the changes in this section.
   - Faculty Composition.
     a. Full membership. All tenured faculty who have an appropriate terminal degree, with the academic rank of assistant professor or above, may 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 stated above 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.

b. Associate membership. Tenured or probationary faculty, who hold at least a master’s
degree with the academic rank of assistant professor or above, may be granted
graduate faculty status upon recommendation from the graduate program to the
Graduate Council. Associate memberships 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 may serve on the Graduate
Council.

c. Provisional membership. Upon recommendation from a graduate program,
provisional status may be granted to instructional academic staff or individuals external
to the UW-Platteville community who have at least a master’s degree. Such persons are
expected to contribute to the university’s graduate programs through specialized
instruction, clinical supervision, or contribution of professional expertise and knowledge.
Provisional members may serve on thesis, seminar paper, graduate project, or oral
examination committees only when the committee also consists of at least one full
member or associate member. Provisional membership will be reviewed annually and is
intended to be temporary.

All pre-tenured and tenured faculty who have an earned doctorate or 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.
Temporary one-semester appointments to enable a faculty member, adjunct instructor,
or lecturer to teach a graduate level course may be made by recommendation from the
graduate program with concurrence of the Graduate Dean. These faculty are non-
voting and may not be elected to the Graduate Council.

d. Exceptions may be granted with the approval of the Graduate Council upon
recommendation by the Graduate Dean.

Cheryl Banachowski-Fuller asked where the adjunct faculty fit. She also noted that seminar
paper and educational project only have one faculty supervisor. Thesis has a committee of three
faculty members.

David Braun y Harycki noted that adjunct faculty are hired by administrators on a short-term
basis. Discussion ensued.

David Van Buren commented that programs need to think about what impact these changes
would have in their area. David Braun y Harycki suggested that members take these changes
back to their area to get an “impact statement”.

Discussion ensued regarding program resources needed to cover faculty hiring.

BJ Reed posed the question – what is the definition of direct supervision? She commented
that adjunct faculty need feedback from the department. And the department needs to be sure
that adjunct faculty is using correct subject matter, textbooks, etc.

David Van Buren suggested a rewording under full membership. He suggested changing “this
membership will require no further review” to “this membership is subject to annual performance
review by their program”.

David Braun y Harycki suggested that members take these suggested changes back to their
faculty for input and bring that input to the next meeting.
Section 2. Graduate Council Composition –
Section 2. Graduate Council Composition.
The Graduate Council is composed of:
- Two faculty representatives from each graduate program.
- Programs which are enrolling students shall have two representatives on the Graduate Council. Programs which are not enrolling students shall have one representative on the Council.
- Two at-large faculty representatives from the graduate faculty in other programs.
- One at-large graduate student representative.
- The ex-officio, non-voting members of the Graduate Council are the following:
  - The Graduate Dean;
  - The Assistant Vice Chancellor for Information Services or designee.

Section 3. Graduate Council Membership.
Each program shall be represented by its program head and one elected faculty from that graduate program. Each graduate program is represented by the program head. A program which is currently enrolling students shall elect a graduate faculty member from that program as a second representative. The program faculty elects the faculty representative.

The graduate faculty elects the at-large faculty representatives.

The Graduate Council faculty representatives shall be elected in a "staggered" manner by the faculty in their respective graduate programs.

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.

The term of office for faculty representatives shall be for two years. Terms shall expire in August and elections shall be held during the preceding spring semester. A faculty member may hold no more than two successive terms.

Section 4. Substitute representatives.
If a representative is unable to attend a Graduate Council meeting, that representative may appoint a member of the graduate faculty to serve as proxy, with full voting privileges. Prior notice of this substitution shall be given to the graduate office.

- **Strategic Plan**
Dominic Barraclough reported that the subcommittee met and looked at the structure themes. They are trying to align them with the University of Wisconsin-Platteville strategic plan.
David Van Buren asked the Council if there were any ideas that come to mind for inclusion. He suggested using the one page handout – go through and fill in your thoughts and ideas. He remarked that an expert on strategic planning could be brought in to help out.

**University of Wisconsin-Platteville**

**Strategic Plan**

**Theme Objectives for 2004-2005**

**Strategic Plan**
- Successfully recruit the first 200 students required for implementation of the Tri-State Workforce Development Initiative.
- Continue planning for the University’s accreditation review by the Higher Learning Commission.

**Theme: High Quality Education**
- Implement the assessment plan for each academic major.
- Develop an assessment plan for general education.
- Develop assessment plans for all programs in non-academic areas.

**Theme: Academic Advising**
- Continue to improve campus retention efforts and improve retention rates by

**Theme: Human Resources**
- Clearly define UW-Platteville’s diversity plan with specific activities identified with each target area.

**Theme: Student Development**
- Complete the relocation of the university track to Ralph E Davis Pioneer Stadium and upgrade the playing field.
- Continue emphasis on university! community engagement and involvement by students in community service projects.

**Theme: Culture**
- Continue to expand our international relations activities: partnerships, exchanges, and educational tours.

**Theme: Outreach**
- Complete the construction of the facilities related to the Wisconsin Agricultural Stewardship Initiative.
- Develop a comprehensive university-wide space utilization plan (general classrooms, laboratories, and high-tech classrooms).

**Theme: Distance Education**
- Complete development and implementation of an on-line program for alternative teacher certification and begin marketing the program.
- Continue to grow the on-line degree and certificate programs.

**Theme: Fiscal Resources**
- Complete design work for the Ullsvik Center and begin construction.
- Complete design work for a new residence hall.
- Seek approval for the new engineering complex and begin work on facility design.

**Theme: External Support**
- Complete a number of mini-fundraising campaigns and continue to seek resources for those not completed.
- Identify an active alumni activity plan (area visits and programs, travel opportunities, and major campus events).

Discussion ensued. The subcommittee asked for input from others.

- **Differential Assignments for Graduate Students**

  David Braun y Harycki reported that the subcommittee had met and formulated a suggested graduate course database –

  Purposes of the Graduate Course Database:
  1. Accreditation
  2. Accountability to Graduate Council and Dean of Graduate Studies
Characteristics of the Graduate Course Database:
1. Password entry
2. Public display

Two of the questions there were concentrating on were –
1. How do we balance academic freedom with structure?
2. What do we do about lack of compliance?

They suggest creating a public database that students and accreditation could look course by course. Discussion ensued.

The committee discussed what should be included in a differential assignment. They came up with –

**Differentiated Assignments for Undergraduate / Graduate course, should meet the spirit of:**
1. Leadership in the course activities
2. Research based
3. Advanced practices or supervisory in nature

For the question of non-compliance –

**Deadlines and Sanctions for Non-compliance**
1. Graduate Course Database must be completed six (6) weeks before the start of the semester.
2. Five (5) weeks before the start of the Semester, a reminder email is generated to the school / department administrator to complete the Graduate Course database
3. Three (3) weeks before the start of the semester, a letter is generated to the proposed instructor and school / department administrator stating that the course will be
administratively dropped on the first day of classes for the semester if the Graduate Course database is not completed.

4. Ten (10) days before the start of the semester, a letter is generated requesting that the instructor and school / department administrator contact the Dean of Graduate Studies regarding the pending administrative drop of the course.

5. The first day of the semester, any incomplete courses on the Graduate Course database are administratively dropped.

David Van Buren commented that perhaps that database could be built in segments – not all at once. Discussion ensued. It was mentioned that courses not offered for three years should be dropped.

Cheryl Banachowski-Fuller indicated that the differential assignment should include a writing element. She referred to the “Criteria for Graduate-Level Course Work” section of the 2004-2006 Graduate Catalog – “Graduate course work focuses on advanced disciplinary content, usually as an extension of the discipline content presented at the undergraduate level. When graduate work introduces basic concepts, it typically introduces discipline content that is not offered at the undergraduate level and is dependent upon knowledge acquired at the undergraduate level. In addition, introductory graduate course work may be delivered in an accelerated way to develop a knowledge base for an individual who possesses an undergraduate degree in another field or for individuals who seek to broaden their undergraduate preparation.

Graduate course work employs instructional methods that require more self-directed learning on the part of the student. Course work will require extensive use of campus learning resources including the university library, specialized laboratories, and computing facilities. Course work is more specialized and program-specific, which contributes to the student’s career goals and various enhancements leading to certification, licensure and career advancement.”

BJ Reed asked – faculty who want feedback, how will they get that? Discussion ensued.

Lisa Riedle asked if there is a process to review of graduate courses in place now. It was noted that every five years the APC does a review of all areas and that review includes the graduate portion.

David Van Buren noted that most graduate courses are support courses for the Master of Science in Education program. Discussion ensued.

4. Other business - none.

**Items for information only –**

1. Non-Graduate Faculty approved by David Van Buren to teach graduate courses – **Gjovig, Maria** – approved to teach Teaching 6530, Topic: Machine Guarding for School Instructors, beginning fall 2004 and expiring end of fall 2005.

The meeting was adjourned at 4:35 p.m. on a motion by Bill Haskins and seconded by Linda Bouck.
Dominic Baraclough – 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 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) (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. 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
Dr. David Van Buren, Dean, the School of Graduate Studies
John Krogman – Assistant Vice Chancellor for Information Services