The Graduate Council met Thursday, April 20, 2006 in 320 Brigham Hall.

Members Present -

PROGRAM AREAS:

Counselor Education
  Dominic Barracough – graduate program
  Kimberly Tuescher— 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
  Mark Meyers – elected faculty (term expires end of 2006 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
  Susan Hansen – elected faculty (term expires end of 2007 summer session)

At-Large Representatives
  Dr. Patricia Bromley – elected faculty (term expires end of 2007 summer session)

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

Visitors Present – Marian Maciej-Hiner, Dan Fairchild, Phil Parker, Phil Sealy, Barb Barnet.

Chair Patricia Bromley opened the meeting at 3:05 p.m.

Minutes –

1. The minutes from the March 23, 2006 meeting were approved on a motion by Kimberly Tuescher and seconded by Susan Hansen.

2. New online course - effective fall 2006 - first reading - ENGRG (Engineering) 5000, Engineered Communications- online course to be developed summer 2006 - Lisa Riedle.

   Lisa Riedle, Phil Parker, Phil Sealy, Barb Barnet were present to answer questions. Lisa handed out a sheet containing the new title and course description and the course objectives.  

   **ENGRG 5000 Engineered Communications - Course Description:** ENGRG 5000 Engineered Communications. Emphasizes methods of communication in the engineering workplace, including the development and writing of proposals, technical manuals, design reports, and business presentations. Effective teamwork communication strategies for virtual and co-located project teams will be addressed. **Course Objectives:** Effectively write as a team, asynchronously, and at a distance; be able to use evidence and logic to construct an argument; effectively prepare different types of engineering documents such as journal articles, proposals, design reports, technical manuals, application notes, specifications and patents; be able to communicate successfully through equations and symbols to a target audience; effectively incorporate graphics (tables, figures,
photographs, etc) in an engineering document; and prepare and present a Power Point presentation to deliver technical information via the internet.

Discussion ensued. One of the topics was the course title “Engineered Communications”. After some discussion title was changed to “Engineering Communications”. Discussion regarding the close approximation of an existing course in the Department of Communication Technologies – 3010/5010, “Technical Communications”. Lisa and the others commented that this course was not what the engineering students were looking for or what they needed. Engineering students do not have a technical communication background and have not had undergraduate courses in technical communications. Discussion was held on the differences between the existing communication course and the proposal engineering course. Some of the things mentioned by Lisa and the others were that the proposed engineering course does not expect the student to have had a technical communication background. Also engineers tend to write in short extant sentences to convey facts, data and information. Engineers are taught not to use “flowery language”. Engineers are communicating with a target audience and what would be conveyed would not mean much to others. More discussion. This course will be developed during the summer and a syllabus prepared for the September 2006 Graduate Council meeting.

A motion to remove from table the motion made by Dominic Barraclough at the March 2006 meeting was made and passed. (Note: Dominic Barraclough had made a motion to re-approve the first reading of ENGRG (Engineering) 5000.)

Alison Bunte made a motion to approve the first reading. Motion was seconded by Bill Haskins. Motion passed with one opposing vote.

Second reading for this course will be at the September 2006 meeting.


Marian Maciej-Hiner and Dan Fairchild were present to answer questions. Marian handed out a sheet containing updated information regarding the concentration. The Master of Science in Education: Adult Education emphasis with a Cultural Arts Management concentration would contain 32 credits:

- 14 credits in the Adult Education emphasis,
- 12-15 credits in the Cultural Arts Management concentration,
- 6-9 credits in visual or performing Art studies

Discussion ensued. Course was unanimously approved on a motion by Kimberly Tuescher and seconded by Cheryl Banachowski-Fuller.


Marian Maciej-Hiner and Dan Fairchild were present to answer questions. Marian handed out two sheets containing information regarding the proposed course. There already exists an undergraduate course Art 3020, Studies in Art I, 2 credits. This will be a course used in the Cultural Arts Management concentration under the Master of Science in Education: Adult Education degree. Discussion ensued. Some of the topics covered: 1) differential assignment; 2) content changes based on medium; 3) 21 credits of 7000 level minimum; 4) paperwork will be completed to change undergraduate course from 2 credits to 1-3 credits. Syllabus will be prepared and presented at the next meeting for a second reading. The second reading for this course will be at the May 2006 Graduate Council meeting.

5. Election of one at-large graduate student representative to the Graduate Council – David Van Buren.
David Van Buren discussed how the new Bylaws allowed for a graduate student representative to the Graduate Council. However, it is not outlined how the election of the student representative is to be accomplished. Discussion ensued regarding possible methods of selection and election. It was suggested that announcements be made in the on campus courses to solicit interest from a graduate student. More discussion ensued. General consensus was to make announcement looking for interested students in the graduate classes on campus and with online students that are local. The names of interested graduate students should be sent to Linda Jamieson, School of Graduate Studies.

6. Assessment – David Van Buren.

Dr. Van Buren handed out a university assessment document. He explained that the document itself concerns the overall assessment of the university. He reviewed the document especially the areas which mention the Graduate Council. He also explained the procedure of approval. Dr. Van Buren indicated that it is critical that every graduate program collect data from the graduating students before the end of the semester. A list of the candidates to graduate May 2006 will be sent to each program area by Linda Jamieson. Discussion ensued. It was decided to place on the May 2006 agenda Industrial Technology Management “Schedule for Progress Reports for Assessment”.

7. Graduate Faculty membership application – David Van Buren.

Dr. Van Buren handed out copies of the new Graduate Faculty membership application. Discussion ensued regarding the three levels of membership now in effect for the Graduate Faculty. It was suggested that an effective until date appear on the application form. Admission to the Graduate Faculty will not be a “for information only” item but will be voted on by the Graduate Council. Dr. Van Buren remarked that the 2006-2008 Graduate Catalog will list the Graduate Faculty in the usual format. Starting with the 2008-2010 Graduate Catalog the Graduate Faculty will be arranged differently to reflect their level of membership. Only full membership and associate membership will be listed in the catalog.

8. Consideration of request for membership as Associate Graduate Faculty –

- Donna Gavin – Computer Science and Software Engineering
  Donna Gavin was approved for admission to the Graduate Faculty as provisional member on a motion by Susan Hansen and seconded by Dominic Barraclough.

9. Consideration of request for membership as Provisional Faculty –

- Parviz F. Rad – Project Management
  Parviz Rad was approved for admission to the Graduate Faculty as a provisional member on a motion by Dominic Barraclough and seconded by Susan Hansen.


Dominic Barraclough explained the document’s development and background. It will not be listed in the graduate catalog. He asked that the members look the document over and get back to one the committee members that worked on it – Alison Bunte, Bill Haskins, David Van Buren, and Dominic Barraclough. Discussion ensued. The document will be on the May 2006 agenda for approval.

11. Other business.

None.

Adjourned at 4:20 p.m. on a motion by Dominic Barraclough and seconded by Cheryl Banachowski-Fuller.
GRADUATE COUNCIL MEETING DATES 2005-2006
September 22, 2005
October 20, 2005
November 17, 2005
December 15, 2005
January 26, 2006
February 16, 2006
March 23, 2006
April 20, 2006
May 11, 2006

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

GRADUATE COUNCIL MEMBERSHIP FOR 2005-2006
Agricultural Industries
Mark Zidon – graduate program
Robert Nusbaum – elected faculty (term expires end of 2007 summer session)

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

Industrial Technology Management
Colleen Kaiser (representing Dick Klawiter) – graduate program

Project Management
Yong Cho – elected faculty (term expires end of 2007 summer session)

Master of Science in Education
Alison Bunte – graduate program
David Braun y Harycki – elected faculty (term expires end of 2006 summer session)

At-Large Representatives
D. William Haskins – graduate program
Susan Hansen – elected faculty (term expires end of 2007 summer session)

EX OFFICIO MEMBERS
Dr. Patricia Bromley – elected faculty (term expires end of 2007 summer session)
Dr. James Hamilton – elected faculty (term expires end of 2006 summer session)

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

John Krogman – Associate Vice Chancellor for Information Services