The Graduate Council met Thursday, September 18, 2008 in 2007 Ullsvik Hall.

Members Present:
- **Computer Science**
  - Rob Hasker – graduate program
  - Qi Yang – elected faculty (term expires end of 2010 summer session)
- **Counselor Education**
  - Dominic Barraclough – graduate program
- **Criminal Justice**
  - Cheryl Banachowski-Fuller – graduate program
  - Tom Caywood – elected faculty (term expires end of 2010 summer session)
- **Engineering**
  - Lisa Riedle – graduate program
  - Barb Barnet – elected faculty (term expires end of 2010 summer session)
- **Master of Science in Education**
  - William McBeth for Alison Bunte – graduate program
- **Project Management**
  - D. William Haskins – graduate program
- **At-Large Representatives**
  - Patricia Bromley – elected faculty (term expires end of 2009 summer session)
  - Tim Deis – elected faculty (term expires end of 2010 summer session)
- **EX OFFICIO MEMBERS**
  - Dr. David Van Buren, Dean, the School of Graduate Studies
  - Regina Pauly – Information Services

Visitors Present – Edina Haslauer.

Chair Dominic Barraclough opened the meeting at 3:03 p.m.

**Announcements –**

1. **Reminder – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, October 16, 2008 in 2007 Ullsvik Hall, 2:00 p.m. – 3:00 p.m. – all members of the Graduate Council are invited to participate.**

2. **Graduate Council membership 2008-2009 –**
   
   PROGRAM AREAS:
   - Agricultural Industries
     - Mike Compton – graduate program
   - **Computer Science**
     - Rob Hasker – graduate program
     - Qi Yang – elected faculty (term expires end of 2010 summer session)
   - **Counselor Education**
     - Dominic Barraclough – graduate program
   - **Criminal Justice**
     - Cheryl Banachowski-Fuller – graduate program
     - Tom Caywood – elected faculty (term expires end of 2010 summer session)
   - **Engineering**
Lisa Riedle – graduate program
Barb Barnet – elected faculty (term expires end of 2010 summer session)
Industrial Technology Management
Colleen Kaiser (representing David Heimerdinger) – graduate program
Master of Science in Education
William McBeth for Alison Bunte – graduate program
David Braun y Harycki - elected faculty (term expires end of 2010 summer session)
Project Management
D. William Haskins – graduate program
Susan Hansen – elected faculty (term expires end of 2009 summer session)
At-Large Representatives
Patricia Bromley – elected faculty (term expires end of 2009 summer session)
Tim Deis – elected faculty (term expires end of 2010 summer session)
Graduate Student Representative
VACANT - elected graduate student (term expires end of 2009 summer session)
EX OFFICIO MEMBERS
Dr. David Van Buren, Dean, the School of Graduate Studies
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3. Dr. William McBeth will be replacing Dr. Alison Bunte until her return.

4. Dr. David Braun y Harycki has been elected to represent the Master of Science in Education program on the Graduate Council. His term will run fall 2008 through summer 2010.

5. Mike Compton has replaced Mark Zidon as the Director, School of Agriculture.

6. Tom Caywood has been elected to represent the Criminal Justice program on the Graduate Council. His term will run fall 2008 thru summer 2010.

7. Patti Heer has been elected to represent the Counselor Education program on the Graduate Council. Her term will run fall 2008 thru summer 2010.

8. Meeting dates for 2008-2009:

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Minutes –

1. Approval of the minutes from the May 8, 2008 meeting.
   The minutes were approved as distributed on a motion by Tom Caywood and seconded by Cheryl Banachowski-Fuller.

2. Election of officers for 2008-2009 –
   • Chair of the Graduate Council 2008-2009
     Tom Caywood nominated Cheryl Banachowski-Fuller. Seconded by Patricia Bromley.
Bill Haskins, seconded by Barb Barnet, moved to close the nominations. Passed. Cheryl Banachowski-Fuller was elected Chair of the Graduate Council for 2008-2009.

• Vice-Chair of the Graduate Council 2008-2009
  Rob Hasker, seconded by Qi Yang, nominated Dominic Barraclough.
  Bill Haskins, seconded by Patricia Bromley, moved to close the nominations. Passed. Dominic Barraclough was elected Vice-Chair of the Graduate Council for 2008-2009.

• Secretary of the Graduate Council 2008-2009
  Cheryl Banachowski-Fuller, seconded by Rob Hasker, nominated Regina Pauly.
  Rob Hasker, seconded by Bill Haskins, moved to close the nominations. Passed. Regina Pauly was elected Secretary of the Graduate Council for 2008-2009.

• Nominations for graduate student representative
  Bill Haskins, seconded by Rob Hasker, nominated Project Management graduate student Jennifer Wolfe.
  Rob Hasker, seconded by Barb Barnet, moved to close the nominations. Passed. Jennifer Wolfe was elected as the student representative to the Graduate Council. Her term will run fall 2008 thru summer 2009.

3. Subcommittee proposal on electronic submission of seminar papers and theses – Regina Pauly, Cheryl Banachowski-Fuller and Pat Bromley

• From the May 2008 meeting minutes: “Regina brought up a website which is a digital repository owned by the UW-System called MINDS (http://minds.wisconsin.edu/). The subcommittee recommends the future students be required to submit seminar papers and theses by electronic means. The student would not be charged a fee for this service. Students would send an electronic copy (in MSWord format) to their paper advisor. The advisor would sign a cover page, cover page and electronic document would be sent to the School of Graduate Studies Office for processing. The School of Graduate Studies Office would submit the approved electronic document and the signed cover page to Jon Musselman, Karrmann Library, for deposit. The Library would convert the document to a pdf file. Rob Hasker suggested that there should be an exemption process for documents with proprietary information. Discussion ensued. The subcommittee will prepare a set of procedures for a future meeting. At that time the Council will vote.”
  Cheryl Banachowski-Fuller presented the following procedures proposal from the subcommittee.

============================================================================
“Graduate Council Policy of Electronic Documents

Beginning fall 2008, Master’s or seminar students will be required to submit their theses or papers in electronic format, unless their department recommends otherwise. All styles and formats of paper/project will be decided upon by each department. To this end, the Graduate Council of UW-Platteville recommends the following:

1. All students will submit approval form along with their thesis/seminar paper/project in electronic format, such as in MS Word, to their advisor for approval.
2. The advisor will forward electronic copy to Graduate Office.
3. The Graduate Office will record approved documents/projects and forward them to the cataloging department of the library.
4. The library will catalog and submit a PDF version to MINDS@UW(http://minds.wisconsin.edu/) which will allow for digital access. This site is maintained by the UW system and files are housed on servers in Madison. The Karrmann Library’s online catalog will provide a link to all electronic records, as well as original cataloging of the materials. Access to documents will be found through links of Karrmann Library’s online catalog, or by searching within the MINDS@UW web site.
Students will not be charged a fee for submitting their work electronically. If students want a bound copy for themselves, or to donate to the library, they must take this task upon themselves. The Karrmann Library uses the following but this is only a suggestion. An estimated cost would about $40 plus shipping.

Grimm Book Bindery, Inc.
6880 Gisholt Drive
Madison, WI 53713
(608) 221-4443

The student is strongly encouraged to retain a copy of their final version of their thesis or seminar paper to protect against accidental lost or destruction of the thesis or paper.

Students will be the official owner of copyright of their material. Although not required of the Graduate School, authors may elect to register the copyright through the Library of Congress Copyright Office.

| Applications | (202) 707-9100 |
| Questions    | (202) 707-8250 |
| Address      | Register of Copyright |
|              | Copyright Office |
|              | Library of Congress |
|              | Washington, D.C. 20559 |

All questions concerning procedures should be sent to Jessica Donahoe (donahoej@uwplatt.edu) UW-Platteville’s library representative to MINDS@UW. Questions concerning graduate policy should be directed towards David Van Buren (vanburen@uwplatt.edu), Associate Vice Chancellor & Dean of Graduate Studies.”

Discussion ensued. It was suggested that the first paragraph be reworded as

• “It shall be the decision of each graduate program or department whether or not to require students in its program to submit their theses or seminar papers in electronic format. Such requests must be submitted to the Graduate Council for approval. All styles and formats of paper/project will be decided upon by each department. To this end, the Graduate Council of UW-Platteville recommends the following:”

  Rob Hasker, seconded by Dominic Barraclough, made a motion to approve the procedures with the amended paragraph. Each program area should inform the Graduate Council by the October meeting whether they will opt out. **Motion passed.**

**NOTE: at this point the agenda was rearranged – items 5 and 6 were handled before item 4.**


• History –

  From the January 2007 meeting minutes: “2. **TEACHING (Teaching) 7830, Seminar Paper Research** – change in credits from 0-2 credits to 3 credits – effective spring 2007 – Alison Bunte.

  Regarding the **educational project component** of the course: Change from 0-2 to 3 credits. The educational project (e.g. media production, strategic plan, training program, subject unit) requires that the graduate student provide a statement of the problem, a review of research, and conclusions and implications as well as the project. In essence the first three chapters provide justification for the project. The work done by the graduate student is significant.

  Regarding the **seminar paper component** of the course: Change from 0-2 to 3 credits. The seminar paper is increasingly a major effort by the graduate student to produce a three chapter paper that defines a problem, reviews the research, and provides a review of conclusions and implications for practice. The third chapter has become applications-oriented and for the licensed teacher reflects elements of the professional development plan (**PDP**) required by the Wisconsin Department of Public Instruction.
Alison Bunte was present to answer questions. She indicated that Seminar Paper Research is currently a 0 – 2 credit course and covers both seminar papers and educational projects. The change to three credits would put the course more in line with the current master’s programs.

**Student Outcomes for MSE Program**

Students are expected to meet the following outcomes in the MSE program.

1. Become reflective practitioners, change agents, and leaders.
2. Utilize experiences and relevant research to enhance their future professional growth.
3. Apply relevant theory, philosophy, historical and social science perspectives, research, and best practices to their profession.
4. Demonstrate growth in knowledge of content and developmentally appropriate pedagogy.
5. Serve as resource to, and collaborate with others in the profession and community.
6. Participate in the development and implementation of integrative curriculum based on cognitive theories.

She explained the change in writing requirements and DPI requirements. The School of Education is in the process of standardizing their courses and programs. Michael Anderson pointed out that in the agenda there was a mistype under item two – “POP” should read “PDP”. Michael pointed out that in the research class a majority of the students want to work on something they can use in their classroom. Discussion ensued.

Discussion was held regarding credits currently approved for Seminar Paper Research and Thesis Research and the difference between doing an educational project, writing a seminar paper and writing a thesis. Mike Momot asked how many students currently enrolled are completing a seminar paper, educational project or thesis. Alison Bunte did not have the figures available but will obtain the figures and bring them to the February meeting.

Second reading for this course will be at the February 15, 2007 Graduate Council meeting.”

From the February 2007 meeting minutes: “1. Alison Bunte made a motion that two items be table until a future meeting: Item #3 (TEACHING (Teaching) 7830, Seminar Paper Research – second reading – change in credits from 0-2 credits to 3 credits – effective spring 2007 – Alison Bunte).

Motion to remove from table made by Barb Barnet and seconded by Rob Hasker. Motion passed. William McBeth went through the course and need for the changes of title going from Seminar Paper Research to Seminar Paper or Educational Project and credits going from 0-2 credits to 3 credits effective immediately. Discussion ensued. Rob Hasker made a motion to approve the title change and credit change. Tom Caywood seconded the motion. Dominic Barraclough questioned if moving the credits up to 3 credits could be justified. Discussion ensued. Vote was taken and the changes were approved with 1 no vote.

6. Second reading – new course - TEACHING 7290, Portfolio Competency Review of M.S.E. – (request for member to take off table) – William McBeth

- History –
  

  TEACHING (Teaching) 7290, Portfolio Competency Review of M.S.E., 3 credits. This course serves as a capstone for graduate students developing a portfolio in the MSE program. The student is expected to develop an electronic portfolio to demonstrate mastery of the competencies associated with the program. The graduate student should expect the folio to be defended in a mode that is similar to a thesis defense. (Students should consult with the specific program that is being completed for details.) Note. Students working on the Wisconsin Master Educator License may use this course to develop that required portfolio for WI DPI.

  Dominic Barraclough asked if 7290, portfolio, was worth three credits. Alison Bunte answered that it was because the work is very detailed and covers all six courses. There is an extensive amount of work involved. Discussion ensued. Cheryl Banachowski-Fuller suggested that a subcommittee be formed to study portfolio requirements and the amount of work involved.

  Second reading for these courses will be at the February 15, 2007 Graduate Council meeting.”

  From the February 2007 meeting minutes: “1. Alison Bunte made a motion that two items be table until a future meeting: Item #4 (Six new core courses for the Master of Science in Education program – second readings – effective fall 2007 – Alison Bunte. TEACHING (Teaching) 7290, Portfolio Competency Review of M.S.E., 3 credits.)

  Rob Hasker, seconded by Barb Barnet, made a motion to remove from table. Motion passed. William McBeth explained the need for this course and the course content. Discussion ensued. There were several concerns regarding this course. Dr. McBeth asked for feedback on what is
needed. More discussion. Lisa Riedle, seconded by Barb Barnet, made a motion to approve. Motion did not pass (3 for, 5 against, 1 abstained). Barb Barnet suggested that the course requirements section of the syllabus needed to be “fleshed out” to show 3 credits work. Dominic Barraclough suggested that the course syllabus needed to reflect new knowledge and new learning. More discussion. Edina Haslauer suggested the students read the book “Reflective Practitioner”. It may help the students with their reflections. More discussion. Lisa Riedle, seconded by Barb Barnet, made a motion to bring this course back for a final reading at the October meeting. Motion passed.

4. Master of Science in Education program changes – core course changes – William McBeth.

It was decided that this item would appear on the October agenda for a first reading.


- **TEACHING 7690**, Linguistics for Teachers of English Language Learners, 3 credits.
  - **Course Description**: This course is designed to introduce the nature of language, examines the language systems, and how meaning is structured. In particular, the course will focus on the core areas of linguistics including phonetics (the study of speech sounds), phonology (the sound system of languages), morphology (the internal structure of words), syntax (the sentence structure), and semantics (the study of word and sentence meanings). Students in this course will relate this information to the education of ELLs and learn ways through which linguistics can inform their own teaching.

  Edina Haslauer presented the background on the ELL (English Language Learner) licensure program. She went over the need for course number 7690 and the course contents.

- **TEACHING 7710**, Bilingual and Bicultural Education, 3 credits.
  - **Course Description**: This course provides a comprehensive study of the bilingual and bicultural education in the United States. It will investigate bilingualism from a variety of perspectives including foundation in history, current policies, theory, research and practice of bilingual/bicultural education. Students in this course will also review and evaluate bilingual instruction including bilingual program models, curriculum design, methods, and assessment.

  Edina Haslauer explained the need for this course and the course content.

Second readings for both of these courses will be at the October meeting.

8. Course number changes – William McBeth –

- **TEACHING 7650**, Issues in ELL Education, 3 credits, effective fall 2009. Was TEACHING 6270
- **TEACHING 7660**, Methods and Assessments of Teaching ELLs, 3 credits, effective fall 2009. Was TEACHING 6290
- **TEACHING 7670**, Second Language Acquisitions in K-12 Classrooms, 3 credits, effective spring 2010. Was TEACHING 6380
- **TEACHING 7680**, Intercultural Communication for Teachers of ELLs, 3 credits, effective spring 2010. Was TEACHING 6380
- **TEACHING 7700**, Field Experience in Cultural Diversity, 3 credits, effective summer 2009. Was TEACHING 6350

  Edina Haslauer explained that in the beginning these courses were developed as graduate courses (7000 level) but were approved as slash courses as marketing strategy. They are now requesting that these courses be given 7000 level numbers and offered only on the graduate level. Discussion ensued. Rob Hasker, seconded by Jennifer Wolfe, made a motion to approve. The course number changes were approved unanimously.

- **Course Description**: Based on individual interest and consultation with an advisor, the student will be required to write an advanced research paper on a specific topic; the independent empirical research should serve as a capstone to the student's education experience and as a bridge to the student's future in the project management discipline. Bill Haskins went over the need for this course and its course content. Discussion ensued. Second reading for this course will be at the October meeting.

10. **Requests for admission to the Graduate Faculty under provisional membership** –

  
  The subcommittee (Cheryl Banachowski-Fuller and Bill McBeth) met at 2:00 p.m. today. They recommend the approval of David Allen with a provisional membership. Patricia Bromley, seconded by Bill Haskins, made a motion to approve David Allen. **Motion passed**.


Barb Barnet presented the assessment report for the Master of Science in Engineering program. **No action was needed and none was taken**.

12. **Establishing dates for assessment reports for 2008-09 – David Van Buren**.

- Please answer the following questions in your assessment report:
  - o 1. What evidence do you have that students achieve your stated learning outcomes?
  - o 2. What have you learned as a result?
  - o 3. Document specific changes that have resulted from your assessment efforts.

  David Van Buren indicated the need to set up dates for assessment report presentations for 2008-2009. The **following schedule was presented**:

  - November meeting – Counselor Education program
  - December meeting – Master of Science in Education Wuhan program
  - January meeting – Criminal Justice program and Project Management program
  - February meeting – Master of Science in Education program
  - March meeting – Master of Science in Education: Adult Education off campus program
  - April meeting – Computer Science program

12. **Other business** –

None.

Meeting was adjourned at 5:28 p.m.

**Information only** –

1. **Graduate Faculty provisional memberships approved by Dr. David Van Buren**:

- Patricia Clausen – Online – beginning summer 2008 and expiring end of spring 2009.
• Derek Dachelet – Adult Education, Off Campus – beginning fall 2008 and expiring end of summer 2009.
• Betty Hurd – Continuing Education, Teaching – beginning summer 2008 and expiring end of spring 2009.
• Carol Normand – Continuing Education, Teaching – beginning summer 2008 and expiring end of spring 2009.
• Michael Parks – Continuing Education, Teaching – beginning summer 2008 and expiring end of spring 2009.
• Tina Rettler – Continuing Education, Teaching – beginning summer 2008 and expiring end of spring 2009.
• Joan Senn – Continuing Education, Teaching – beginning summer 2008 and expiring end of spring 2009.
• Diane Sterba – Continuing Education, Teaching – beginning summer 2008 and expiring end of spring 2009.

2. Graduate Faculty associate memberships approved by Dr. David Van Buren –
• Patti Heer – Counselor Education – beginning fall 2008 and expiring end of summer 2011.

3. Teaching courses made inactive by the School of Graduate Studies for lack or enrollment –
• TEACHING 5210, Multicultural Education and the Young Adolescent
• TEACHING 5330, Developmental Reading in Elementary and Middle Schools
• TEACHING 6550, Instruction in Applied and Integrated Strategies

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