The Graduate Council met Thursday, February 17, 2011 in 2007 Ullsvik Hall at 3:00 p.m.

Attending:

**Computer Science**
- Rob Hasker – graduate program
- Mike Rowe – elected faculty (term expires end of 2012 summer session)

**Counselor Education**
- Colleen McCabe (for Karen Stinson) – graduate program
- Jovan Hernandez – elected faculty (term expires end of 2012 summer session)

**Criminal Justice**
- Cheryl Banachowski-Fuller – graduate program
- Sabina Burton – elected faculty (term expires end of 2012 summer session)

**Engineering**
- Lisa Riedle – graduate program
- Patricia Jinkins – elected faculty (term expires end of 2012 summer session)

**Master of Science in Education**
- Colleen McCabe (for Karen Stinson) – graduate program
- Scott Ringgenberg – elected faculty (term expires end of 2012 summer session)

**Project Management**
- D. William Haskins – graduate program
- John Hammermeister – elected faculty (term expires end of 2011 summer session)

**At-Large Representatives**
- Christine Storlie – elected faculty (term expires end of 2011 summer session)
- Patricia Bromley – elected faculty (term expires end of 2012 summer session)

**Graduate Student Representative**
- Mary Holcomb – elected graduate student (term expires end of 2011 summer session)

**EX OFFICIO MEMBERS**
- Dr. David Van Buren, Dean, the School of Graduate Studies
- Regina Pauly – Karrmann Library

Visitors Present – Dominic Barraclough.

Chair Christine Storlie opened the meeting at 3:03 p.m.

**Announcements –**

1. **Dominic Barraclough handed out an information sheet regarding the Campus Climate Survey which will be conducted March 25 – April 8, 2011. He explained the purpose and importance of this survey.**

**Minutes –**

1. **Approval of the minutes from the January 27, 2011 meeting.**
   
   The minutes were **approved** on a motion by Cheryl Banachowski-Fuller and seconded by Scott Ringgenberg.
NOTE: at this point in the agenda it was requested that the agenda order be altered slightly. The change was agreed upon.

5. First reading – COUNSLED (Counselor Education) 7050, Practicum I – change in credits from 1-3 credits to 3 credits – effective fall 2011 – Jovan Hernandez.

Jovan Hernandez presented and answered questions. Jovan explained the change was needed to reduce the chances of students making mistakes when registering for the course. Second reading will be at the March 24, 2011 Graduate Council meeting.


Jovan Hernandez presented. Jovan Hernandez and Dominic Barraclough answered questions. Jovan handed out copies of the assessment report. Jovan went through the handout explaining the learning outcomes and how they were assessed. Cheryl Banachowski-Fuller asked if any changes were or will be implemented due to the survey results. Jovan responded that one of the changes was that students felt their research skills need to be improved. Discussion ensued. This item was for information only; thus no action was taken.


Pat Bromley presented and answered questions. Pat Bromley handed out copies of the assessment report. She went through the handout explaining the learning outcomes, assessment, feedback and possible growth areas. She also covered actions taken as a result of the assessment. This item was for information only; thus no action was taken.


Proposed Updated Article IV, Section 1a –
(Note: proposed change is to the first sentence)

a. Full membership. All tenured faculty and tenure-track faculty with at least three years of teaching experience with UW-Platteville, 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, full membership is maintained through teaching at the graduate level and/or overseeing graduate student activities or graduate programs. Full members of the Graduate Faculty may oversee the processes for assessing theses, seminar papers, graduate projects, and/or oral exams. Full members may teach graduate level courses and advise graduate students. Full members may serve on the Graduate Council.

Proposed Updated Article IV, Section 1c –
(Note: proposed change is the addition of the last sentence)

b. 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. At the discretion of the Graduate Council, provisional members with prior graduate teaching experience for UW-Platteville may be granted provisional membership for three years.

History –
From the September 30, 2010 Graduate Council meeting minutes –
12. Review of the By-laws relating to Graduate Faculty membership – David Van Buren. David Van Buren asked for three volunteers for a subcommittee to review the criteria for admission to the Graduate Faculty. He went on to reflect
on the time and energy that goes into reviewing provisional membership every year. He wondered if maybe that approval could be extended to two or three years. Lisa Riedle, Rob Hasker, Cheryl Banachowski-Fuller, Karen Stinson and Christine Storlie volunteered to serve on the subcommittee.

From the October 21, 2010 Graduate Council meeting minutes –
4. Report - By-laws relating to Graduate Faculty membership subcommittee – Cheryl Banachowski-Fuller. Subcommittee recommendation for change: By-Law, Section 1: Graduate Faculty Composition, C. Provisional Membership: C. Provisional Membership…(last line change) Provisional membership will be reviewed every 3 years with the expectation that the candidate show professional development in a relevant area. Cheryl Banachowski-Fuller reported for the subcommittee. Rob Hasker suggested that the council not vote on the wording change until David Van Buren could be present. Discussion ensued and it was decided to wait until a future meeting for a vote to be taken. Scott Ringgenberg questioned who would determine if the faculty member has met requirements for “professional development in a relevant area”? Discussion ensued and it was suggested that it should be evident in an updated resume what development they had accomplished. Future discussion was held regarding possible changes needed in the graduate faculty approval form. It was suggested that perhaps a check box on the form indicating that the professional development had been evaluated and determined adequate by the department. Or perhaps a box should be included on the form where a short explanation of the development could be listed. Discussion ensued. Patricia Bromley mentioned that this new change could cause a recordkeeping nightmare for the School of Graduate Studies having to check the approval of each faculty member on a course by course basis. Maybe the change would not be a good idea. Discussion ensued and it was decided that the subcommittee will continue and report at the November meeting.

From the November 18, 2010 Graduate Council meeting minutes –
5. Report - By-laws relating to Graduate Faculty membership subcommittee – David Van Buren. Proposed amendments to the By-Laws: Article IV Section 1. Graduate Faculty Composition. (Note: proposed change is to the first sentence)
a. Full membership. All tenured faculty and tenure-track faculty with at least three years of experience on the for UW-Platteville campus, 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, full membership is maintained through teaching at the graduate level and/or overseeing graduate student activities or graduate programs. Full members of the Graduate Faculty may oversee the processes for assessing theses, seminar papers, graduate projects, and/or oral exams. Full members may teach graduate level courses and advise graduate students. Full members may serve on the Graduate Council.

(Note: proposed change is the addition of the last sentence)
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. At the discretion of the Graduate Council, provisional members with prior graduate teaching experience for UW-Platteville may be granted provisional membership for three years.
Subcommittee also recommends revision of the Graduate Faculty Approval Form – copies of the current approval form and the suggested revised approval form are in the Graduate Council workgroup folder. David Van Buren presented proposed changes. Pat Bromley asked if 3 years of experience for full membership could be sufficient even for a part time person. The response was that it would be. A revised graduate faculty approval form was also presented for consideration. A recommendation was made to change “Distance Learning Center” to “Distance Education” on the form. On Article IV, section 1c, it was decided to change the “for” to “with” in “All tenured faculty and tenure-track faculty with at least three years of experience on the for UW-Platteville”. Christine Storlie suggested requiring three years teaching experience, and after discussion the consensus was to amend the statement to “All tenured faculty and tenure-track faculty with at least three years of teaching experience with UW-Platteville”. This change was approved on a motion by Pat Bromley and seconded by Lisa Riedle. The amendments to the bylaws will be voted upon at a later meeting.

From the January 27, 2011 Graduate Council meeting minutes –
Second reading will be at the February 17, 2011 meeting.

Christine Storlie opened the meeting for discussion. The proposed By-Law amendments and graduate faculty approval form changes were discussed. The graduate faculty approval form – add check boxes after “c. Provisional membership” – one box for “one year” and one box for “three years”. The By-Laws amendments were approved unanimously on a motion by Cheryl Banachowski-Fuller and seconded by Lisa Riedle.

Cheryl Banachowski-Fuller presented and answered questions. Cheryl Banachowski-Fuller went over the syllabus, assignments and readings. Discussion ensued. Course was approved on a motion by Patricia Bromley and seconded by Scott Ringgenberg.

Discussion ensued regarding item #5 under “For Information Only” -- Child Advocacy Studies Certificate (9 credit hours), as part of MSCJ program - Required courses: CJ 7310 Perspectives on Child Maltreatment and Child Advocacy, CJ 7430 Victimology, and CJ 7880 Internship OR CJ 7980 Independent Study. This certificate is in demand and would serve the needs of students who are specially interested in working as child protection professionals, investigating maltreatment, and/or working with child maltreatment victims – Cheryl Banachowski-Fuller. The Children’s Advocacy Studies Training was held at Winona State University and individuals from the University of Wisconsin-Platteville did attend. The online master’s Criminal Justice program is developing a Child Advocacy Studies Certificate. Cheryl Banachowski-Fuller explained this certificate and the courses necessary for a student to be awarded the certificate. Discussed ensued. A recommendation was made to investigate including courses from Education, Psychology, and Counselor Education to strengthen the certificate. No action taken.

NOTE: the Admission to Graduate Faculty Subcommittee met today at 2:30 p.m. and discussed the requests noted in item #7 below. Present were David Van Buren, Scott Ringgenberg, Jovan Hernandez and Cheryl Banachowski-Fuller.

7. Requests for admission to the Graduate Faculty – provisional membership –

- **Wendy Arena** – School of Education, Continuing Education – beginning spring 2011 and expiring end of fall 2011.
  - TEACHING 6530E, Current Topics in Education: Educational Evaluation #54.
  - COUNSLED (Counselor Education) 7080, Career Counseling.
- **Amy Mangin** – School of Education, Continuing Education – beginning spring 2011 and expiring end of fall 2011.
  - TEACHING 6530E, Current Topics in Education: Technical and Adult Education #51.
  - TEACHING 6530E, Current Topics in Education: Educational Diversity #69.
- **Julie Pluemer** – School of Education, Continuing Education – beginning spring 2011 and expiring end of fall 2011.
  - TEACHING 6530E, Current Topics in Education: Curriculum and Course Construction #50.
- **Diane Reinfeldt** – School of Education, Continuing Education – beginning spring 2011 and expiring end of fall 2011.
  - TEACHING 6530E, Current Topics in Education: Educational Evaluation #54.

Scott Ringgenberg indicated that the subcommittee recommends all individuals from item #7 be approved for provisional membership. Motion was seconded by Cheryl Banachowski-Fuller and passed unanimously.

Scott Ringgenberg then made a motion that Rocio Martinez, Julie Pluemer and Amy Mangin be approved for three years and Wendy Arena, Jason Artz and Diane Reinfeldt be approved for one year. Motion was seconded by Cheryl Banachowski-Fuller and passed unanimously.

8. Other business – None.
Meeting was adjourned at 4:00 p.m.

Information only –

1. **2010-2011 Assessment Report Schedule:**
   - 2010
     - October 21st
     - November 18th
   - 2011
     - January 27th – School of Education, Karen Stinson (includes M.S.E., Counselor Education, M.S.E.: English Education Wuhan, M.S.E.: Adult Education) – half will be presented in January and half in February.
     - February 17th – School of Education, Karen Stinson (includes M.S.E., Counselor Education, M.S.E.: English Education Wuhan, M.S.E.: Adult Education) – half will be presented in January and half in February.
     - April 21st
     - May 12th – M.S.: Criminal Justice, Cheryl Banachowski-Fuller.
   - Basic questions:
     - A. What evidence do you have that students achieve your stated learning outcomes?
     - B. What have you learned as a result?
     - C. Document specific changes that have resulted from your assessment efforts.

2. **COUNSLED (Counselor Education) 6600, Measurement for Counselors and Educators – course description change – effective immediately** –
   - The course is designed to study assessment instruments and procedures in areas of interest including: attitude, aptitude, achievement, intelligence, and personality, career, and clinical diagnostics. There is also discussion focusing on the theoretical foundations upon which such procedures and devices are founded. Psychometric properties of assessment with relevant descriptive statistics taught.

3. **COUNSLED (Counselor Education) 7060, Practicum II – course description change – effective immediately** –
   - Clinical approval required. The student must accrue at least 5255 hours in the school track and 2560 hours of counseling-related experiences in the Community and Higher Ed. Tracks. Students must apply for Practicum II one semester prior to the semester in which they will be starting their practicum. The student must secure a practicum application form from the Counselor Education program assistant, complete the application with the approval of the appropriate supervisor, and return the form to the program assistant. 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 setting will be based on Wisconsin Department of Public Instruction guidelines and available Counselor Education Program resources. Students in community counseling must propose an agency or college office that will provide appropriate supervision and experience. Prerequisites: The practicum applicant must have 1)
been admitted to candidacy, 2) completed all required courses, 3) obtained departmental approval for clinical, and 4) successfully completed Practicum I.

4. COUNSEL (Counselor Education) 7170 – course description change – effective immediately –

- This graduate-level course is designed to advance the psychotherapy skills of counselors-in-training. Specifically, intervention techniques will be introduced, observed, and practiced beyond core relationship skills. The course is experiential in nature, although strong components of theories of psychotherapy and research evidence are imbedded within the structure and process of the course. Graduate students in this course will read about, discuss, observe, practice, and provide feedback about the implementation of techniques. We will proceed from written examples and demonstrations to more real-life situations involving simulated counseling sessions. A typical class period will begin with mindfulness practice. A student-led discussion of the assigned reading will be followed by a presentation on the theory associated with the counseling technique. The latter part will involve students practicing various counseling techniques in role-plays and simulated counseling sessions. During mock counseling "sessions", all students will take a turn assuming one of three primary roles: a counselor, a client, or an observer. First, as the counselor, you will practice specified skills and receive feedback from your instructor, peers, and the "client". Next as the "client" you will discuss a current concern or problem, with parameters given by the instructor (Note: these should be minor issues that you are willing to share in a public setting, in front of your peers). Finally, as an observer, you will provide consultation to the counselor as well as feedback about his or her performance.

5. Child Advocacy Studies Certificate (9 credit hours), as part of MSCJ program - Required courses: CJ 7310 Perspectives on Child Maltreatment and Child Advocacy, CJ 7430 Victimology, and CJ 7880 Internship OR CJ 7980 Independent Study. This certificate is in demand and would serve the needs of students who are specially interested in working as child protection professionals, investigating maltreatment, and/or working with child maltreatment victims – Cheryl Banachowski-Fuller.

Graduate Council 2010 – 2011 meeting dates:
Graduate Council will meet 3:00 p.m. – 5:00 p.m. in 2007 Ullsvik Hall:

- September 30, 2010
- October 21, 2010
- November 18, 2010
- December 16, 2010
- January 27, 2011
- February 17, 2011
- March 24, 2011
- April 21, 2011
- May 12, 2011

Request for Admission to Graduate Faculty Subcommittee will meet 2:30 p.m. – 3:00 p.m. in 2007 Ullsvik Hall:

- September 23, 2010
- October 21, 2010
- November 18, 2010
- December 16, 2010
- January 27, 2011
- February 17, 2011
- March 24, 2011
- April 21, 2011
- May 12, 2011
GRADUATE COUNCIL MEMBERSHIP 2010-2011:

PROGRAM AREAS:

Agricultural Industries
Mike Compton – graduate program

Computer Science
Rob Hasker – graduate program
Mike Rowe – elected faculty (term expires end of 2012 summer session)

Counselor Education
Karen Stinson – graduate program
Jovan Hernandez – elected faculty (term expires end of 2012 summer session)

Criminal Justice
Cheryl Banachowski-Fuller – graduate program
Sabina Burton – elected faculty (term expires end of 2012 summer session)

Engineering
Lisa Riedle – graduate program
Patricia Jinkins – elected faculty (term expires end of 2012 summer session)

Industrial Technology Management
Colleen Kaiser (representing David Heimerdinger) – graduate program

Master of Science in Education
Karen Stinson – graduate program
Scott Ringgenberg- elected faculty (term expires end of 2012 summer session)

Project Management
D. William Haskins – graduate program
John Hammermeister – elected faculty (term expires end of 2011 summer session)

At-Large Representatives
Christine Storlie – elected faculty (term expires end of 2011 summer session)
Patricia Bromley – elected faculty (term expires end of 2012 summer session)

Graduate Student Representative
Mary Holcomb - elected graduate student (term expires end of 2011 summer session)

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Regina Pauly – Karrmann Library