The Graduate Council met Thursday, September 20, 2012 in 2007 Ullsvik Hall.

Members Present:

PROGRAM AREAS:

Computer Science
- Rob Hasker – graduate program

Counseling Psychology
- Jovan Hernandez – elected faculty (term expires end of 2014 summer)

Criminal Justice
- Cheryl Banachowski-Fuller – graduate program

Distance Education Leadership
- Candace Croft - Graduate program

Integrated Supply Chain Management
- David Heimerdinger – graduate program

Organizational Change Leadership
- Elizabeth Lucas (Christine Storlie will be filling in while Elizabeth is on maternity leave) – graduate program

Project Management
- D. William Haskins – graduate program

At-Large Representatives
- Barb Barnet – elected faculty (term expires end of 2013 summer session)
- Wendy Brooke – elected faculty (term expires end of 2014 summer session)
- Susan Hansen – elected faculty (term expires end of 2014 summer session)

Graduate Student Representative
- Christopher Hanegraaf - elected graduate student (term expires end of 2014 summer session)

EX OFFICIO MEMBERS:

Dr. David Van Buren, Dean, the School of Graduate Studies
John Berg – Information Services
Dawn Drake – Director of the Distance Learning Center

Visitors Present – Mike Murphy, Joan Miller, Penny Lorenzo, Keith Smith.

Bill Haskins opened the meeting at 3:00 p.m.

Announcements –

1. Reminder – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, September 20, 2012 in 2007 Ullsvik Hall, 2:30 p.m. – 3:00 p.m. – all members of the Graduate Council are invited to participate.

   Request for Admission to the Graduate Faculty Subcommittee Meeting Schedule:
   - September 20, 2012 - Cheryl Banachowski-Fuller and Barb Barnet
   - October 18, 2012 - Wendy Brooke and Jill Clough
   - November 15, 2012 - Candace Croft and Chris Hanegraaf
   - December 13, 2012 - Susan Hansen and Rob Hasker
   - January 31, 2013 - Bill Haskins and Jovan Hernandez
   - February 21, 2013 - Elizabeth Lucas (or Christine Storlie) and Karen Stinson
   - March 21, 2013 - Cheryl Banachowski-Fuller and Jill Clough
2. **Jovan Hernandez has been elected by the Counseling Psychology program to represent them on the Graduate Council. His term will run from fall 2012 through summer 2014.**

3. **David Heimerdinger will be representing the Integrated Supply Chain Management program on the Graduate Council.**

4. **Christine Storlie will be temporarily filling in for Elizabeth Lucas as representative for the Organizational Change Leadership program.**

David Van Buren welcomed the 2012-2013 Graduate Council members.

**Minutes –**

1. **Approval of the minutes from the May 10, 2012 meeting.**

   Minutes were approved on a motion by Cheryl Banachowski-Fuller and seconded by Barb Barnet.

2. **Elections – Chair, Vice Chair, Secretary, Representative to the Commencement Committee – Bill Haskins.**

   - Chair – Cheryl Banachowski-Fuller nominated Barb Barnet, seconded by Susan Hansen. There were no more nominations. Nominations were closed and Barb Barnet was approved unanimously.
   - Vice Chair – Cheryl Banachowski-Fuller nominated Jovan Hernandez and seconded by Bill Haskins. There were no more nominations. Nominations were closed and Jovan Hernandez was approved unanimously.
   - Secretary – Bill Haskins nominated Christine Storlie/Elizabeth Lucas but there was no second. Cheryl Banachowski-Fuller nominated David Heimerdinger, seconded by Bill Haskins. There were no more nominations. Nominations were closed and David Heimerdinger was approved unanimously.
   - Representative to the Commencement Committee – Bill Haskins indicated he was willing to continue as the representative for 2012-2013. Approved unanimously.

3. **New course – second reading – BUSADMIN (Business Administration) 73007380, Conflict Resolution and Negotiation, 3 credits, effective fall 2012 – Christine Storlie.**

   This course will be part of the elective credits for those students completing the MS in Organizational Change Leadership.

   Proposed course description: Examines the nature of conflict as it occurs in organizations, how conflict can function both destructively and constructively in that context, and the history of how conflict has traditionally been viewed and managed in organizational contexts. Also, it considers the theory underlying the creation of integrated conflict management systems in organizations, the nature of such systems and how they are developed, designed and evaluated. P: BUSADMIN 7330, Organizational Change Leadership: Theory and Practice.

   Christine Storlie was present to answer questions. Rob Hasker pointed out that the prerequisite is numbered higher than this course. Discussion ensued. It was decided to change the course number from 7300 to 7380. Rob Hasker made a motion to approve, seconded by Wendy Brooke. Motion passed and course was approved.

4. **New course – second reading – BUSADMIN (Business Administration) 7400, Creative Problem Solving, 3 credits, effective fall 2012 – Christine Storlie.**
This course will be part of the elective credits for those students completing the MS in Organizational Change Leadership.

Proposed course description: In this course, you develop your skills as a critical thinker and problem solver. You learn to leverage your personal thinking preferences using tools and techniques. The Creative Problem Solving course is a series of ready to deliver modules that will give you a basic framework for problem-solving and decision-making in today's business environment. P: BUSADMIN 7330, Organizational Change Leadership: Theory and Practice.

Christine Storlie and course developer, Mike Murphy, were present to answer questions. Mike Murphy went through a brief synopsis of the course content. Rob Hasker questioned the course description and suggested that the course description be expanded in explanation and brought back to the Graduate Council. Discussion ensued. Rob Hasker made a motion to approve with the condition that the course description be rewritten. Motion was seconded by Cheryl Banachowski-Fuller. Motion passed and course was approved.

At the request of Candace Croft, and with approval, the agenda was re-arranged. Items #6 and #7 were handled before item #5.

6. New course – second reading – DEL (Distance Education Leadership) 7410, Education Policy, Law, and Ethics in the Virtual Environment, 3 credits – effective spring 2013 – Candace Croft.

From the May 10, 2012 Graduate Council minutes: “Proposed course description: This course examines higher education law and policy beginning with a basic understanding of the American legal system, how policies are created, and ethical implications as well as exploring institutional accountability and the rights and responsibilities of students and faculty. This course draws from real-life cases in American universities and provides knowledge and tools to effectively respond in an environment of increasing litigation.

Candace Croft was present to answer questions. The developer, Penny Lorenzo, was present by phone. Penny explained the course content and plan to develop. Discussion ensued. Karen Stinson made a motion to approve for development, seconded by Jill Clough. Motion passed.”

Candace Croft and course developer Penny Lorenzo (by phone) were present to answer questions. Penny gave a brief overview of the course. Susan Hansen, seconded by Cheryl Banachowski-Fuller, made a motion to approve. Motion passed and the course was approved.

7. New course – second reading – DEL (Distance Education Leadership) 7610, Virtual Team & Project Management, 3 credits – effective summer 2013 – Candace Croft.

From the May 10, 2012 Graduate Council minutes: “Proposed course description: DEL 7XXX Virtual Team and Project Management covers current issues, emerging trends, and best practices in managing virtual teams and projects. Content will include topics such as optimal team composition, virtual team development, communicating and leading virtually, performance management, project management charters, work breakdown structure, planning, budget, risk management, scheduling, and control/evaluation. Students will demonstrate mastery of course content utilizing their actual contextual settings and case studies/scenarios.

Candace Croft was present to answer questions. The developer, Keith Smith, was present by phone. Keith went over the course content and plans to develop. David Van Buren pointed out that a similar course in Project Management already exists and asked if we really needed two courses. Bill Haskins responded that there is some overlap but the courses will address different audiences. The DEL course will not be available to PM students. Discussion ensued. Bill Haskins made a motion to approve for development, seconded by Sabina Burton. Motion passed.”

Candace Croft and course developer Keith Smith (by phone) were present to answer questions. Keith gave a brief overview of the course. Candace Croft mentioned that there is a sentence missing from the course description which should indicate that this course cannot be used toward a master’s degree in Project Management. The course description will be updated. Bill
Haskins, seconded by Jovan Hernandez, made a motion to approve. Rob Hasker suggested changes to the course description – in first sentence change “covers” to “discusses” – in the last sentence change “case studies/scenarios” to either one or the other but not both. Discussion ensued. Motion was voted on and passed; course was approved.

5. New course – second reading – DEL (Distance Education Leadership) 7110, Virtual Educational & Instructional Technology, 3 credits, effective spring 2013 – Candace Croft.

From the May 10, 2012 Graduate Council minutes: “Proposed course description: This course examines processes and systems for delivering learning instruction in a virtual environment based on scientific research. The course explores theories of how people learn, instructional technology tools, issues in educational and instructional technology, technology literacy, the evaluation of technology resources, and content/learning management systems.

Candace Croft presented and answered questions. This will be a core course. Sabina Burton made a motion to approve for development, seconded by Karen Stinson. Motion passed.”

Candace Croft and Joan Miller were present to answer questions. Susan Hansen made a motion to approve, seconded by Cheryl Banachowski-Fuller. Motion passed and course was approved.

8. Information only – new course – DEL (Distance Education Leadership) 7980, Independent Study, 1-4 credits, effective spring 2013 – Candace Croft.

Catalog description: Independent Study is intended for students who wish to expand upon a distance education leadership topic or research a related topic not covered by existing curriculum. The amount of graduate credit allowed for independent study may not exceed a total of four credits except with the special permission of the student's advisor and the graduate dean. Approval must be secured from the department faculty member and the student's advisor before independent study courses are begun by completing a form available from the program staff. This form must include a description of the subject to be covered and must be submitted before registration will be approved.

This item was for information only; thus no action was taken.

Dr. Karen Stinson could not attend the meeting so items #9 and #10 were tabled until the October 18th meeting.

9. First reading – Teaching 7310 – being renamed from Educational Administration Practicum to Educational Administration Practicum 1 – credits being changed from 1-2 credits to 1 credit, effective spring 2013 – Karen Stinson.

Catalog description was - The Educational Administration program requires two one-credit practicums. The local school administrator or supervisor will work with the administrative candidate to design a series of events, activities, and experiences in the school setting as an administrator (monitoring students, conducting professional development, observing faculty, reviewing curriculum, creating and implementing schedules, leading parent and/or student conferences, and communicating with others in the community or on the school board). This course will provide administrative candidates the opportunity to deepen their understanding of educational administration issues and practices, and then critically evaluate their own skills based on their own reflection and the guided work of their mentors, the local school administrator, and the university supervisor. At least two written evaluations (initial, midterm, or final) from the onsite mentor/supervisor must be included in the candidate’s portfolio. At least one of the written evaluations must include the university supervisor, onsite supervisor, and candidate.

Catalog description effective spring 2013 - Educational Administration Practicum 1” – The local school administrator (school mentor) and the university supervisor (practicum coordinator) will work with the Ed Admin candidate for a minimum of 100 hours to design a series of events, activities, and experiences in the school setting as an administrator (i.e., monitoring students, conducting
professional development, observing faculty, reviewing curriculum, creating and implementing schedules, leading parent and/or student conferences, and communicating with others in the community or on the school board). This course will provide candidates the opportunity to deepen their understanding of educational administration issues and practices, and then critically evaluate their own skills based on their own reflection and the guided work of their mentors and the university supervisor. P: TCHG 7340 and TCHG 7360. Coreq: TCHG 7350.


Catalog description: The local school administrator (school mentor) and the university supervisor (practicum coordinator) will work with the Ed Admin candidate for a minimum of 200 hours to design a series of events, activities, and experiences in the school setting as an administrator (i.e., monitoring students, conducting professional development, observing faculty, reviewing curriculum, creating and implementing schedules, leading parent and/or student conferences, and communicating with others in the community or on the school board). This course will provide candidates the opportunity to deepen their understanding of educational administration issues and practices, and then critically evaluate their own skills based on their own reflection and the guided work of their mentors and the university supervisor. P: TCHG 7350, 7310, 7370, 7380. Co-Req: TCHG 7390.

11. Concerns about Minds@UW website quality – Rob Hasker.

From the May 10, 2012 Graduate Council minutes: “Rob Hasker was not present to address this item. It was tabled on a motion by Kimberly Tuescher and seconded by Christopher Hanegraaf, until the September 2012 Graduate Council meeting.”

Rob Hasker voiced concerns regarding the minds@uw website. This website is used to house the educational project, seminar papers and theses for the School of Graduate Studies. The site is hard to navigate and when using Google Chrome error message appear regarding duplicate headers. Subject and title are sometimes the same. He wondered who maintains this site. Discussion ensued. David Van Buren suggested inviting Zora Sampson to attend the next meeting. Dr. Van Buren will contact Zora. It was suggested that a list of questions (from Rob Hasker) be sent to Zora so that she will be prepared to answer questions/concerns at the meeting. David Van Buren indicated he might also put out an inquiry to the graduate deans at other UW institutions to see how they handle the research papers.

12. Defining full-time status for graduate students – David Van Buren.

David Van Buren asked for one-two volunteers to work with him on redefining what constitutes full time. This would mostly concern on-campus and international students in regards to visas. Now nine credits is full time during fall and spring semesters and five credits in summer sessions. Other UW institutions have different rules. For graduate assistantships we require the student register for 8 or more credits; most other UW schools use six credits. Discussion ensued. Financial aid and veterans benefits were discussed. Jovan Hernandez pointed out that Counseling Psychology students carrying practicum credits should also be considered. Rob Hasker volunteered for the project. Dr. Van Buren will ask Dr. Stinson to also join.

The Request for Admission to the Graduate Faculty Subcommittee met at 2:30 p.m. today. Present were Cheryl Banachowski-Fuller, Barb Barnet and David Van Buren. Representing the subcommittee Cheryl Banachowski-Fuller made a motion to approve all those listed in items #13, #14 and #15. Motion was seconded by Wendy Brooke and approved.

13. Request for admission to the Graduate Faculty – provisional membership – one year –
• Mary Lynn Neuhaus, Distance Education – beginning fall 2012 and expiring end of summer 2013.
  o COMMNCTN (Communication Technologies) 5010, Business Communication. NOTE: subject area will be MEDIA (Media Studies) beginning spring 2013.

14. Request for admission to the Graduate Faculty – provisional membership – three years –
• Candace Croft, Distance Education – beginning summer 2013 and expiring spring 2016.
  o DEL (Distance Education Leadership) 7610, Virtual Team and Project Management. NOTE: this course is up for final approval on this agenda.
• Penny Lorenzo, Distance Education – beginning spring 2013 and expiring end of fall 2016.
  o DEL (Distance Education Leadership) 7410, Education Policy, Law, and Ethics in the Virtual Environment. NOTE: this course is up for final approval on this agenda.
  o DEL (Distance Education Leadership) 7210, Acad Admin in the VE. NOTE: this is not an approved graduate course. No syllabus submitted.
  o DEL (Distance Education Leadership) 7640, Talent Dev in VE. NOTE: this is not an approved graduate course. No syllabus submitted.
• Terrence Metzer, Distance Education – beginning fall 2012 and expiring end of summer 2015.
  o BUSADMIN (Business Administration) 5650, International Financial Management.
• Jane Bravo Novak, Distance Education – beginning spring 2013 and expiring end of summer 2016.
  o DEL (Distance Education Leadership) 7110, Virtual Educational and Instructional Technology. NOTE: this course is up for final approval on this agenda.
• Jamison Rutshoven – School of Education, on campus – beginning fall 2012 and expiring end of summer 2015.
  o TEACHING 6020, Educational Media Technology.
• Keith Smith, Distance Education – beginning summer 2013 and expiring end of spring 2016.
  o DEL (Distance Education Leadership) 7610, Virtual Team and Project Management. NOTE: this course is up for final approval on this agenda.

15. Request for admission to the Graduate Faculty – associate membership –
• Marvee Marr, Business and Accounting – beginning fall 2012 and expiring end of summer 2015.

16. Other business – None.

Meeting was adjourned at 4:00 p.m. on a motion by Bill Haskins and seconded by Rob Hasker.

Information only –

1. 2012-2013 Assessment Report Schedule:
• 2012
  o September 20 – None
  o October 18 – Criminal Justice – Cheryl Banachowski-Fuller
  o November 15 – Distance Education Leadership – Candace Croft
  o December 13 – Project Management – Bill Haskins
• 2013
  o January 31 – Engineering, Jill Clough
  o And Integrated Supply Chain Management – David Heimerdinger
  o February 21 – Master of Science in Education – Karen Stinson
  o March 21 – Computer Science – Rob Hasker
  o April 18 – Counseling Psychology – Jovan Hernandez
  o May 9 – Organizational Change Leadership – Elizabeth Lucas
• Basic questions:
  o A. What evidence do you have that students achieve your stated learning outcomes?
  o B. What have you learned as a result?
  o C. Document specific changes that have resulted from your assessment efforts.

2. Subject area Communication Technologies was changed to Media Studies effective spring 2013 – the following courses had their subject area updated –

• 5010, Business Communication.
• 5800, Meeting and Event Management.
• 7330, Organizational Communication.
• 7980, Independent Study in Media Studies. NOTE: title was also changed from Independent Study in Communication to Independent Study in Media Studies.
• 7990, Thesis Research.

3. ACCTING (Accounting) 7210, Applied Accounting – course description change effective fall 2012 –

• WAS - The Applied Accounting program is designed to provide you with the necessary skills to provide entry level accounting support. In addition to developing basic accounting and computer skills, the course includes areas in general business practices. While the program highlights accounting topics, emphasis will also be placed on: mathematics, business management, communication, records management and business software.
• NOW - The Applied Accounting course is designed to provide you with the necessary skills to provide entry-level accounting support. In addition to developing basic accounting skills, the course will enhance knowledge of general business practices.

4. Permission to develop administratively given by Dr. David Van Buren –

• BUSADMIN (Business Administration) 7300, Conflict Resolution and Negotiation, 3 credits, effective fall 2012. This course will be part of elective credits for the Organizational Change Leadership program. Course description and prerequisite: Examines the nature of conflict as it occurs in organizations, how conflict can function both destructively and constructively in that context, and the history of how conflict has traditionally been viewed and managed in organizational contexts. Also, it considers the theory underlying the creation of integrated conflict management systems in organizations, the nature of such systems and how they are developed, designed and evaluated. BSAD 7330-Intro to Organizational Change Leadership.
• BUSADMIN (Business Administration) 7400, Creative Problem Solving, 3 credits, effective fall 2012. This course will be part of elective credits for the Organizational Change Leadership program. Course description and prerequisite: In this course, you develop your skills as a critical thinker and problem solver. You learn to leverage your personal thinking preferences using tools and techniques. The Creative Problem Solving course is a series of ready to deliver modules that will give you a basic framework for problem-solving and decision-making in today’s business environment. BSAD 7330-Intro to Organizational Change Leadership.

5. Request for admission to the Graduate Faculty – provisional membership – one year – administratively approved by Dr. David Van Buren –

• Tabitha Bartelme – School of Education, on campus – beginning fall 2012 and expiring end of summer 2013.
  o COUNSPSY (Counseling Psychology) 7230, Family and Couples Counseling.
- TEACHING 6530E, Current Topics in Education: Applied Behavior Analysis (Core Requirement).
- TEACHING 6530E, Current Topics in Education: Research Design and Ethics for Behavior Analysts.
- TEACHING 6530E, Current Topics in Education: Supervised Field Work (Core Requirement).
- TEACHING 6530E, Current Topics in Education: Behavior Management.
- TEACHING 6530E, Current Topics in Education: Instructional Design for Developmentally Disabled and Autistic Individuals.

**Tracy Blahnik** – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2013.

**Doug Buehl** – School of Education, Continuing Education – beginning fall 2012 and expiring end of summer 2013.
- TEACHING 6530E, Current Topics in Education: SOW, GROW, LEARN: - Content Area Literacy Strategies.

**Scarff Downing** – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2013.
- TEACHING 6530E, Current Topics in Education: Designing and Delivering Professional Development Events That Promote Student Success.
- TEACHING 6530E, Current Topics in Education: Strategies for Empowering Students to Become Active, Responsible Learners.

- TEACHING 6530E, Current Topics in Education: Applied Behavior Analysis (Core Requirement).
- TEACHING 6530E, Current Topics in Education: Research Design and Ethics for Behavior Analysts.
- TEACHING 6530E, Current Topics in Education: Supervised Field Work (Core Requirement).

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- TEACHING 6530E, Current Topics in Education: Research Design and Ethics for Behavior Analysts.
- TEACHING 6530E, Current Topics in Education: Supervised Field Work (Core Requirement).
• Matthew Welch – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2013.
  o TEACHING 6530E, Current Topics in Education: Applied Behavior Analysis (Core Requirement).
  o TEACHING 6530E, Current Topics in Education: Research Design and Ethics for Behavior Analysts.
  o TEACHING 6530E, Current Topics in Education: Supervised Field Work (Core Requirement).

6. Request for admission to the Graduate Faculty – provisional membership – three years – administratively approved by Dr. David Van Buren –
• Maria Banuelos – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Guidance and Counseling for Technical College Instructors.
• Pamela Bernards – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Reading & Writing in Content Area.
• Valerie Bielinski - School of Education, continuing education – beginning fall 2012 and expiring end of summer 2015.
  o TEACHING 6530E, Current Topics in Education: Educational Evaluation for Technical College Instructors.
• Duane Ford – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Advanced Bricklaying Exploratory Course for Educators.
• Suzanne Ghrist-Priebe – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Educational Psychology.
• Marian Maciej-Hiner – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Community Leadership.
• Sandra Parks – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Teaching Methods.
• David Smith – School of Education, Continuing Education – beginning summer 2012 and expiring end of spring 2015.
  o TEACHING 6530E, Current Topics in Education: Wisconsin Wood Fire Workshop with Optional Kiln Firing.
• Nancy Welch – School of Education, on campus – beginning fall 2012 and expiring end of summer 2015.
  o TEACHING 7610, Portfolio Development and Competency Review.
• Nancy Woodward – School of Education, Continuing Education, beginning fall 2012 and expiring end of summer 2015.
  o TEACHING 6530E, Current Topics in Education: Educational Psychology.
  o TEACHING 6530E, Current Topics in Education: Guidance and Counseling for Technical College Instructors.

7. Request for admission to the Graduate Faculty – associate membership – administratively approved by Dr. David Van Buren –
• Yu-Ting Su – School of Education, on campus – beginning fall 2012 and expiring end of summer 2015.
Graduate Council 2012-2013 Meeting Schedule

Fall 2012
September 20, 2012
October 18, 2012
November 15, 2012
December 13, 2012

Spring 2013
January 31, 2013
February 21, 2013
March 21, 2013
April 18, 2013
May 9, 2013

Subcommittee meets 2:30-3:00 p.m. in 2007 Ullsvik.
Grad Council meets 3:00-5:00 p.m. in 2007 Ullsvik.

GRADUATE COUNCIL MEMBERSHIP 2012-2013

PROGRAM AREAS:

Computer Science
Rob Hasker – graduate program
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Criminal Justice
Cheryl Banachowski-Fuller – graduate program
Distance Education Leadership
Candace Croft - Graduate program
Engineering
Jill Clough – graduate program
Integrated Supply Chain Management
David Heimerdinger – graduate program
Master of Science in Education
Karen Stinson – graduate program
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Susan Hansen – elected faculty (term expires end of 2014 summer session)
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John Berg – Information Services
Dawn Drake – Director of the Distance Learning Center