The Graduate Council met Thursday, October 18, 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
- **Engineering**
  - Jill Clough – graduate program
- **Integrated Supply Chain Management**
  - David Heimerdinger – graduate program
- **Master of Science in Education**
  - Karen Stinson – graduate program
- **Organizational Change Leadership**
  - Elizabeth Lucas (Christine Storlie will be filling in while Elizabeth is on maternity leave) – graduate program
- **Project Management**
  - Melissa Gavin for 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)

**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 – Zora Sampson.

Chair Barb Barnet 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
Minutes –

1. Approval of the minutes from the September 20, 2012 meeting.

Minutes were approved on a motion by Susan Hansen and seconded by Karen Stinson.

17a. Approval for Melissa Gavin – provisional membership – graduate faculty –

Subcommittee member Jill Clough, seconded by Wendy Brooke, made a motion to approve Melissa Gavin for a one year provisional membership on the Graduate Faculty. Motion passed unanimously.

2. Concerns about Minds@UW website quality – Zora Sampson and 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.”

From the September 20, 2012 Graduate Council minutes: “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.”

Rob Hasker met with Zora Sampson after the September 20, 2012 meeting. They are recommending the following:

- The program name (or similar name) be included in the list of keywords for each thesis.
- We add a list of keywords (for additional keywords beyond the program name) to the document submission form so that students suggest (with the help of the advisor) the subject list to be used for submitted documents. The librarian could adjust this list to conform to their standards, but would use it as a starting point for filing the document. (I use the term "keywords" because that's traditional in CS circles; I believe you use the term "subject list").
- A request would be made to Minds@UW to correct how documents are retrieved so that the retrieved documents compatible with browsers such as Google Chrome.

Rob Hasker and Zora Sampson were present. They went through what they’d learned from the Minds website.

John Berg suggested that the paper author and/or the paper advisor could provide some keywords at the time of submission for deposit in the Karrmann Library. The Karrmann Library would also process the paper with keyword and descriptors.

Zora Sampson indicated that this had been discussed recently at the Information Technology Management Conference (ITMC). Minds was set up as a preservation site. It is now outmoded. There have been money cuts from the budget for digital preservation. Minds is currently being updated.

David Van Buren asked for a recommendation on what to do. Should the student/advisor provide descriptor keywords? Should there be a sunset clause to revisit. Discussion ensued.
Rob Hasker made a motion to change the thesis, seminar paper and educational project approval pages to include suggested content descriptor keywords and to set a time to revisit this subject in one year. Motion was seconded by Cheryl Banachowski-Fuller. **Motion passed unanimously.**

3. **First reading – Teaching 73107400 – 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.** **NOTE: this item was tabled at the September 20, 2012 meeting.**

   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.

Karen Stinson presented and answered questions. Karen indicated that there was a need to separate the two practicums into practicum one and practicum two.

Rob Hasker wondered if the course number shouldn't be higher than the prerequisites. Discussion ensued. It was decided to find higher numbers for 7310 and 7320. (NOTE: after discussion with Dr. Stinson we are going with Teaching 7400 instead of 7310; and 7410 instead of 7320. Linda Jamieson.) This item was for **information only** and Teaching 7310 will be will be renumbered, renamed and credits changed to Teaching 7400, Educational Administration Practicum 1, 1 credit, effective spring 2013.

4. **First reading – new course – Teaching 73207410, Educational Administration Practicum 2, 1 credit, effective spring 2013 – Karen Stinson.** **NOTE: this item was tabled at the September 20, 2012 meeting.**

   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

(NOTE: after discussion with Dr. Stinson we are going with Teaching 7400 instead of 7310; and 7410 instead of 7320. Linda Jamieson.)

Karen Stinson presented and answered questions. Second reading for this course will be at the November 15th meeting.


From the March 15, 2012 Graduate Council minutes: “Permission to develop – first reading – ISCM (Integrated Supply Chain Management) 7700, Customer Relationship Management, 3 credits, effective spring 2013 – Wendy Brooke. New course justification: This course will serve as one of the core courses for the Integrated Supply Chain Master’s program. Further details to be submitted at time of request to approve course. Catalog description: Customer Relationship Management (CRM) is neither a concept, nor a project. Instead, it’s a business strategy that aims to understand, anticipate and manage the needs of an organization’s current and potential customers. This course will introduce critical concepts and methods such as customer value, customer asset value, CRM vision and strategy. P: graduate standing – further to be determined. Wendy Brooke presented the course and answered questions. She indicated this would be a foundation course for the ISCM program. It will be developed over summer 2012 and will be brought back during fall 2012 for a second reading. Bill Haskins made a motion to approve permission to develop, seconded by Kimberly Tuescher. Motion passed.”

David Heimerdinger, ISCM coordinator, indicated after the September 20th Graduate Council meeting that they were remiss in not getting this on the agenda for a second reading. Because ISCM had a deadline of October 1st to have the information for registration, they requested an electronic poll for approval for the course.

Catalog description: Customer Relationship Management (CRM) is a business strategy that aims to understand, anticipate and manage the needs of an organization’s current and potential customers. This course will introduce critical concepts and methods such as customer value, customer asset value, CRM vision and strategy. P: ISCM 7100. A motion to suspend the rules was made by Candace Croft and seconded by Bill Haskins. Motion passed.

Course was approved by electronic vote. Tally of votes was: yes = 10; no response = 3.

This item is for information only.

6. New course – permission to develop – DEL (Distance Education Leadership) 7120, Academic Administration in the Virtual Environment, core course, 3 credits, beginning summer 2013 – Candace Croft.

Catalog description: Students in this course will examine administrative issues with an academic team of faculty/staff. Topics include course scheduling, teacher/student absences, time and labor reporting, vacation/holiday planning, tracking course attendance and grades, student academic progress, student drops, tracking online teaching, faculty tenure, faculty/staff meetings, academic calendars, and faculty files and documentation.

Candace Croft presented and answered questions. Permission to develop was approved on a motion by Rob Hasker and seconded by David Heimerdinger.

7. New course – permission to develop – DEL (Distance Education Leadership) 7720, Student Recruitment in Virtual Education, elective course, 3 credits, beginning fall 2013 – Candace Croft.
Catalog description: This course examines processes and systems for developing student recruitment in and for a virtual environment. The course will identify and examine the type of students most likely to benefit and succeed in a virtual environment while exploring the most effective and ethical recruiting techniques. The course will teach the development of a marketing plan to remain adaptable to an ever changing virtual environment.

Candace Croft presented and answered questions. Permission to develop was approved on a motion by Wendy Brooke and seconded by Susan Hansen.

8. New course – permission to develop – DEL (Distance Education Leadership) 7310, Operations Administration in the Virtual Environment, core course, 3 credits, beginning fall 2013– Candace Croft.

Catalog description: Students will explore issues related to the effective management of various operational units within the virtual environment, including student recruitment, registration, financial aid, student accounts, and advising/support. Emphasis will be given to the development of seamless processes among departments, as well as scalable policies and procedures. The course will also integrate concepts in the management of key organizational resources—human, technological, and financial—in fulfilling strategic and operational goals.

Candace Croft presented and answered questions. Permission to develop was approved on a motion by Cheryl Banachowski-Fuller and seconded by Wendy Brooke.

9. New course – permission to develop – DEL (Distance Education Leadership) 7640, Talent Development in Virtual Education, elective course, 3 credits, beginning fall 2013– Candace Croft.

Catalog description: Students in this course will examine the ever-changing cultural and technological environment of education as it relates to tools used by higher education administrators the tools to develop talent among their faculty/staff and provide relevant professional development opportunities. Course content will include technologies to master the craft of teaching, scaffolding practices, professional needs assessment and goal setting, continuous performance appraisals, and various professional development activities, such as peer review/mentoring, teaching circles, best practice share sites, and online conferences.

Candace Croft presented and answered questions. Permission to develop was approved on a motion by Rob Hasker and seconded by Cheryl Banachowski-Fuller.

10. New course – permission to develop – DEL (Distance Education Leadership) 7740, Student Services in Virtual Education, elective course, 3 credits, beginning fall 2013– Candace Croft.

Catalog description: This course examines the structure and administration of various student services in the virtual environment, including advising, special accommodations, registrar functions, library services, student clubs and campus events, and an online bookstore.

Candace Croft presented and answered questions. Permission to develop was approved on a motion by David Heimerdinger and seconded by Susan Hansen.

11. New course – new course – first reading – DEL (Distance Education Leadership) 7940, Special Topics in Distance Education Leadership, 1-3 credits, effective spring 2013– Candace Croft.

Catalog description: Designed to present to students specialized topics in the field of distance education leadership depending upon interest of students and approval of staff.
Susan Hansen, seconded by Rob Hasker, made a motion to waive the second reading and approve the course. **Motion passed unanimously.**

12. **New course – permission to develop – DEL (Distance Education Leadership) 7950, Research, Assessment and Analytics in Virtual Education, elective course, 3 credits, beginning fall 2013– Candace Croft.**

    Catalog description: This course examines concepts in conducting, interpreting, and evaluating virtual education, including both quantitative and qualitative methods, data collection methods, metrics, dashboards, narrative inquiry, interpretive analysis, and ethics issues.

    Candace Croft presented and answered questions. Permission to develop was **approved** on a motion by Rob Hasker and seconded by Cheryl Banachowski-Fuller.

13. **Commencement Ceremony Banner for the School of Graduate Studies – David Van Buren.**

    David Van Buren explained that smaller banners were developed for the commencement ceremony; one for each college and the School of Graduate Studies. A decision is needed on the wording. Discussion ensued. Cheryl Banachowski-Fuller, seconded by Rob Hasker, made a motion to approve the small commencement ceremony banner titled “GRAD”. **Motion passed unanimously.**

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

    From the minutes of the September 20, 2012 Graduate Council meeting: “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.”

    David Van Buren asked that this item be **tabled** until the November 15\textsuperscript{th} meeting.

15. **Criminal Justice Assessment Report – Cheryl Banachowski-Fuller.**

    Cheryl Banachowski-Fuller handed out copies of the Criminal Justice assessment report. She went through the report with the members and answered questions. This item is for **information only.**

16. **Should developers of graduate courses be considered by the Graduate Council for graduate faculty status when the course developer is not the teacher of the class? – David Van Buren.**

    David Van Buren opened the question up for discussion. Discussion ensued. Susan Hansen commented that usually a developer also teaches the course. She thought it seemed logical that to develop they should be approved for graduate faculty status. Candace Croft remarked that having someone develop the course and then not be approved to teach the course would be a bad situation.

    David Van Buren asked whether the council members wanted to use the same form to approve developers as currently used to approve faculty. Discussion ensued. Susan Hansen made a motion to require developers be admitted to the Graduate Faculty on at least a provisional membership. Motion was seconded by Rob Hasker. **Motion passed unanimously.**
The Request for Admission to the Graduate Faculty Subcommittee met at 2:30 p.m. today. Present were Wendy Brooke, Susan Hansen and David Van Buren.

17. Request for admission to the Graduate Faculty – provisional membership – one year –

- **Melissa Gavin** – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of summer 2013.
  - COMMNCTN (Communication Technologies) 5010, Business Communication.
- **Cindy Leverenz** – Continuing Education – beginning fall 2012 and expiring end of summer 2013.
  - TEACHING 6530E, Current Topics in Education: Effective Online Facilitation.
- **John Neal** – Distance Education Leadership Online – beginning fall 2013 and expiring end of summer 2014.
  - DEL (Distance Education Leadership) 7310, Operations Administration in the Virtual Environment. (NOTE: this is not an approved graduate course – John Neal is the developer for DEL 7310 and may be the instructor in the future.)
- **Jason Wilebski** – Distance Education Leadership Online – beginning fall 2013 and expiring end of summer 2014.
  - DEL (Distance Education Leadership) 7720, Student Recruitment in Virtual Education. (NOTE: this is not an approved graduate course – Jason Wilebski is the developer for DEL 7720 and may be the instructor in the future.)

Jill Clough, seconded by Cheryl Banachowski-Fuller, made a motion to move David Ciemnoczolowski’s request from provisional three years to provisional one year and to approve Cindy Leverenz, John Neal, Jason Wilebski and David Ciemnoczolowski for provisional membership, one year. **Motion passed.**

18. Request for admission to the Graduate Faculty – provisional membership – three years –

- **Carlos Aranda** – School of Education, Adult Education – beginning spring 2013 and expiring end of fall 2015.
  - TEACHING 7880, Graduate Practicum in Teaching.
- **Tessa Campbell** – Continuing Education – beginning fall 2012 and expiring end of spring 2015.
  - TEACHING 6530E, Current Topics in Education: Curriculum and Course Construction.
- **David Ciemnoczolowski** – Engineering Online – beginning fall 2012 and expiring end of spring 2015.
  - ENGRG (Engineering) 7830, Advanced Cost and Value Analysis.
- **Troy Cobb** – School of Education, Adult Education – beginning spring 2013 and expiring end of fall 2015.
  - TEACHING 7880, Graduate Practicum in Teaching.
- **Misty Lemon-Rogers** – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of spring 2015.
  - BUSADMIN (Business Administration) 7330, Organizational Change Leadership.
- **John Mutschler** – Continuing Education – beginning fall 2012 and expiring end of spring 2015.
  - TEACHING 6530E, Current Topics in Education: Mount Horeb Staff Directed Professional Study – Fall 2012.
- **Mary Cheryl (Sherry) Nevins** – School of Education – beginning spring 2013 and expiring end of fall 2015.
  - COUNSPSY (Counseling Psychology) 7140, Student Services in Higher Education.
- **Jerold Schuetz** – Criminal Justice Online – beginning fall 2012 and expiring end of spring 2015.
  - CRIMLJUS (Criminal Justice) 7120, Policing in a Democratic Society.
  - CRIMLJUS (Criminal Justice) 7530, Criminal Justice Administration.
- Caryn Stanley – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of spring 2015.
  - BUSADMIN (Business Administration) 5530, Organizational Behavior.
  - BUSADMIN (Business Administration) 5030, Human Resources Management.
  - BUSADMIN (Business Administration) 5340, Management, Gender and Race.

Wendy Brooke, seconded by Cheryl Banachowski-Fuller, made a motion to approve Carlos Aranda, Tessa Campbell, Troy Cobb, Misty Lemon-Rogers, John Mutschler, Mary Cheryl Nevins, Jerold Schuetz and Caryn Stanley for provisional membership, three years. **Motion passed.**

19. **Request for admission to the Graduate Faculty – associate membership –**
- Leslie Hollingsworth – Business and Accounting, On Campus and Distance Education – beginning fall 2012 and expiring end of spring 2015.
- Lindsay Hollingsworth – School of Education – beginning fall 2012 and expiring end of spring 2015.
- Brian Johnson – Criminal Justice Online – beginning fall 2012 and expiring end of spring 2015.
- Timothy Strait – Business and Accounting – beginning fall 2012 and expiring end of spring 2015.

Wendy Brooke, seconded by Cheryl Banachowski-Fuller, made a motion to move John Borke from a request for full membership to a request for associate membership and to approve Leslie Hollingsworth, Lindsay Hollingsworth, Brian Johnson, Timothy Strait, Barbara Westfall, and John Borke for associate membership. **Motion passed.**

20. **Request for admission to the Graduate Faculty – full membership –**
- John Borke – Business and Accounting, On Campus and Distance Education.
- Daniel Leitch – School of Education.

Jill Clough, seconded by Karen Stinson, made a motion to approve Daniel Leitch for full membership. **Motion passed.**

21. **Other business – None.**

Motion to adjourn made by Cheryl Banachowski-Fuller and seconded by David Heimerdinger. Motion passed. Meeting was adjourned at 4:03 p.m.

**Information only –**

1. **2012-2013 Assessment Report Schedule:**
   - 2012
     - September 20 – None
     - October 18 – Criminal Justice – Cheryl Banachowski-Fuller
     - November 15 – Distance Education Leadership – Candace Croft
     - December 13 – Project Management – Bill Haskins
   - 2013
     - January 31 – Engineering, Jill Clough
     - And Integrated Supply Chain Management – David Heimerdinger
     - February 21 – Master of Science in Education – Karen Stinson
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. Revised course description for BUSADMIN (Business Administration) 7400, **Creative Problem Solving**

The Creative Problem Solving course will provide you with a basic framework for creative problem-solving and decision making in today’s business environment. This class will build your self-analysis skills in the creative problem solving process by introducing you to the techniques and tools used by successful managers. After completing this class, you will be able to analyze the situation and choose the best approach to drive the creative problem solving process in an organizational setting.

3. CRIMLJUS (Criminal Justice) 6130, **Police Community Relations** – discontinued effective December 31, 2012. No graduate registration for more than 3 years.

Graduate Council 2012-2013 Meeting Schedule

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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
- Counseling Psychology
- Criminal Justice
- Distance Education Leadership
- Engineering
- Integrated Supply Chain Management
- Master of Science in Education
- Organizational Change Leadership
- Project Management
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Elizabeth Lucas (Christine Storlie will be filling in while Elizabeth is on maternity leave) – graduate program
D. William Haskins – graduate program
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