The Graduate Council met Thursday, November 15, 2012 in 2007 Ullsvik Hall.

**Members Present:**

**PROGRAM AREAS:**

**Computer Science**
- Rob Hasker – graduate program

**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**
- 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 – William Achia.

Barb Barnet opened the meeting at 3:02 p.m.

**Minutes** –

1. **Approval of the minutes from the October 18, 2012 meeting.**

   (NOTE: typing correction – motion for item 19 should have read: “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, Kun Tian, Barbara Westfall, and John Borke for associate membership. Motion passed.” – Linda Jamieson.)

   Minutes were approved on a motion by Bill Haskins and seconded by Cheryl Banachowski-Fuller.
2. Second 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.

   From the October 18, 2012 Graduate Council minutes: “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. (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.”

   Karen Stinson was present to answer questions. Motion to approve by Rob Hasker and Cheryl Banachowski-Fuller. Motion passed.

3. First reading – permission to develop – ISCM (Integrated Supply Chain Management) 7210, Supply Chain Sustainability, 3 credits, effective fall 2013 – Wendy Brooke.

   Course description - This course aims to provide students with an understanding of the sustainability challenges and opportunities facing supply chains today. Sustainable business practices are defined as those which consume resources and deliver products or services in a way that meets “the needs of the present without compromising the ability of future generations to meet their own needs. We will look at some of the factors that are contributing to the adoption of sustainability strategies, such as legislations that are penalizing negative environmental and social impacts, and society’s expectations of business in terms of health, human rights, and the environment. The supply chains today cannot be concerned only with creating shareholder value; their performance is also measured in terms of social, environmental and economic impact. (subject to addition and change as course is further developed) P: ISCM 7100.

   Wendy Brooke presented and answered questions. Wendy remarked that the seven courses with requests to develop will not all be developed at the same time but in a staggered schedule. They will probably develop three in the next year.

   Rob Hasker asked for a brief outline of how the courses fit together. Council went to the Distance Education Learning web page and reviewed the degree requirements and how the courses for the ISCM program were listed.

   Motion to approve for development was made by Rob Hasker and seconded by Susan Hansen. Motion passed.


   Catalog description - This course focuses on analyzing various operational activities such as Production scheduling; Inventory planning. Supply Chain Network modeling, Demand Forecasting, Transshipment problems, Location decision analysis and Project management. The course will develop analytical and evaluative skills through problems, cases and examples that fully utilize Excel’s functionalities. (Subject to addition and change as course is further developed). P: ENGRG 7820 Quality Engineering and Management.

   William Achia presented and answered questions. Reviewed the proposed course content.

   Susan Hansen asked what the difference was between this proposed course and BUSADMIN (Business Administration) 7110, Managerial Decision Analysis. David Heimerdinger answered that the
proposed course would have a strict focus on supply chain management. Discussion ensued. It was decided that the two areas would meet and discuss the differences.

Susan Hansen made a motion to approve for development contingent upon the discussion outcome between the two areas. Christine Storlie seconded the motion and the motion passed.

5. First reading – permission to develop – ISCM (Integrated Supply Chain Management) 7410, Forecasting, 3 credits, effective fall 2013 – Wendy Brooke.

   Course description - This course introduces you to concepts and techniques related to matching supply with demand in manufacturing and service operations. The first part of the course will deal with various forecasting methodologies as tools for predicting demand. It will cover a variety of statistical forecasting methods that are applicable in many functional areas of business, including simple and multiple regression, exponential smoothing, seasonal decomposition, and ARIMA models. The focus will be on regression models and times series analysis. The emphasis will be on learning to apply these methods to real situations. We will also discuss some of the managerial issues surrounding the use of forecasting models in business and the challenges posed by recent dramatic developments in the U.S. and global economies. (subject to addition and change as course is further developed) P: ISCM 7100.

   Wendy Brooke presented and answered questions. She went over the proposed course content.

   Jill Clough asked what the difference was between this proposed course and ENGRG (Engineering) 7810, Advanced Production and Operations Analysis. Jill remarked the 7810 covers most of this content. Wendy Brooke responded the proposed course would focus on supply chain management.

   Cheryl Banachowski-Fuller made a motion to approve for development contingent upon the discussion outcome between the two areas. Jill Clough seconded the motion and the motion passed.


   Course description - This course covers the major facets of the import-export transactions and procedures required to do business overseas successfully. The focus is on practical applications, ranging from understanding the objectives of parties involved in importing and exporting to basics of letters of credit, packaging, and transporting shipments. The course will cover cross-cultural differences, role of banks and freight forwarders; foreign currency management; and documents used in international trade. (subject to addition and change as course is further developed) P: ISCM 7100.

   Wendy Brooke presented and answered questions. Wendy went over the proposed course content. Bill Haskins, seconded by Cheryl Banachowski-Fuller, made a motion to approve for development and the motion passed.

7. First reading – permission to develop – ISCM (Integrated Supply Chain Management) 7520, Warehouse and Distribution Management, 3 credits, effective fall 2103 – William Achia.

   Course description - This course provides students with an understanding of the concepts and theories that drive the effective management of an organization’s warehousing and distribution systems. The course will cover topics that include Warehousing Layout, Design & Configuration, Receiving, Delivery, Material Storage, as well as Distribution strategies, Distribution Network planning, Distribution ERP systems (WMS), System routing, Cross-dock, trucking & tracking. Lean Supply Systems: JIT/Push, Shipping and Transportation mechanisms. (Subject to addition and change as course is further developed). P: ISCM 6100.

   William Achia presented and answered questions. He went over the proposed course content. Bill Haskins asked about the pre-requisite being ISCM 6100. Wendy Brooke replied that it should be ISCM 7100, International Supply Chain Management. Susan Hansen made a motion to
approve for development, with the revised pre-requisite of 7100, seconded by Rob Hasker. Motion passed.

8. First reading – permission to develop – ISCM (Integrated Supply Chain Management) 7610, Outsourcing, 3 credits, effective fall 2103 – Wendy Brooke.

   Course description - This course will provide a historical perspective on outsourcing and offshoring, the marketplace, and the incentives for firms around the globe to tap into sourcing opportunities. It will examine the various sourcing arrangements available according to the nature of work outsourced. The geographical aspects in sourcing decisions, as well as examining certain vendor characteristics and desired core capabilities of the vendor. It will consider vendor selection strategy and outsourcing lifecycle from a client’s viewpoint. Finally it will review trends and emerging issues in the area of global sourcing, including reshoring. (subject to addition and change as course is further developed). P: ISCM 7100.

   Wendy Brooke presented and answered questions. She went over the proposed course content. Susan Hansen, seconded by Bill Haskins, made a motion to approve for development and the motion passed.


   Course description - This course provides students with an understanding of the fundamentals of inventory control, including asset inventory management inventory classifications, inventory records management, inventory forecasting, Material Requirements Planning, Inventory methodology, Physical Inventory (cycle counting) procedures, Order and Reorder points, Just In Time, Vendor Managed Inventory systems, RFID Inventory Tracking and Performance Evaluation of the Inventory Function. (Subject to addition and change as course is further developed). P: INDUSTDY 6950 Production Planning and Control.

   William Achia presented and answered questions. He went through the proposed course content. Rob Hasker, seconded by Cheryl Banachowski-Fuller, made a motion to approve for development and the motion passed.

10. For information only – new course – ISCM (Integrated Supply Chain Management) 7920, Seminar Paper Research, 3 credits, effective spring 2013 – David Heimerdinger.

    Catalog 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 supply chain management discipline. P: all coursework toward the degree must be completed prior to registering for 7920.

    David Heimerdinger indicated that students in the ISCM program are required to take one capstone course during their last semester. Their choices are: 1) ISCM 7840, Integrated Supply Chain Management Capstone, 2) ISCM 7920, Seminar Paper or 3) ISCM 7990, Thesis Research. A discussion was held on the difference between 7840 and 7920. David Heimerdinger explained 7840 would be a real world project.

    This item was for information only; thus no action was taken. Course will be created.

11. For information only – new course – ISCM (Integrated Supply Chain Management) 7940, Special Topics in Integrated Supply Chain Management, 1-3 credits, effective fall 2013 – David Heimerdinger.

    Catalog description - Designed to present to students specialized topics in the field of Integrated Supply Chain Management depending upon interest of students and approval of staff. P: ISCM 7100. This item was for information only; thus no action was taken. Course will be created.

    David Heimerdinger presented and answered questions.
12. For information only – new course – ISCM (Integrated Supply Chain Management) 7980, Independent Study in Integrated Supply Chain Management, 1-4 credits, effective fall 2013 – David Heimerdinger.

Catalog description - 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. P: ISCM 7100 and consent of instructor or department chair.

This item was for information only; thus no action was taken. Course will be created.

13. For information only – new course – ISCM (Integrated Supply Chain Management) 7840, Integrated Supply Chain Management Capstone, 3 credits, effective spring 2013 – David Heimerdinger.

Catalog description - This course draws on the concepts, theories and techniques, specifically emphasizing the role of the supply chain manager in implementing and accomplishing project plans and objectives. Students may draw on topics from their workplace or may choose from projects provided by companies in our local area requesting consulting services in developing feasibility studies and project proposals. Note that the ability to assign such a "real world" project depends on the availability of companies interested in such analyses at the time. P: Consent of instructor and all required foundation and core courses.

David Heimerdinger indicated that students in the ISCM program are required to take one capstone course during their last semester. Their choices are: 1) ISCM 7840, Integrated Supply Chain Management Capstone, 2) ISCM 7920, Seminar Paper or 3) ISCM 7990, Thesis Research. A discussion was held on the difference between 7840 and 7920. David Heimerdinger explained 7840 would be a real world project.

Motion to approve for development made by Cheryl Banachowski-Fuller and seconded by Rob Hasker. Motion passed.

14. For information only – new course – ISCM (Integrated Supply Chain Management) 7990, Thesis Research, 3 credits, effective fall 2013 – David Heimerdinger.

Catalog description - Completion and defense of a carefully delineated scholarly work advancing an original point of view as a result of research. The topic chosen must reflect the student's area of emphasis, if any, and must be approved by a thesis committee. P: INDUSTDY 7000 and completion of all other coursework.

David Heimerdinger indicated that students in the ISCM program are required to take one capstone course during their last semester. Their choices are: 1) ISCM 7840, Integrated Supply Chain Management Capstone, 2) ISCM 7920, Seminar Paper or 3) ISCM 7990, Thesis Research. A discussion was held on the difference between 7840 and 7920. David Heimerdinger explained 7840 would be a real world project.

This item was for information only; thus no action was taken. Course will be created.

15. 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.”

From the minutes of the October 18, 2012 Graduate Council meeting: “David Van Buren asked that this item be tabled until the November 15th meeting.”

The subcommittee, consisting of David Van Buren, Rob Hasker, Karen Stinson, Jovan Hernandez and Cheryl Banachowski-Fuller, met and prepared a definition proposal. David Van Buren and Rob Hasker went over the proposed definition of full-time status for graduate students:

For enrollment certification purposes, nine credits shall constitute a standard, full load during the fall and spring semesters and five credits during the summer session. Graduate students may enroll in undergraduate courses as part of their nine-credit minimum, but at least six credits must be at the graduate level. Six credits shall constitute a full-time load during the fall and spring semesters for students receiving an assistantship and for students enrolled in six or more credits of practicum. Three credits shall constitute a full-time load for students enrolled in a capstone experience such as Thesis, Seminar Paper Research, or Educational Project as long as the student is not enrolled in any other classes for the specified semester. The three-credit option cannot be applied for more than two semesters.

Full-time status for other purposes, such as financial aid, may be defined differently.

Discussion ensued and an effective semester of spring 2013 and some revision was decided upon:

For enrollment certification purposes, nine credits shall constitute a standard, full load during the fall and spring semesters and five credits during the summer session. Graduate students may enroll in undergraduate courses as part of their nine-credit minimum, but at least six credits must be at the graduate level. Six credits shall constitute a full-time load during the fall and spring semesters for students receiving an assistantship and for students enrolled in six or more credits of practicum. Three credits shall constitute a full-time load for students enrolled in a capstone experience such as Thesis, Seminar Paper Research, or Educational Project as long as the student is not enrolled in any other classes for the specified semester. The three-credit option cannot be applied for more than two semesters.

Full-time status for other purposes, such as financial aid, may be defined differently.

This was a first reading; the second reading will be at the December 13, 2012 meeting.

16. Distance Education Leadership Assessment Report – Candace Croft.

Candace Croft verbally gave a brief assessment report regarding the Distance Education Leadership. Since this is a fairly new program the report was brief and dealt more with future assessment. Item was for information only; thus no action was taken.


From the October 18, 2012 Graduate Council minutes: “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.”

Linda Jamieson has updated/revised the two manuals. These manuals are housed on the Karrmann Library web page http://www.uwplatt.edu/library/reference/gradstud.html.

David Heimerdinger made a motion to approve the revised manuals. Karen Stinson seconded the motion and the motion passed.

The Request for Admission to the Graduate Faculty Subcommittee met at 2:30 today. Present was David Van Buren and Candace Croft. They recommended that Travis Nelson be moved to
associate membership and approved. They recommended that Michael Murphy (one year provisional) and Patti Burgmeier, (three years provisional) be approved.

18. Request for admission to the Graduate Faculty – provisional membership – one year –
   - Michael Todd Murphy – Business and Accounting, Online – beginning spring 2013 and expiring end of fall 2013.
     - BUSADMIN (Business and Administration) 7400, Creating Problem Solving.

19. Request for admission to the Graduate Faculty – provisional membership – three years –
   - Patti Burgmeier – School of Education – beginning spring 2013 and expiring end of fall 2015.
     - COUNSPSY (Counseling Psychology) 7280, History, Philosophy and Organization in Higher Education.

Karen Stinson, seconded by David Heimerdinger, made a motion to approved Travis Nelson for associate membership and Michael Murphy for one year provisional membership. Motion passed.
Cheryl Banachowski-Fuller, seconded by Karen Stinson, made a motion to approve Patti Burgmeier for one year provisional membership. Motion passed.

20. Other business – none.

   Meeting adjourned at 3:50 p.m. on a motion by Karen Stinson and seconded by Cheryl Banachowski-Fuller.

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
     - March 21 – Computer Science – Rob Hasker
     - April 18 – Counseling Psychology – Jovan Hernandez
     - May 9 – Organizational Change Leadership – Elizabeth Lucas

   - 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. Admitted to candidacy – Linda Jamieson –

   NAME                  PROGRAM
   Reza Bahar             Adult Education
   Quincy Bufkin          Adult Education
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<td>Candace Coates</td>
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**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
Rob Hasker – graduate program
Counseling Psychology
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Criminal Justice
Cheryl Banachowski-Fuller – graduate program
Distance Education Leadership
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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