The Graduate Council met Thursday, December 13, 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

- **Integrated Supply Chain Management**
  - David Heimerdinger – graduate program

- **Master of Science in Education**
  - Karen Stinson – graduate program

- **Organizational Change Leadership**
  - Elizabeth Lucas – 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

Barb Barnet opened the meeting at 3:00 p.m.

**Minutes –**

1. **Approval of the minutes from the November 15, 2012 meeting.**

   The minutes were approved on a motion by Rob Hasker and seconded by Wendy Brooke.

   NOTE: items #2 and #3 were handled together.

2. **Permission to develop - BUSADMIN (Business Administration) 7500, Organizational Development, 3 credits, effective fall 2013 – Elizabeth Lucas.**

   Catalog description: Organizational Development (OD) is a conscious, planned process of developing an organization’s capabilities so that it can attain and sustain an optimum level of performance as measured by efficiency, effectiveness, and health. Through the process of OD, we attempt to bring about successful change efforts in individual employees, groups and teams, intergroups, and organizations as well. P: BUSADMIN 5530 Organizational Behavior & BUSADMIN 7330 Introduction to Organizational Change Leadership.
3. **Permission to develop - BUSADMIN (Business Administration) 7530, Organizational Theory, 3 credits, effective fall 2013 – Elizabeth Lucas.**

Catalog description: This course builds on the material covered in Organizational Behavior by introducing students to organizational theory and behavior from a policy and management perspective. The literature on organization theory addresses questions about the external environment within which organizations operate as well as the strategies and processes that are adopted by organizations in response to their environment. P: BUSADMIN 5530 Organizational Behavior & BUSADMIN 7330 Introduction to Organizational Change Leadership.

Elizabeth Lucas presented and answered questions. Discussion was held concerning the catalog description for 7500. Rob Hasker remarked that he doesn’t really describe the course. David Heimerdinger reminded them that this is for permission to develop and that the catalog description will evolve as the course is developed.

Regarding 7500 – Susan Hansen, seconded by Rob Hasker, made a motion to approve for development with a request that a revised course description be submitted for next month’s meeting. **Motion passed unanimously.**

Discussion was held regarding the 7530 catalog description. The line “The literature on organization theory address…” was changed to “The course addresses…”. Regarding 7530 – Rob Hasker, seconded by Karen Stinson, made a motion to approve for development with description rewrite. **Motion passed unanimously.**

4. **Permission to develop - DEL (Distance Education Leadership) 7510, Virtual Course Design and Management, 3 credits, effective spring 2014 – Jane Bravo Novak.**

Catalog description: This course examines design principles and strategies that are developed to increase e-learning, based on scientific theories of how people learn. Course design and course management processes are evaluated in relation to how they support or disrupt learning.

Susan Hansen presented and answered questions. Rob Hasker, seconded by Cheryl Banachowski-Fuller, made a motion to approve for development. **Motion passed.**

5. **Permission to develop - DEL (Distance Education Leadership) 7910, Critical Issues in Virtual Education, 3 credits, effective fall 2013 – Keith Smith & Candace Croft.**

Catalog description: This course will examine various specialized and timely issues facing educational administrators in the virtual environment, such as the changing face of technology, accreditation, and sociocultural and political perspectives that affect the delivery of education.

Susan Hansen presented and answered questions. Wendy Brooke, seconded by David Heimerdinger, made a motion to approve for development. **Motion passed.**

6. **Second reading - 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.”

From the minutes of the November 15, 2012 Graduate Council 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 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 Education or Capstone 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.”

Discussion was held and a revision was made:
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 of a capstone experience, such as Thesis, Seminar Paper Research, or Education or Capstone Project, shall also constitute a full-time load. This 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.

Rob Hasker, seconded by Karen Stinson, made a motion to approve policy with revision. Motion passed.

7. Graduate student funding for research and travel – Jovan Hernandez.

Jovan enquired on the possibility of monies being available for graduate student travel to seminars, conferences, etc. Could we possibly supply some monetary aid toward the expenses? Karen Stinson indicated that some funds are available for undergraduates but not graduates at this time. It was asked what amount would be reasonable to start with and would it be available only to on campus programs. Distance Learning courses are cost recovery. Discussion ensued. Karen Stinson suggested $5,000 to start with and that she would handle the paperwork.

8. Should on-campus graduate students continue to participate in the textbook rental program and continue to pay the additional segregated fees associated with textbook rentals? – David Van Buren.

David Van Buren brought up the discussion. Would there be an impact on enrollment? At this time Distance Learning students purchase their textbooks; also the Adult Education sections require the student to purchase their textbooks. Would Counseling Psychology, the Master of Science in
Education and Computer Science programs want to participate in requiring students to purchase their textbooks? The estimate is that textbook rental is around $40.00. Jovan Hernandez commented that sometimes students need textbooks from a previous class for their current class as reference. The future may involve electronic books. Discussion ensued. David Van Buren will report back that there was no objection to requiring graduate students to purchase their textbooks.


Bill Haskins handed out copies of his assessment report and went through the contents. He also answered any questions. Information only thus no action was taken.

The Request for Admission to the Graduate Faculty Subcommittee met at 2:30 p.m. today. Present was Rob Hasker, Susan Hansen and David Van Buren. Discussion was held regarding Alfonso Bucero. Several grammatical errors were noticed in his resume and wondered how he would do with an online course. Bill Haskins indicated that English is Alfonso’s second language. Rob Hasker asked if he has the background for this course. Bill Haskins responded that he has a risk management background but doesn’t know why it’s not in his resume.

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

  - PROJMG (Project Management) 7030, Project Risk Management.
  - PROJMG (Project Management) 7070, Program Management.
  - PROJMG (Project Management) 7070, Program Management.
  - ENGRG (Engineering) 7220, Dynamics of Structures.

Rob Hasker, seconded by Susan Hansen, made a motion to approve Alfonso Bucero, Allen Green, Gary Hamilton and Aaron Shelman. Motion passed.

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

  - PROJMG (Project Management) 7050, Project Procurement Management.
- Julie Pluemer – Continuing Education – beginning fall 2012 and expiring end of summer 2015.
  - TEACHING 6530E, Current Topics in Education: Southwest Wisconsin Business and Education Summit 2012.

It was noted that James Hartman’s resume indicates he received a degree from the University of Wisconsin but does not elaborate that it was earned from the University of Wisconsin-Platteville. Bill Haskins will ask James Hartman to update his resume for posting.

Susan Hansen, seconded by Rob Hasker, made a motion to approve James Hartman and Julie Pluemer. Motion passed.

12. Request for admission to the Graduate Faculty – associate membership –

Susan Hansen, seconded by Bill Haskins, made a motion to approve Todd Carothers and Thomas Collins. **Motion passed.**

**13. Other business –**

David Van Buren wished everyone a happy holiday.
Dawn Drake asked if there are any other segregated fees that are being considered for waiver. Not known.

Meeting was adjourned at 3:57 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
  - 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.

**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
- 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
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