The Graduate Council met Thursday, February 2, 2012 in 2007 Ullsvik Hall.

MEMBERS PRESENT:

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

- **Counselor Education**
  - Steve Benish for Kimberly Tuescher – graduate program
  - Jovan Hernandez – elected faculty (term expires end of 2012 summer session)

- **Criminal Justice**
  - Sabina Burton – elected faculty (term expires end of 2012 summer session)

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

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

- **Project Management**
  - D. William Haskins – graduate program
  - Scott Wright – elected faculty (term expires end of 2013 summer session)

- **At-Large Representatives**
  - Barb Barnet – elected faculty (term expires end of 2013 summer session)
  - Patricia Bromley – elected faculty (term expires end of 2012 summer session)

EX OFFICIO MEMBERS PRESENT:

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

Visitors Present – Wendy Brooke.

Chair Scott Ringgenberg opened the meeting at 3:00 p.m.

**Minutes –**

1. **Approval of the minutes from the December 15, 2011 meeting.**
   The minutes were approved on a motion by Bill Haskins and seconded by Sabina Burton.

2. **Course number change – Teaching 6310, Educational Administration Practicum, 1-3 credits – number changing to Teaching 7310, Educational Administration Practicum, 1-3 credits, effective summer 2012 – Karen Stinson.**
   - From the December 15, 2011 Graduate Council minutes: “Course title change and credit change – TEACHING 6310, name changing from Practicum to Educational Administration Practicum and credits changing from 3 credits to 1-3 credits effective summer 2012 – Karen Stinson.
     - Course description and prerequisites changing –
       - From - This course is designed for students who successfully completed the courses Issues in ELL Education, Second Language Acquisition Theories, and
Methods and Assessment of Teaching English Language Learners. It provides opportunities for teachers to reflect on their practice in light of theories of SLA and ELL teaching methods and assessment. The course provides for teachers a platform to critically evaluate their teaching skills and make improvement justified by current research literature. Throughout the practicum, students deepen their understanding in the ELL/SLA field by reading and researching English language learners-related professional articles. P: students have to be Wisconsin residents and hold a Wisconsin teaching license. TEACHING 7650, 7660 and 7670.

To – 6310 is designed to provide a supervised graduate practicum in educational administration. During a minimum of 200 hours of supervised on site work, candidates will demonstrate practical application of knowledge learned in educational administration courses including the co-requisite course, System 1 or System 2. An on-site administrator will serve as mentor/onsite supervisor and a university supervisor will be assigned. P: at a minimum TEACHING 7340, TEACHING 7350, TEACHING 7360 and concurrently TEACHING 7370.

Motion to approve. Conversation ensued. It was decided that this would be approved with the understanding that the number of the course will be changed at a later date.”

New catalog description from the course change form – Working with the school district administrator and/or mentor, provides practical experience working in a school setting as an administrator. This course provides administrative candidates the opportunity to deepen their understanding of educational administration issues and then critically evaluate their skills and make improvement based on their own reflection and their work with their mentor. P: Teaching 7340, Teaching 7360 and Teaching 7350.

Karen Stinson was present to answer questions. This is a capstone course. Course number change, title change and updated description were approved on a motion by Rob Hasker and seconded by Jovan Hernandez.


New course justification from submitted new course form: Elective course offering for students in the Mental Health track. Students in this track would benefit from special instruction in substance abuse and psychopharmacology to better serve their clients.

Catalog description from new course form: The course provides advanced levels of substance abuse counseling foci with emphasis on a strength-based perspective, including history and concepts of substance use and addiction, dependence, case formulation and assessment, developmental factors, diagnosis, biological interventions, treatment planning, and the complex interaction of culture and providing treatment for substance abuse.

From the minutes of the November 17, 2011 meeting: “Steve Benish presented and answered questions. He had a one sheet handout – missing page from syllabus. Steve went over the history and background for this course creation. Course is needed to cover licensure changes. Pat Bromley pointed out that Criminal Justice already has a psychopharmacology course and wondered if Steve had contacted them to check for overlap. Steve indicated he had not but would. Discussion ensued. Second reading for this course will be at the December 15, 2011 Graduate Council meeting.”

From the December 15, 2011 Graduate Council meeting minutes: “Agenda item was tabled until next meeting so that Dr. Benish would be available to respond to questions.”

Steven Benish was present to answer questions. Dr. Benish indicated that he had spoken with Criminal Justice and their course emphasis is different. Course was approved on a motion by Bill Haskins and seconded by Scott Wright.

4. New slash course – second reading – BUSADMIN (Business Administration) 6160, Purchasing Management, 3 credits, effective fall 2012 – David Heimerdinger or Wendy Brooke.
Justification for new course (from the new course form) – this course will serve as one of the core courses for the Integrated Supply Chain Management Master’s program.

Catalog description and prerequisite (from the new course form) – This course focuses on the managerial, administrative, strategic and tactical aspects of the purchasing function. Emphasis will be placed on the pertinent issues in purchasing management for both goods and services business sectors. The course will explore the managerial perspective of the core tasks and challenges required to effectively manage the purchasing function within the context of an integrated supply chain. P: BSAD 4100 or consent of instructor.

Course will be offer both online and face to face.

From the December 15, 2011 Graduate Council meeting minutes: “Wendy presented. Discussion ensued. Dr. Hasker voiced concern about the use of the term “philosophy” in the syllabus. Further discussion ensued. Wendy agreed to change the term. Further discussion ensued regarding the number of the course. The number should be changed to 6100 to reflect the 4100 prerequisite. Dr. Hasker motioned that this course be approved for planning with the stipulation that the prerequisite and course numbers be changed to reflect 4100/6100. Dr. Karen Stinson seconded. Motion approved.”

Wendy Brooke was present to answer questions. Wendy Brooke indicated that the syllabus had been updated and the term “philosophy” removed and the prerequisite for the course was now being listed as Business Administration 4100/6100. Course was approved on a motion by Rob Hasker and seconded by Karen Stinson.


New course justification (from form): Project Management’s governing standards body, PMI, has developed a new credential related to agile methods. Agile methodology education is in high demand, and agile techniques are widely used, especially among practitioners who run smaller projects that don’t require the extensive document trail used in traditional project management.

Catalog description and prerequisites (from form): Starting with an overview of Agile project management methodologies and theory, this course prepares students to evaluate projects, assess culture, and adapt agile methods to project management applications within the organization. Though some content is drawn from the software environment, this course is intended for a broad audience and is not specific to nor focused on software development. P: Project Management 7010 and Project Management 7020 or consent of program director.

From the December 15, 2011 Graduate Council meeting minutes: “Dr. Haskins presented. Discussion ensued. Dr. Tuescher commented that a grading rubric be included in the syllabus for the next reading. Dr. Hasker moved to approve first reading. Chris Hanegraaf seconded. Motion approved. Second reading will be at the February 2nd meeting.”

Bill Haskins was present to answer questions. Bill Haskins indicated that the presentation done at the December 15, 2011 Graduate Council meeting was for approval to develop. He indicated that a grading rubric will be included in the syllabus as suggested by Dr. Tuescher. Bill Haskins indicated that when the course is developed and ready for approval (second reading) he will contact Linda Jamieson and have it added to the next possible agenda.


Jill Clough presented her assessment report and answered questions. This item was for information only – thus no action was taken.

7. Grade of Incomplete – policy regarding – discussion – Scott Ringgenberg and Rob Hasker –

At the December 2011 Faculty Senate meeting the following policy was passed regarding incomplete grades: “Students enrolled in undergraduate courses, excluding those offered through the distant learning center, will have 6 months (26 weeks) from the end of the semester in which the
incomplete grade is given. At the discretion of the instructor, an extension of 6 additional months may be granted if the student makes the request for the extension before the initial 6 month deadline.”

Current graduate incomplete policy for campus-based courses (including Adult Education): “An Incomplete (I) may be given when a student fails to complete all requirements for the course during the semester of registration.

• An Incomplete given in any course except thesis research must be removed within six weeks of the beginning of the following term or the Incomplete will become a Failure (F). An extension of the six-week time limitation may be granted upon written request of the instructor of the course in which the Incomplete was given.

• An Incomplete given in thesis research will become a Failure (F) after one year if the thesis is not completed. Extension of the one-year time limitation may be requested by the student and approved by the thesis advisor for submission to the School of Graduate Studies. A student must re-register and pay tuition and fees for thesis research in which the Incomplete has been changed to an "F." The student must file a repeat card with the School of Graduate Studies Office.”

Current graduate incomplete policy for Distance Learning courses: “An Incomplete (I) may be given when a student fails to complete all requirements for the course during the semester of registration.

• If you are issued an "I," you will have a maximum of one year from the end of the term that the "I" was issued to complete the required assignments and/or tests for the course and submit them to the instructor for review. Your instructor will issue a grade based on the work submitted. Your instructor does have the option of shortening that time frame and may submit a final grade earlier than the deadline. You need to work closely with him/her to find out if an earlier deadline applies for you in a course. It is your responsibility to make sure that you submit all your work to your instructor by the deadline.

• Incompletes given in thesis research will become a Failure after one year if the thesis is not completed. An extension of the one-year time limitation may be requested by the student and approved by the thesis advisor for submission to the School of Graduate Studies. Students must re-register and pay tuition and fees for thesis research in which the incomplete has been changed to an "F." The student must file a repeat card with the School of Graduate Studies Office.

Rob Hasker described what happened at the Faculty Senate meeting and the change in undergraduate incomplete policy that was approved at that meeting. Dr. Van Buren explained how the Registrar’s Office was having difficulty monitoring the incompletes and this change will help with that difficulty. Discussion ensued. Scott Ringgenberg asked that the members go back and discuss whether they want to put forth a suggestion of change to the current incomplete policy used by the graduate level. Members should bring their thoughts and suggestions to the next Graduate Council meeting.

The Request for Admission to Graduate Faculty Subcommittee met today at 2:30 p.m. Present were Sabina Burton, Scott Ringgenberg and David Van Buren.

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

• Dedra Tentis – Criminal Justice program.

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

• Laurie Heimsoth – School of Education, on campus – beginning spring 2012 and expiring end of fall 2014.
  o TEACHING 6730, Working with Families of Children with Disabilities.
• **John Pluemer** – School of Education, Continuing Education – beginning spring 2012 and expiring end of fall 2014.
  o TEACHING 6530E, Current Topics in Education: Educational Evaluation for Technical College Instructors.

10. **Request for admission to the Graduate Faculty – provisional membership – one year** –
• **Mary Cheryl (Sherry) Nevins** – School of Education, on campus – beginning spring 2012 and expiring end of fall 2012.
  o COUNSELED (Counselor Education) 7280, History, Philosophy and Organization in Higher Education.
• **Megan Popkey** – School of Education, on campus – beginning spring 2012 and expiring end of fall 2012.
  o TEACHING 6530E, Current Topics in Education: Guidance and Counseling for Technical College Instructors.

Items #8, #9 and #10 were handled as one. Sabina Burton indicated that the subcommittee recommended the approval of all five individuals – Dedra Tentis, Laurie Heimsoth, John Pluemer, Mary Cheryl (Sherry) Nevins, and Megan Popkey. Sabina Burton made a motion to approve all five individuals and the motion was seconded by Patricia Bromley. **Motion passed.**

11. **Other business.**

Dr. Van Buren spoke regarding a possible need for change to the minimum standard policy for the School of Graduate Studies. Currently the policy indicates that a grade of lower than "C" may not be used toward a master's degree. Now with the grading scheme change of adding "+" and "-" grades the Graduate Council should consider what to do with grades of "C-". He indicated that this will be an item on the agenda for the February 23rd meeting.

Meeting was adjourned at 3:35 p.m. on a motion by Karen Stinson and seconded by Jovan Hernandez.

**Information only –**

1. **2011-2012 Assessment Report Schedule:**
   • 2011
     o September –
     o October – Criminal Justice – Cheryl Banachowski-Fuller
     o November –
     o December – Project Management – Bill Haskins
   • 2012
     o February 2 – Engineering, Jill Clough.
     o February 23 – Master of Science in Education
     o March – Computer Science, Rob Hasker
     o April – Counselor Education – Kimberly Tuescher
     o May –

   • 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.
Graduate Council will meet 3:00 p.m. – 5:00 p.m. in 2007 Ullsvik Hall:
Fall 2011  Spring 2012
September 22, 2011  February 2, 2012
October 20, 2011  February 23, 2012
November 17, 2011  March 15, 2012
December 15, 2011  April 19, 2012
                                May 10, 2012

Request for Admission to Graduate Faculty Subcommittee will meet 2:30 p.m. – 3:00 p.m. in 2007 Ullsvik Hall:
Fall 2011  Spring 2012
September 22, 2011  February 2, 2012
October 20, 2011  February 23, 2012
November 17, 2011  March 15, 2012
December 15, 2011  April 19, 2012
                                May 10, 2012

GRADUATE COUNCIL MEMBERSHIP 2011-2012:

PROGRAM AREAS:
Agricultural Industries  
Mike Compton – graduate program

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

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

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

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

Industrial Technology Management  
Colleen Kaiser – graduate program

Master of Science in Education  
Colleen McCabe (representing the Director of the School of Education, Karen Stinson) – graduate program
Scott Ringgenberg- elected faculty (term expires end of 2012 summer session)

Project Management  
D. William Haskins – graduate program
Scott Wright – elected faculty (term expires end of 2013 summer session)

At-Large Representatives  
Barb Barnet – elected faculty (term expires end of 2013 summer session)
Patricia Bromley – elected faculty (term expires end of 2012 summer session)

Graduate Student Representative  
Vacant - elected graduate student (term expires end of 2012 summer session)

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