The Graduate Council met Thursday, February 23, 2012 in 2007 Ullsvik Hall.

MEMBERS PRESENT:
- **Computer Science**
  - Rob Hasker – graduate program
  - Mike Rowe – elected faculty (term expires end of 2012 summer session)
- **Criminal Justice**
  - Cheryl Banachowski-Fuller – graduate program
- **Engineering**
  - 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**
  - Patricia Bromley – elected faculty (term expires end of 2012 summer session)
- **EX OFFICIO MEMBERS**
  - Dr. David Van Buren, Dean, the School of Graduate Studies
  - Regina Pauly – Karrmann Library

Visitors Present – None

Chair Scott Ringgenberg opened the meeting at 3:05 p.m.

**Minutes** –

1. **Approval of the minutes from the February 2, 2012 meeting.**
   - The minutes were approved as distributed on a motion by Bill Haskins and seconded by Patricia Jinkins.

2. **Assessment report – Master of Science in Education – Karen Stinson and Patricia Bromley.**
   - Karen Stinson presented the assessment report for the Master of Science program (excluding Adult Education). Dr. Stinson went through the assessment report and answered questions. This item was for information only; thus **no action was taken**.
   - Patricia Bromley presented the assessment report for the Master of Science in Education: Adult Education program. Dr. Bromley went through the assessment report and answered questions. This item was for information only; thus **no action was taken**.

3. **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.

From the February 2, 2012 Graduate Council minutes: “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.”

Scott Ringgenberg opened with a request for any discussion or suggestions. Rob Hasker presented a proposal for a graduate incomplete policy: “An Incomplete (I) may be given when a student fails to complete all requirements for a course during the term of registration. With the exception of theses and courses offered through the Distance Learning Center, any incomplete must be removed within 6 months (26 weeks) from the end of the term in which the incomplete was awarded or the incomplete will become a Failure (F). At the discretion of the instructor, a single extension of 6 additional months may be granted if the student makes the request for the extension before the initial 6-month deadline. For theses, the student must remove the incomplete within one year (52 weeks) after the semester of registration unless an additional year is requested by the student and granted by the instructor. In all cases, and entirely at the discretion of the instructor, an
incomplete that has reverted to a Failure (F) may be changed to another grade using the standard grade change process.

Cheryl Banachowski-Fuller commented that the Distance Learning Center would favor using an incomplete policy close to the undergraduate policy. Discussion ensued. It was remarked that perhaps incompletes in thesis which lapse to "F" should have the opportunity for a grade change, if the instructor was willing. Rob Hasker made a motion, seconded by Cheryl Banachowski-Fuller, to change the incomplete policy for both campus-based and distance learning courses, effective immediately and retroactive to those incompletes currently on record, to: “An Incomplete (I) may be given when a student fails to complete all requirements for a course during the term of registration. With the exception of theses, any incomplete must be removed within 6 months from the end of the term in which the incomplete was awarded or the incomplete will become a Failure (F). At the discretion of the instructor, a single extension of 6 additional months may be granted if the student makes the request for the extension before the initial 6-month deadline. For theses, the incomplete must be removed within one year after the semester of registration unless an additional year is requested by the student and granted by the instructor.”

This was a first reading and the second reading will be at the March 15, 2012 Graduate Council meeting.


From the February 2, 2012 Graduate Council minutes: “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.”

David Van Buren recapped the current minimum standard policy and asked the question “What about C-?”. Discussion ensued. Rob Hasker made a motion, seconded by Patricia Bromley, that the minimum standard policy be revised to read that a grade lower than C- may not be used toward a master’s degree. Discussion and then the motion passed.

The Graduate Council Request for Admission to the Graduate Faculty Subcommittee met today at 2:30 p.m. Present were David Van Buren and Cheryl Banachowski-Fuller.

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

- **Kerry Hogan** – School of Education, On Campus – beginning spring 2012 and expiring end of fall 2014.
  - TEACHING 6210, Pre-Student Teaching at Middle/Secondary Level.
  - TEACHING 7190, Educational Leadership and Mentoring.
- **Betty Hurd** – School of Education, Continuing Education – beginning spring 2012 and expiring end of fall 2014.

Cheryl Banachowski-Fuller made a motion, seconded by Patricia Bromley, that Kerry Hogan and Betty Hurd be approved for 3 year provisional membership. Motion passed.

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

- **Donna Beegle** – School of Education, Continuing Education – beginning spring 2012 and expiring end of fall 2012.
  - TEACHING 6530E, Current Topics in Education: Poverty Institute.
• **Daniel Bishop** – School of Education, Counselor Education – beginning summer 2012 and expiring end of spring 2013.
  o COUNSELED (Counselor Education) 7230, Family and Couple Counseling.
• **Victor Johnson** – School of Education, Continuing Education – beginning spring 2012 and expiring end of fall 2012.
  o TEACHING 6530E, Current Topics in Education: Educational Diversity.

Cheryl Banachowski-Fuller made a motion, seconded by Patricia Bromley, that Donna Beegle, Daniel Bishop and Victor Johnson be approved for a one year provisional membership. **Motion passed.**

7. **Other business – None.**

Meeting was adjourned at 3:57 p.m. on a motion by Karen Stinson and seconded by Cheryl Banachowski-Fuller.

**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.

2. **Course made inactive effective May 19, 2012 for three years of non-registration –**

   • ETHNSTDY (Ethnic Studies) 5230, Human Relations – has never had graduate enrollment on PASS.
   • PHYSED (Physical Education) 5020, Physiology of Exercise – last graduate registration was summer 2002.
   • PHYSED (Physical Education) 5720, Kinesiology – last graduate registration was fall 2007.
   • PHYSED (Physical Education) 5830, Perceptual Motor Learning and Motor Development – last graduate registration was spring 2007.
   • PSYCHLGY (Psychology) 5130, Child Psychology – last graduate registration was summer 2004.
   • TEACHING 5530, Teaching History and Social Studies at the Middle and Secondary Schools – last graduate registration was spring 2007.
   • TEACHING 5640, Creative Development in Early Childhood – last graduate registration spring 2008.
   • WOMSTD (Women’s Studies) 5630, Ethnic and Gender Equity in Education – last graduate registration was spring 1997.
3. **PSYCHLGY (Psychology) 5230**, Adolescent Psychology, made inactive effective May 19, 2012 at the request of Dr. Elizabeth Gates.

4. **2012-2014 Graduate Catalog changes – effective fall 2012 –**

   - **COUNSPSY (Counseling Psychology) 7270**, Play Therapy for Counselors – course description changed –
     - **WAS** - This course will offer literature and lecture on the knowledge and skills necessary to practice play therapy effectively in the counseling environment. The focus of the course will be to assist the student in developing a solid repertoire of play therapy theory and practice to use primarily with school age children.
     - **NOW** - This course is designed to understand the development of children. Students will learn the process of working with children, including specific techniques, assessments and developmental theory. Discussion focuses on child-client needs within different counseling environments. Practice of techniques with children will also be included in this course.

   - **Project Management’s Student Learning Outcomes – change in wording –**
     - **WAS** - Student Learning Outcomes
       - Graduates will:
         - develop an understanding of the nine project management knowledge areas identified in the Project Management Body of Knowledge Guide;
         - demonstrate effective electronic, verbal, and written communication skills;
         - apply interpersonal skills in the project environment;
         - exhibit a sensitivity to diversity in the project environment;
         - apply ethical business principles in the project environment;
         - initiate and complete a project utilizing project management concepts.
     - **NOW** – Student Learning Outcomes
       - Graduates will:
         - describe and apply the various project management knowledge areas and process groups identified in A Guide to the Project Management Body of Knowledge (PMBOK® Guide);
         - demonstrate effective electronic, verbal, and written communication skills;
         - apply interpersonal skills in the project environment;
         - analyze the benefits of and develop appropriate strategies for diversity in the project environment;
         - apply ethical business principles in the project environment;
         - initiate, plan, execute, and close out a project utilizing project management concepts.

   - **Engineering’s Student Learning Outcomes – change in wording –**
     - **WAS** – Student Learning Outcomes
       - Graduates will:
         - demonstrate advanced competence in one of the technical emphasis areas;
         - apply project management practices;
         - demonstrate effective technical communications skills;
         - show competency in advanced mathematics;
         - exhibit proficiency in advanced computer applications;
         - solve engineering problems as a member of a team.
     - **NOW** – Student Learning Outcomes
       1. Demonstrate effective technical, business, and client communication skills;
       2. Apply engineering management practices;
       3. Contribute to the solution of engineering problems as a member of a local, regional, or international team;
4. Demonstrate advanced competence in at least one technical emphasis area;
5. Demonstrate application of mathematics or statistics for solving engineering, management, or business problems;
6. Use technique, skills, and modern engineering tools necessary for engineering practice;

Graduate Council 2011-2012 Meeting Dates

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