The Graduate Council met Thursday, April 18, 2013 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
- **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**
  - Caryn Stanley – 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
- Dan Avenarius for Dawn Drake – Director of the Distance Learning Center

Visitors Present – Sabina Burton.

Chair Barb Barnet opened the meeting at 3:01 p.m.

**Minutes –**

1. **Approval of the minutes from the March 21, 2013 meeting.**
   
   The minutes were approved as distributed on a motion by David Heimerdinger and seconded by Jill Clough.

2. **Assessment report – Counseling Psychology – Jovan Hernandez.**
   
   Jovan Hernandez handed out copies of his assessment report. He then went through the assessment report and answered questions. This item is for information only; thus no action was taken.
3. Permission to develop – CRIMLJUS (Criminal Justice) 7340, Cyber-Crime, 3 credits, effective spring 2014 – Sabina Burton. (NOTE: this item was moved from the March 2013 meeting.)

   Catalog Description: This course will examine the forms and extent of crimes committed by computer and Internet and how these types of crimes challenge traditional approaches of investigation and prosecution. Topics will include 4th Amendment aspects of computer and cyber-crimes, the law of electronic surveillance, computer hacking, online fraud, cyber-bullying, and other computer crimes as well as encryption, online economic espionage and cyber-terrorism.

   Sabina Burton presented and answered questions. Sabina handed out copies of the latest syllabus for 7340, Cyber-Crime. Cyber-Crime is currently being taught as a topic in the Distance Learning Center. She explained the background and focus of the course.

   David Heimerdinger made a motion to approve for development. Motion was seconded by Bill Haskins.

   Rob Hasker commented that he did not see a clear focus of this course. It seems to be trying to cover too much. Cheryl Banachowski-Fuller remarked that this is an overview and the course is still being developed. They want the course to be general and touch on many topics. Rob Hasker wondered if perhaps instead of one course there should be two or more. Cheryl Banachowski-Fuller indicated that the intent was for this course to be an introductory course to cyber-crime. It should give students a taste of the different areas. Discussion ensued.

   Rob Hasker made a motion to table this item. There was no second and the motion died.

   Bill Haskins suggested a rewrite of the objectives might be in order. The objectives should lean more toward actions of implementation and action taking rather than identifying and understanding. Discussion ensued. Susan Hansen suggested that the course objectives and the course description should be redone and submitted for the second reading.

   Christopher Hanegraaf remarked that the very broad spectrum of topics may be difficult to understand and apply laws with just one course. Perhaps more focus was needed.

   Vote was called on the motion to approve for development. Motion passed with one abstaining.


   Catalog Description: Organizations are under pressure to complete more complex programs and projects faster than ever and while still satisfying the customer and organizational strategic objectives. However, since resources are limited, only those programs and projects that support the organization’s strategies in the first place should be selected. Next, the selected programs/projects need to be monitored and controlled regularly to determine if they continue to support those objectives. If not, those resources should be redirected to other programs and projects. This course focuses on why portfolio management (PM) is essential for organizations, explains how to set up a portfolio management process, describes roles and responsibilities for people involved in PM, evaluates models to use, determines metrics to consider, and presents guidelines to successfully implement PM. P: PROJMGT 7010 & PROJMGT 7020 or consent of instructor.

   Bill Haskins presented and answered questions. This course will be an elective in the Project Management program. The course has been offered twice under the topic course and will be offered a third time summer 2013. Second reading for this course will be at the May 9, 2013 Graduate Council meeting.

5. Second reading – ENGRG (Engineering) 7530, Design for Usability, 3 credits, effective fall 2013 – Jill Clough.

   From the January 31, 2013 minutes: “Permission to develop – ENGRG (Engineering) 7530, Design for Usability, 3 credits, effective fall 2013 – Jill Clough. Jill Clough presented and answered
questions. Permission to develop was approved on a motion by Rob Hasker and seconded by Jovan Hernandez.”

Jill Clough was present to answer questions. Susan Hansen, seconded by Cheryl Banachowski-Fuller, made a motion to approve. Motion passed unanimously.


From the November 15, 2012 minutes: “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.”

Wendy Brooke was present to answer questions. This course will be an elective in the Integrated Supply Chain Management program. Susan Hansen, seconded by Bill Haskins, made a motion to approve. Motion passed.

7. Discussion regarding the assessment report schedule. At the March 2013 meeting it was suggested that there could be a “spotlight” at meetings where a program could give an update on what’s happening in their area. It was also suggested that maybe instead of giving an assessment report every year one could be given every two years.

Barb Barnet led the discussion on the assessment report schedule. It was suggested that perhaps every two years a program could give an assessment report. Schedule one-half of the programs one year and the other half the next year. Discussion ensued. Academic Planning Council (APC) and the Faculty Senate are currently working on a schedule for program reviews. Maybe wait until they set their schedule and discuss again.

Susan Hansen, seconded by Rob Hasker, made a motion to do assessment report every other year. Motion passed.

NOTE: the Request for Admission to the Graduate Faculty Subcommittee met today at 2:30 p.m. Present were Rob Hasker, Barb Barnet and David Van Buren.

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

- Christine Hawkinson – Distance Education – beginning summer 2013 and expiring end of spring 2014.
  - MEDIA (Media Studies) 5010, Business Communication.
- Michael Meloy – Continuing Education – beginning spring 2013 and expiring end of fall 2013.
  - TEACHING 6530E, Current Topics in Education: Teaching Methods.

Rob Hasker, seconded by Cheryl Banachowski-Fuller, made a motion to approve Christine Hawkinson and Michael Meloy for one year provisional membership on the Graduate Faculty. Motion passed.

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

  - TEACHING 6530E, Current Topics in Education: Sticks and Stones – No Bully Zone.
Rob Hasker remarked that all three of these (Dawn Harrison Butler, Susanne Leslie, Julie Yaeger) individuals will be teaching the same set of courses but there doesn’t seem to be anything specific to these courses in their teaching background. He also mentioned that their professional development boxes are very vague and doesn’t really state what they themselves did.

David Heimerdinger, seconded by Cheryl Banachowski-Fuller, made a motion to table all three to the May 9th meeting. **Motion passed.**

10. **Request for admission to the Graduate Faculty – associate membership –**

Rob Hasker, seconded by Cheryl Banachowski-Fuller, made a motion to approve Madelon Kohler-Busch for an associate membership on the Graduate Faculty. **Motion passed.**

**11. Other business –**

**Information only** – David Van Buren indicated that he has seen the job description for the position of Director of Graduate Studies. There is to be an internal search begun shortly.

David Van Buren informed the council members that an election will be started shortly to elect a replacement for Barb Barnet whose at-large position expires end of summer 2013. He remarked that the names of those who will be (or already have) retired will be removed from the election process. He reminded the members that a program has the option of having their program coordinator represent the program or electing a faculty member to do so. Each year, the program decides whether to have the program coordinator stay on the Graduate Council or elect a faculty member. Elected faculty members serve for a two-year term. Rob Hasker wondered if the by-laws should be adjusted to indicate that coordinators hold their position for two-years and then the program must re-state their wishes regarding representation. Discussion was held but **no action taken.**

Meeting was adjourned at 4:25 p.m. on a motion by Cheryl Banachowski-Fuller and seconded by Christopher Hanegraaf.

**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 – Integrated Supply Chain Management – David Heimerdinger
  - February 21 – Master of Science in Education – Karen Stinson
    - M.S.E.: Adult Education – Patricia Bromley
  - March 21 – Engineering, Jill Clough
  - April 18 – Counseling Psychology – Jovan Hernandez
  - May 9 – Organizational Change Leadership – Elizabeth Lucas
    - M.S.E.: English Education – Yuanyuan Hu

- **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.
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
Ron Bonlender/Caryn Stanley – 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