The Graduate Council met Thursday, May 9, 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
  Jovan Hernandez for 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 2013 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 – Dee Dunbar, Yuanyuan Hu, Lisa Riedle

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

Minutes –

1. Approval of the minutes from the April 18, 2013 meeting.
   Minutes were approved on motion by Rob Hasker and seconded by Bill Haskins. Motion passed.

NOTE: agenda was adjusted at this point – items #7 and #8 will be handled before item #2.

Course description - An introduction to the finance function and financial management of the firm, including techniques of financial analysis, working capital management, capital budgeting, the acquisition and management of corporate capital, and dividend policy. Analysis of how the financial manager influences the decision-making process within the firm. **P:** One year undergraduate accounting or graduate equivalent or consent of instructor or department chair.

Susan Hansen was present to answer questions. This item was for information only; thus **no action was taken.**

8. **Discussion on Academic Planning Council (APC) review of programs – Susan Hansen.**

Susan Hansen explained the APC scheduling time wise and what they will be looking at when reviewing programs. Perhaps the Graduate Council could take over the in-depth review and then send a summary of that review to the APC. Discussion ensued. The APC is developing a form with pointed questions. The **APC has not made a formal decision at this point.**

2. **New course – second reading – PROJMGT (Project Management) 7120, Project Portfolio Management, 3 credits, effective fall 2013 – Bill Haskins.**

From the April 18, 2013 minutes: “**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.”

Bill Haskins was present to answer questions. **Course was approved** on a motion by David Heimerdinger and seconded by Christopher Hanegraaf.

3. **Assessment report – Master of Science in Education: English Education – Yuanyuan Hu.**

Dr. Yuanyuan Hu handed out copies of her assessment report. She went through the history, setup of the program, statistics, recruitment done by South Central University ofr Nationalities (SCUN), and the assessment. Discussion ensued. This item is for information only; thus **no action was taken.**

4. **Discuss standards for permission to develop a course – Rob Hasker.**

Rob Hasker started the discussion asking if the Graduate Council is approving to develop without enough information. Sometimes the course description is in flux and the course content is not developed. Someone asked what does “develop” really mean. Wendy Brooke commented that the Graduate Council went from two readings to permission to develop and a second reading for online courses. Dawn Drake remarked that permission to develop should include all aspects of a syllabus. There should be a definite set to the course. Cheryl Banachowski-Fuller commented that perhaps the Graduate Council has been a little lenient with permission to develop approvals. Discussion ensued. The course outline for development should have the course description, objectives, textbooks, outline of assignemnts. David Van Buren commented that he believed in the past the Graduate Council approved criteria for permission to develop. Linda Jamieson will look in the past minutes and report to Barb Barnet. **No action was taken.**

- Bill Haskins is nominating Robert Harbin.
- Karen Stinson is nominating Heidi Bredeson.

Bill Haskins indicates he has a Project Management student that is very interested in the graduate student representative position – Robert Harbin.

Karen Stinson has also sent in a nomination for the graduate student representative position – Heidi Bredeson.

Discussion ensued. Robert Hasker, seconded by Cheryl Banachowski-Fuller, made a motion to approve Heidi Bredeson has the graduate student representative. Motion passed.

6. For information only – course description update for PROJMGT (Project Management) 7010, Project Management Techniques I; and PROJMGT (Project Management) 7020, Project Management Techniques II – effective immediately – Bill Haskins.

- PROJMGT (Project Management) 7010, Project Management Techniques I –
  - Current course description – Issues surrounding project scope definition; plan development and execution; sequencing, scheduling, and controlling activities for timely completion of projects; and collection and dissemination of project-related information.
  - New course description – An introduction to contemporary project management tools and techniques across three broad areas: organizing and initiating projects, planning projects, and performing projects. Content emphasizes project selection, chartering new projects, stakeholder management, scope management, scheduling, and their integration.

- PROJMGT (Project Management) 7020, Project Management Techniques II –
  - Current course description - A sequence of project management topics regarding organizational planning, staff acquisition, and team development; quality planning, assurance and control; risk identification and control; and managing procurement of goods and services from outside the performing organization. P: PROJMGT 7010.
  - New course description - A continuation of contemporary project management tools and techniques across three broad areas: organizing and initiating projects, planning projects, and performing projects. Content emphasizes organizational capabilities, resourcing, budgeting, quality, procurement, supply chain management, risk, and their integration.

Bill Haskins was present to answer questions. This item was for information only; thus no action was taken.


Barb Barnet opened the discussion. Susan Hansen said that maybe wait and see what the APC does. Lisa Riedle asked if the Graduate Council would be willing to take on the in-depth review and submit a summary report to the APC. The general consensus was in favor of the Graduate Council doing the in-depth review and then submitting a summary report to the APC. She indicated that are two forms – A and B – that would be needed. Cheryl Banachowski-Fuller asked if the Graduate Council would only be reviewing the curriculum portion. Lisa Riedle remarked that the APC would like to hear any suggestions/recommendations. Wendy Brooke remarked that we will need to set up a rotation schedule. Discussion ensued. APC has a tentative schedule that will be effective fall 2013. It will be discussed at the September 2013 Graduate Council as to what the assessment schedule will be.

NOTE: at this point a quorum was lost.
10. **Access to online application for admission for graduate students, especially for on-campus programs – David Van Buren.**

David Van Buren spoke regarding the new home page for UW-Platteville. He commented that it seems a little more difficult for prospective graduate students to find information regarding our programs and application procedures. Dawn Drake indicated that there’s a plan to change the admission page – three links will be added to the top; one for graduate studies on campus.

**NOTE:** the Request for Admission to the Graduate Faculty Subcommittee met today at 2:30 p.m. Present were Barb Barnet and Bill Haskins.

It was decided that Dr. Van Buren as Dean of the School of Graduate Studies will review the requests for admission to the graduate faculty and the results will be reported at the September 2013 Graduate Council meeting.

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

- **Lisa Harich** – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
  - TEACHING 6530E, *Current Topics in Education: Combat Cyberbullying.*
  - TEACHING 6530E, *Current Topics in Education: Teaching with Technology.*
- **Amy LaPlante** – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
  - TEACHING 6530E, *Current Topics in Education: Pathways to the Common Core for Reading and Writing.*
- **Kim Marcum** – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
  - TEACHING 6530E, *Current Topics in Education: Foundations for the First Years of Teaching.*
- **Lori Rarden** – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
  - TEACHING 6530E, *Current Topics in Education: Engaging the Digital Learner.*
  - TEACHING 6530E, *Current Topics in Education: Inspired Writing: Using Literature to Enhance Writing Instruction.*
- **Kevin Regardie** – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
  - TEACHING 6530E, *Current Topics in Education: Applying Common Core Standards to High School Mathematics Education.*
  - TEACHING 6530E, *Current Topics in Education: Integrating Technology in Mathematics.*

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

- **Julie Phelps** – Distance Education – beginning fall 2013 and expiring end of summer 2016.
  - CRIMLJUS (Criminal Justice) 7310, *Perspectives on Child Maltreatment and Child Advocacy.*

13. **Tabled Requests for admission to the Graduate Faculty – provisional membership – three years –**

- **Dawn Harrison Butler** – Continuing Education – beginning summer 2013 and expiring end of spring 2016.
  - TEACHING 6530E, *Current Topics in Education: Sticks and Stones – No Bully Zone.*
  - TEACHING 6530E, *Current Topics in Education: Gender Matters.*
From the April 18, 2013 minutes: “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”.

14. Request for admission to the Graduate Faculty – full membership –
   • Irfan Ul-Haq – Department of Mathematics.

15. Other business – None.
**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 – Computer Science – Rob Hasker
  - 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.

**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**

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