The Graduate Council met Thursday, September 19, 2013 in 2007 Ullsvik Hall.

Members Present:

PROGRAM AREAS:

- **Computer Science**
  - Qi Yang – graduate program
- **Counseling Psychology**
  - Jovan Hernandez – elected faculty (term expires end of 2014 summer)
- **Criminal Justice**
  - Cheryl Banachowski-Fuller – graduate program
- **Distance Education Leadership**
  - Julie Kimbler – graduate program
- **Engineering**
  - Lisa Riedle – 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 2015 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

- Heidi Bredeson - elected graduate student (term expires end of 2014 summer session)

EX OFFICIO MEMBERS:

- Dominic Barraclough, Director of the School of Graduate Studies
- John Berg – Information Services
- Dawn Drake – Director of the Distance Learning Center

Visitors Present – Sabina Burton, Mittie Den Herder

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

Announcements –

1. **Reminder – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, September 19, 2013 in 2007 Ullsvik Hall, 2:30 p.m. – 3:00 p.m. – all members of the Graduate Council are invited to participate.**

   Request for Admission to the Graduate Faculty Subcommittee Meeting Schedule:
   - September 19, 2013 – Qi Yang and Barb Barnet
   - October 17, 2013 – Jovan Hernandez and Wendy Brooke
   - November 21, 2013 – Cheryl Banachowski-Fuller and Susan Hansen
   - December 12, 2013 – Julie Kimbler and Heidi Bredeson
At the request of Lisa Riedle, and with approval, the agenda was re-arranged. Second reading for MSENG 7560 to added to the agenda before item #10.

Minutes –

1. Approval of the minutes from the May 9, 2013 meeting.
   Minutes were approved on a motion by Bill Haskins and seconded by David Heimerdinger.

2. Elections – Chair, Vice Chair, Secretary, Representative to the Commencement Committee – Bill Haskins.
   - Chair – Bill Haskins nominated Barb Barnet, seconded by Susan Hansen. There were no more nominations. Nominations were closed and Barb Barnet was approved unanimously.
   - Vice Chair – Cheryl Banachowski-Fuller nominated Caryn Stanley and seconded by Bill Haskins. There were no more nominations. Nominations were closed and Caryn Stanley was approved unanimously.
   - Secretary – Qi Yang nominated Wendy Brooke, seconded by Cheryl Banachowski-Fuller. There were no more nominations. Nominations were closed and Wendy Brooke was approved unanimously.
   - Representative to the Commencement Committee – David Heimerdinger nominated Bill Haskins, seconded by Qi Yang. Bill Haskins was approved unanimously.

   Karen requested that this be tabled until she has all the proper paperwork for the course, seconded by Cheryl Banachowski-Fuller. Motion was approved.

   From the April 18, 2013 Graduate Council minutes: “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.

Sabina Burton presented and answered questions. Wendy Brooke made a motion to approve, seconded by Bill Haskins. Motion passed and course was approved.

5. Two teaching courses being combined into one course – Teaching 7650, Issues in ELL Education, (7650 will be dropped effective end of fall 2013) and Teaching 7660, Methods and Assessment of Teaching English Language Learners, being combined into Teaching 7660, Methods and Issues of Teaching ELL – 3 credits, effective spring 2014 – Karen Stinson.

Karen Stinson stated that the DPI did not approve combining the two courses therefore she withdrew the request.


From the December 13, 2012 Graduate Council minutes: “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.”

Julie Kimbler presented and answered questions. Susan Hansen made a motion to approve, seconded by David Heimerdinger. Motion passed and course was approved.

7. Second reading - ISCM (Integrated Supply Chain Management) 7520, Warehousing and Distribution Management, 3 credits, effective fall 2013 – David Heimerdinger.


Course description - This course provides students with an understanding of the concepts and theories that drive the effective management of an organization’s warehousing and distribution systems. The course will cover topics that include Warehousing Layout, Design & Configuration, Receiving, Delivery, Material Storage, as well as Distribution strategies, Distribution Network planning, Distribution ERP systems (WMS), System routing, Cross-dock, trucking & tracking. Lean Supply Systems: JIT/Push, Shipping and Transportation mechanisms. (Subject to addition and change as course is further developed). P: ISCM 6100.

William Achia presented and answered questions. He went over the proposed course content. Bill Haskins asked about the pre-requisite being ISCM 6100. Wendy Brooke replied that it should be
would ISCM 7100, *International Supply Chain Management*. Susan Hansen made a motion to approve for development, with the revised pre-requisite of 7100, seconded by Rob Hasker. Motion passed."

David Heimerdinger presented and answered questions. Susan Hansen made a motion to approve, seconded by Cheryl Banachowski-Fuller. Motion passed and **course was approved.**

**8. Assessment Report Schedule – Barb Barnet.**

*From the May 9, 2013 minutes:* “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.”

Lisa Riedle presented and group discussion continued. Susan Hansen made a motion to approve that the Graduate Council complete and submits the summary report to the APC. An ad hoc committee would consist of Lisa Riedle, Cheryl Banachowski-Fuller, Dominic Barraclough and Susan Hansen to develop a rotation of the programs. APC will be setting up a rotation schedule. Karen Stinson offered to be the first program. Motion was seconded by Karen Stinson and the motion passed.

**9. Discuss standards for permission to develop a course – Barb Barnet.**

*From the May 9, 2013 Graduate Council minutes:* “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 “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 assignments. 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.”

After much discussion and motions, Susan Hansen made a motion to update the “New Graduate Course or Graduate Course Change” form. The motion was to change the following course instructions as second reading only:

- Item #12 - Consult with the departmental librarian (enter name and date consulted on the form) regarding:
  - Specialized periodicals that will be needed to support course that are not currently held in the Library.
  - Other essential materials that the Library will need to purchase.
  - Estimated costs of those materials.
  - Estimate additional costs to the departmental allocation to purchase the new materials and or books per year.

And

Attach a syllabus which includes:

- Description of requirements (to include types of exam given) and grading weights
- Reading assignments and/or topics covered
- Textbooks and supplemental readings/supplemental links
- Partial bibliography (at least 3)
- Reasonable accommodations
Differential assignment for slash courses
Motion was seconded by Bill Haskins and the motion passed.

ADD IN # 10 – Second reading – ENGRG (Engineering) 7560, Sustainability in Engineering Design and Manufacturing, 3 credits, effective spring 2014 – Lisa Riedle.

From the February 21, 2013 Graduate Council minutes: “Jill Clough presented and answered questions. Wendy Brooke, seconded by Rob Hasker, made a motion to approve for development. Motion passed.”

Lisa Riedle presented and answered questions. Karen Stinson made a motion to approve, seconded by David Heimerdinger. Motion passed.

10. Request for admission to the Graduate Faculty – provisional membership – one year – Motion to approve made by Cheryl Banachowski-Fuller, seconded by Wendy Brooke. Motion passed.
   - Paul Murphey – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
     ○ TEACHING 6530E, Current Topics in Education: Technical and Adult Education in the WTCS #51.
   - Paul Sacaridiz – Continuing Education – beginning summer 2013 and expiring end of spring 2014.
     ○ TEACHING 6530E, Current Topics in Education: Mold Making, Casting and Risk Taking.
   - Linda Schrage – (note: Dr. Stinson’s approval signature needed) Continuing Education – beginning fall 2013 and expiring end of summer 2014.
     ○ TEACHING 6530E, Current Topics in Education: Adamah Clay Lesson Exchange.

Changed from provisional membership - three year to provisional membership – one year
   - Julie Kimbler – Distance Education, program coordinator for the Distance Education Leadership program – beginning fall 2013 and expiring end of summer 2014.
     ○ DEL (Distance Education Leadership) 7980, Independent Study.
     Motion to approve made by Cheryl Banachowski-Fuller, seconded by Lisa Riedle. Motion passed.
   - Rebecca Vacha – (note: Dr. Stinson’s approval signature needed) Continuing Education – beginning summer 2013 and expiring end of spring 2014.
     ○ TEACHING 7220, Remedial Reading.
     ○ TEACHING 7230, Remedial Reading Practicum (note: syllabus needed).
     Motion to approve made by Karen Stinson, seconded by Qi Yang. Motion passed.

11. Request for admission to the Graduate Faculty – provisional membership – three years – Motion to approve made by Karen Stinson, seconded by Caryn Stanley. Motion passed.
     ○ TEACHING 6530E, Current Topics in Education: Applied Behavior Analysis (Core Requirement).
     ○ TEACHING 6530E, Current Topics in Education: Research Design for Behavior Analysis.

12. Request for admission to the Graduate Faculty – full membership
Motion to approve made by Karen Stinson, seconded by Lisa Riedle. Motion passed.
   - Susan Savage Day – Music, on campus
Meeting was adjourned at 4:20 p.m. on a motion by Bill Haskins and seconded by Rob Hasker.

**Information only –**

1. **2013-2014 Assessment Report Schedule:**
   - 2013 – to be decided
   - 2014 – to be decided

2. **COUNSPSY (Counseling Psychology) 7240 – title change effective spring 2014 – title changed from Adult Developmental Psychology to Advanced Developmental Psychology.**

3. **Request for admission to the Graduate Faculty – provisional membership – one year – administratively approved by Dominic Barraclough –**
   - Chad Dalzin – Distance Education – beginning fall 2013 and expiring end of summer 2014.
     - BUSADMIN (Business Administration) 6160, Purchasing Management.
   - Vettrivel Gnaneswaran – Distance Education – beginning fall 2013 and expiring end of summer 2014.
     - ISCM (Integrated Supply Chain Management) 7500, Supply Chain Logistics.
     - TEACHING 6530E, Current Topics in Education: Combat Cyberbullying,
     - TEACHING 6530E, Current Topics in Education: Teaching with Technology.
     - COMPUTER (Computer Science) 7220, Software Project II.
   - 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.
     - TEACHING 6530E, Current Topics in Education: Foundations for the First Years of Teaching.
     - 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.

4. **Request for admission to the Graduate Faculty – provisional membership – three years – administratively approved by Dominic Barraclough –**
- **Sarah Dunham** – Continuing Education – beginning summer 2013 and expiring end of spring 2016.
  - TEACHING 6530E, Current Topics in Education: Guidance and Counseling for Technical College Instructors.

5. **Request for admission to the Graduate Faculty – provisional membership – one year – administratively approved by David Van Buren** –
- **Carolyn Laufenberg** – School of Education – beginning summer 2013 and expiring end of spring 2014.
  - TEACHING 7240, Juvenile Literature.

6. **Request for admission to the Graduate Faculty – provisional membership – three years – administratively approved by David Van Buren** –
- **Brad Brogley** – School of Education – beginning fall 2013 and expiring end of summer 2016.
  - TEACHING 7190, Educational Leadership and Mentoring.
- **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.
  - TEACHING 6530E, Current Topics in Education: Succeeding With the Struggling Student.
  - TEACHING 6530E, Current Topics in Education: Across the Spectrum Teaching Students with Autism.
  - TEACHING 6530E, Current Topics in Education: What Great Teachers Do.
  - TEACHING 6530E, Current Topics in Education: Achieving Success.
  - TEACHING 6530E, Current Topics in Education: Teach Well Learn Well RTI.
  - TEACHING 6530E, Current Topics in Education: In the Face of Poverty.
  - TEACHING 6530E, Current Topics in Education: Successful Strategies in Literacy.
- **Susanne Leslie** – 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.
  - TEACHING 6530E, Current Topics in Education: Succeeding With the Struggling Student.
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  - TEACHING 6530E, Current Topics in Education: In the Face of Poverty.
  - TEACHING 6530E, Current Topics in Education: Successful Strategies in Literacy.
- **Julie Phelps** – Distance Education – beginning fall 2013 and expiring end of summer 2016.
  - CRIMLJUS (Criminal Justice) 7310, Perspectives on Child Maltreatment and Child Advocacy
- **Julie Yaeger** – Continuing Education – beginning summer 2013 and expiring end of spring 2016.
  - TEACHING 6530E, Current Topics in Education: Sticks and Stones – No Bully Zone.
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  - TEACHING 6530E, Current Topics in Education: Across the Spectrum Teaching Students with Autism.
  - TEACHING 6530E, Current Topics in Education: What Great Teachers Do.
7. Request for admission to the Graduate Faculty – associate membership – administratively approved by David Van Buren –

- Peggy VanLeirsburg Marciniec – beginning fall 2013 and expiring end of summer 2016.

8. Request for admission to the Graduate Faculty – full membership – administratively approved by David Van Buren –

- Irfan Ul-Haq – Department of Mathematics.


Graduate Council 2013-2014 Meeting Schedule

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 19, 2013</td>
<td>January 30, 2014</td>
</tr>
<tr>
<td>October 17, 2013</td>
<td>February 20, 2014</td>
</tr>
<tr>
<td>November 21, 2013</td>
<td>March 27, 2014</td>
</tr>
<tr>
<td>December 12, 2013</td>
<td>April 17, 2014</td>
</tr>
<tr>
<td></td>
<td>May 8, 2014</td>
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</tbody>
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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 2013-2014

PROGRAM AREAS:

Computer Science
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