The Graduate Council will meet Thursday, May 8, 2014 at 3:00 p.m. 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 Hewitt - graduate program

- **Engineering**
  - Jill Clough – graduate program

- **Integrated Supply Chain Management**
  - David Heimerdinger – 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)
- Susan Hansen – elected faculty (term expires end of 2014 summer session)

Graduate Student Representative

- Robert Harbin - elected graduate student (term expires end of 2014 summer session)

EX OFFICIO MEMBERS:

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

Barb Barnet opened the meeting at 3:02

**Announcements –**

1. **Reminder – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, May 8, 2014 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 Brooks
   - November 21, 2013 – Cheryl Banachowski-Fuller and Susan Hansen
   - December 12, 2013 – Julie Kimbler and Heidi Bredeson
   - January 30, 2014 – Lisa Riedle and Qi Yang
   - February 20, 2014 – David Heimerdinger and Bill Haskins
   - March 27, 2014 – Karen Stinson and Cheryl Banachowski-Fuller
   - April 17, 2014 – Caryn Stanley and Julie Hewitt
   - May 8, 2014 – Bill Haskins and Jill Clough
Agenda –

1. Approval of the minutes from the April 17, 2014 meeting.
   A motion to approve the minutes was made by Jill Clough, seconded by David Heimerdinger. Motion was approved

   Course description: A study of educational services for student with visual impairments that may also include other disabilities. An emphasis is placed on the psychosocial effects and the unique learning needs of students with visual impairment. Course components allow candidates to meet some of the requirements for certification in the teaching area of visual impairment. The course is also appropriate as an elective for teachers in other areas. The course will enable the teacher to understand the impact of low vision on the individual and the classroom and provide the teacher with some strategies to create an inclusive classroom that enhances the experiences and learning of the child with low vision.

3. Second Reading – Teaching 7730, Braille Code and Communication 1 – Karen Stinson
   Course description: This course will provide basic skills in braille transcription and codes and provide resources for additional information and assistance. In addition to learning how to use braille and provide transcriptions, candidates will learn how to teach braille to individuals with low vision.

   Course description: This course will provide a combined theoretical and clinical experience in principles and strategies for helping students with visual impairments with their orientation and mobility and with assistive technology to help students with orientation, mobility and learning.

5. Second Reading – Teaching 7750, Methods and Issues of Teaching Students with Visual Impairments – Karen Stinson
   Course description: This course is designed to examine methods and issues of teaching students with Visual Impairments. The course stresses a comprehensive understanding of the history of visual impairment teaching methods from the past to the present, including knowledge of the traditional, contemporary, and innovative methods and approaches. Practical pedagogical principles of teaching students with visual impairments will be examined in relation to language skills, language system, and related assessment implications.

   Course description: This course provides the medical and educational implications of visual impairments including the anatomy and physiology of the eye, impact of lighting, and environmental adaptations for students. The ophthalmological, functional and low vision examinations and results will be reviewed in scenarios including reading and interpreting medical reports with the ability to convey to others, and to design appropriate educational and environmental adaptations.

7. Second Reading – Teaching 7770, Braille Code and Communication 2 – Karen Stinson
   Course description: This course will provide intermediate skills in braille transcription and codes and provide resources for additional information and assistance. In addition to learning how to use braille and provide transcriptions, candidates will learn how to teach braille to individuals with low vision. The purpose of the course and subsequent courses is to prepare the candidate to be certified as a teacher of braille.
Karen Stinson presented information and answered questions concerning the new courses, item # 2-7. A motion to approve these courses was made by Cheryl Banachowski -Fuller, seconded by Susan Hansen. Motion was approved

8. Permission to Develop – OCL 7210, Business Analytics – Caryn Stanley

Course Description: Students will learn how to apply business analytics tools and techniques to decision making for managers and leaders of organizational change. Business analytics is a process of transforming data into actions through analysis and insights in the context of organizational decision making and problem solving. This course provides students with the fundamental concepts and tools needed to understand the emerging role of business analytics in organizations. Students will learn how to apply basic business analytics tools in a spreadsheet environment, and how to communicate with analytics professionals to effectively use and interpret analytic models and results for making better business decisions. Students will complete business analytics problems using Microsoft Excel and various Excel add-ins, and other specialized software that is bundled with the textbook.

Caryn Stanley presented information and answered questions concerning the new courses. This was a permission to develop and will appear later in a GC agenda for the second reading.

A motion to approve development of this course was made by Rob Harbin, seconded by Bill Haskins. Motion was approved pending School of Business approval.


Course Description: This course examines managerial and change leadership concepts, issues, roles, and functions as applied to the role of the healthcare professional in various organizational settings.

10. Second Reading – OCL 7410, Intercultural Change Leadership – Caryn Stanley

Course Description: This course serves as an elective for the general MSOCL program. It is designed to provide the basics in intercultural communication & change leadership and empower learners to handle a broad array of cultural differences in increasingly complex work environments. Individuals, team members, change agents and managers working in such an environment must be knowledgeable about other cultures and cultural differences. This course covers some of the field’s theoretical findings and practical applications in intercultural change leadership and enables the participants to apply this knowledge in a multicultural and multinational business environment.

Caryn Stanley presented information and answered questions concerning the new courses, items # 9 & 10. A motion to approve these courses was made by Jovan Hernandez, seconded by Julie Hewitt. Motion was approved

11. Permission to Develop – DEL 7220, Teaching and Learning at a Distance – Julie Hewitt

Course Description: This course examines the teaching and learning at a distance. Instructional theory and methods as they apply to online and blended instruction will be studied. A comprehensive exploration of teaching philosophies, lesson planning, and the evaluation of online and blended instruction will occur. Best practices and trends will be explored and applied through research, discussion, and practical application.


Course Description: This course examines the administration of eLearning programs, including proposals, planning, implementation, and assessment. Best practices and trends will be explored and applied through research, discussion, and practical application.

Julie Hewitt presented information and answered questions concerning the new courses. This was a permission to develop and will appear later in a GC agenda for the second reading. A motion to
approve development of this course was made by David Heimerdinger, seconded by Caryn Stanley. Motion was approved pending School of Business approval.


Course Description: Students will explore issues related to the effective management of operational units within the virtual environment, student recruitment, admissions, scheduling, training & development, finance, information services, and student services. Emphasis will be given to the development of seamless processes among departments, as well as scalable policies and procedures. The course will also integrate concepts in the management of key organizational resources—human, technological, and financial—in fulfilling strategic and operational goals.


Course Description: This course examines concepts in conducting research in elearning, including quantitative and qualitative methods, data collection methods, and ethics. Interpretation and evaluation methods are also explored and applied, such as metrics, dashboards, narrative inquiry, and interpretive analytics.

Julie Hewitt presented information and answered questions concerning the new courses, items # 13 & 14. A motion to approve these courses was made by Caryn Stanley, seconded by Cheryl Banachowski -Fuller. Motion was approved

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

- **Karena Curtis** – Continuing Education – beginning summer 2014 and expiring end of spring 2015  
  - TCHG 6530E, WTCS Certification Education Requirement #52

- **Phillip DeRuntz** – Adult Education – beginning summer 2014 and expiring end of spring 2015  
  - COUNSPSY 6600, Measurement for Counselors & Educators

- **Damira Grady** – Adult Education – beginning fall 2014 and expiring end of summer 2015  
  - COUNSPSY 7080, Career Counseling

- **Robin Nickel** – Continuing Education – beginning summer 2014 and expiring end of spring 2015  
  - TCHG 6530E, Curriculum & Course Construction #50

- **Antonio Molina Rivas** – Continuing Education – beginning summer 2014 and expiring end of spring 2015  
  - TCHG 6530E, WTCS Certification Education Requirement #52

- **Eddie Santiago** – Counseling Psychology – beginning fall 2014 and expiring end of summer 2015  
  - COUNSPSY 7010, Counseling in the Schools

- **Heather Weiland** – Education – beginning fall 2014 and expiring end of summer 2015  
  - TCHG 7270, Reading in Middle/Secondary School

Motion to approve was made by Susan Hansen, seconded by Caryn Stanley. Motion passed
16. Request for admission to the Graduate Faculty – provisional membership – three year –

- **Ryan Melbard** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7070, Optimization with Engineering Applications

- **Philip Micech** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7310, Control Systems Engineering
  - ENGRG 7320, Modern Control Systems
  - ENGRG 7340, Digital Control Systems

- **Doris Pulvermacher** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7800, Engineering Management
  - ENGRG 7810, Adv Production/Operations Analysis
  - ENGRG 7860, Continuous Improvement with Lean Principles

- **Aaron Shelman** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7220, Dynamics of Structures

- **Ronald Thomas** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7550, Product Design & Development

- **Edward Turnbull** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7030, Simulations Modeling of Engineering Systems
  - ENGRG 7510, Design of Experiments

Motion to approve was made by Julie Hewitt, seconded by David Heimerdinger. Motion passed

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

- **Igor Stanojev** – Engineering – beginning summer 2014 and expiring end of spring 2017
  - ENGRG 7310, Control Systems Engineering
  - ENGRG 7320, Modern Controls Systems
  - ENGRG 7340, Digital Control Systems

Motion to approve was made by Jill Clough, seconded by Julie Hewitt. Motion passed

18. Admission Status – Julie Hewitt and Caryn Stanley: changes are in green

During the admission application review process, students will be classified in one of the following categories:

**Full Standing**

- Full Standing – To be eligible for admission in full standing, a student must have an overall undergraduate grade point average of 2.75 or above; or 2.90 on the last 60 credits from the degree-granting institution and submit a professional resume.
- Individual programs may have additional admission requirements

**Extended Review**

If students do not meet the stated full standing requirements, an extended review will be conducted and the following requirements may be taken into consideration for full admission standing:

- Bachelor’s degree GPA of 2.5-2.75
- Graduate course work with a GPA of 3.0 or higher
- Nontraditional students (bachelors’ degree earned more than five years before date of application)
- Degree in a non-related field
- Degree from a non-U.S. institution of higher education

Students will be notified if they need to submit additional materials for review. For this extended review, students are required to submit a letter addressing how they will be successful in the program; including, how
the program will relate to their future career goals and/or how they have overcome barriers to past educational success. Interviews, letters of recommendation and evidence of professional experience may also be requested.

**Trial Enrollment**

Students who do not qualify for admission in full standing may be admitted on trial enrollment. Trial enrollment admission status is to be used only in extraordinary cases. Admission as a trial enrollee must be justified by the admitting department and approved by the director of the School of Graduate Studies. Each program determines the number of credits contained in its trial enrollment period, up to nine credits of graduate course work. After a student has completed the minimum (as specified by their program area), the faculty in the program area recommend that the student’s status be changed to full standing, probation, or dismissal. The credits earned while on trial enrollment may be counted toward a degree if approved by the faculty in the program area.

**Not Accepted**

Students who are not eligible for admission are encouraged to take classes as a Special Student. Each program determines the number of credits that students should take as special students and the grade they must receive to be considered for admission in the future. Students should not take more than 12 credits as a special student.

Cheryl Banachowski-Fuller made a motion to approve the admission status, seconded by Jill Clough. Motion was approved.

19. **Emphasis on transcript – Dawn Drake**

Dawn discussed the reason that emphasis should be added to students’ transcripts. She will check on the processes that are needed in PASS and will bring this item back to GC in September 2014.

20. **May Assessment Report – Counseling Psychology – Jovan Hernandez**

Jovan Hernandez presented the assessment report and answered questions. This item was information only. NEED to add document, emailed Linda Murphy concerning this document.

21. **Other business**

Susan Hansen mentioned that the standards for permission to develop a course should be on the Graduate Council website

Meeting was adjourned at 4:00 pm on a motion by Cheryl Banachowski-Fuller and seconded by David Heimerdinger.

**Information only**

1. **2013-2014 Assessment Report Schedule**:
   - 2013
     - October – School of Education
     - November –
     - December –
   - 2014
     - January – Engineering – tentative discussion
     - February –
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.

2. 2014-2015 Assessment Report Schedule:

- **2014**
  - September – Computer Science
  - November – DEL
  - December –

- **2015**
  - January – ISCM
  - February – OCL
  - March –
  - April – Project Management
  - May –

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>
</tr>
</tbody>
</table>

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 2014-2015 Meeting Schedule

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18, 2014</td>
<td>January 29, 2015</td>
</tr>
<tr>
<td>October 16, 2014</td>
<td>February 19, 2015</td>
</tr>
<tr>
<td>November 20, 2014</td>
<td>March 26, 2015</td>
</tr>
<tr>
<td>December 11, 2014</td>
<td>April 16, 2015</td>
</tr>
<tr>
<td></td>
<td>May 7, 2015</td>
</tr>
</tbody>
</table>

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**
- 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 Hewitt – 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 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

Robert Harbin - 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

GRADUATE COUNCIL MEMBERSHIP 2014-2015 PROGRAM AREAS:

Computer Science
Qi Yang – graduate program

Counseling Psychology
vacant – graduate program (term expires end of 2017 summer)

Criminal Justice
Cheryl Banachowski-Fuller – graduate program
Distance Education Leadership
Julie Hewitt - 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 2015 summer session)
Patricia Bromley – elected faculty (term expires end of 2017 summer session)
Lisa Riedle – elected faculty (term expires end of 2017 summer session)

Graduate Student Representative
vacant - graduate student (term expires end of 2015 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