The Graduate Council met Thursday, May 12, 2011 in 2007 Ullsvik Hall.

Members Present:
- **Computer Science**
  - Rob Hasker – graduate program
- **Counselor Education**
  - 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**
  - Lisa Riedle – graduate program
  - Jill Clough (for Patricia Jinkins) – elected faculty (term expires end of 2012 summer session)
- **Project Management**
  - D. William Haskins – graduate program
  - John Hammermeister – elected faculty (term expires end of 2011 summer session)
- **At-Large Representatives**
  - Christine Storlie – elected faculty (term expires end of 2011 summer session)
  - 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 – Elizabeth Swift.

Chair Christine Storlie opened the meeting at 3:02 p.m.

**Announcements**

1. **Reminder** – the Admission to Graduate Faculty Subcommittee will be meeting Thursday, May 12, 2011 in 2007 Ullsvik Hall, 2:30 p.m. – 3:00 p.m. – all members of the Graduate Council are invited to participate.

2. Mary Holcomb’s term as the graduate student representative expires end of summer 2011.


4. Christine Storlie’s term on the Graduate Council expires end of summer 2011.

5. Scott Wright has been elected to represent the Project Management program. His term will run fall 2011 until end of summer 2013.

6. Need to elect a new graduate student representative for the 2011-2012 academic year – term will run fall 2011 through end of summer 2012.

**Minutes**
Change in the agenda: Rob Hasker requested that items #11 and #12 in the agenda be considered in reverse order. Approved by consensus.

1. Approval of the minutes from the April 21, 2011 meeting.
   Minutes approved as distributed (motion by Cheryl Banachowski-Fuller, second by Regina Pauly).


   From the April 21, 2011 Graduate Council meeting minutes: “Catalog description: A study of programming language topics which include data objects, data types, storage management, syntax, BNF descriptions, semantics, lexical analysis and parsing. Examples taken from traditional languages as well as more modern languages. P: COMPUTER 2630, Object-oriented Programming and Data Structures II.
   Rob Hasker presented and answered questions. This is an undergraduate course that is being moved up to a graduate level. Rob went through the course content. Cheryl Banachowski-Fuller remarked that the textbook was from 2003; was there a newer textbook? Rob responded that there are a limited number of textbooks. Christine Storlie asked about the prerequisite and Rob answered it was used in an advisory role. Second reading for this course will be at the May 12, 2011 Graduate Council meeting.”
   COMPUTER 5520 approved as a graduate level course (having already been an undergraduate one). Cheryl Banachowski-Fuller moved for approval, Lisa Riedle seconded, and the motion carried.

   NOTE: next paragraph covers items #3 through #8.
   Jovan Hernandez presented the rationale behind items #3 - #8 on the agenda relating to COUNSELD practica. Basically they want a Practicum I and a Practicum II section for each concentration in Counselor Education, so that students enroll in the correct section. Lisa Riedle moved to suspend the rules and consider this the second reading and approve the change. Cheryl Banachowski-Fuller seconded and the motion carried. IMPORTANT ADDENDUM: ALL PRACTICUM II’s SHOULD BE LISTED AS 3-6 CREDITS (agenda listed them as 3).

   Course Description: The purpose of this class is to become familiar with the school counselor role. Throughout the semester students will observe a variety of counselor styles and settings and have the opportunity to learn more about their future profession. Practicum 1 is designed for students to observe counseling related activities that are new to them. Self-reflection and discussion will be encouraged.

   General description: Practicum II is an applied experience during which the Practicum Student works as a professional counselor in training in cooperation with a school district’s counseling personnel. The practicum is the culmination of the counselor education student’s preparation. The emphasis of practicum is on counseling skills, generalizability to work with actual students, and the development of insight. The practicum II experience requires 525 hours of counseling tasks across all levels. The minimum number of hours at any one level is 100 hours.

   Course description: This graduate-level practicum is designed for students to gain exposure to a variety of professional student services settings. A minimum of 25 ‘on-site’ hours per enrolled credit hour must be earned by the end of the semester. Students are encouraged to seek exposure to a
A variety of institutional settings (at a minimum of three). A variety of activities may be included: one-on-one work, group work, classroom presentations, administrative duties, etc., etc... Note: you must be admitted to candidacy and clinical before enrolling in any practicum course.


   Course description: This graduate-level course is designed to help students develop professional knowledge and skills in a higher education context. It will provide a forum for helping students understand developmentally-based student services and how to administer them. This course is experiential in nature, focusing on skills that are components of student services programming. It is designed to provide students with both practice and feedback.


   Course Description: The course aims to address observational and learning needs of counselors-in-training, promoting students’ professional identity and preparation for counseling as a career. Practicum I Community is designed for observation of counseling related activities that are new to the student. Practicum 1 is intended to occur in a variety of counseling settings. Students take the course for 3 credits and complete 150 hours of observation.


   Course objectives: This course provides advanced graduate students with substantial experiences providing clinical psychotherapy and counseling techniques, participation in group supervision, case conceptualization development and presentation, ethical decision making in mental health counseling, community counseling, and/or related placements, and other important aspects of the field. The objective is met through emergent personal and professional counselor development, ethical and legal awareness and practice, use of clinical supervision, observation of clients in various contexts, and learning organizational and occupational dynamics in community agencies.

9. **New course – permission to develop – DEL (Distance Education Leadership) 7XXX, Introduction to Distance Education Leadership, 3 credits, effective spring 2012** – Elizabeth Swift.

   Proposed catalog description: Students will explore the various aspects of distance education. Topics will include student services, marketing, recruitment of faculty and students, faculty development, training, retention, diversity/inclusion, and related issues. This course surveys the history, theories, and practices of distance education. Foundational concepts and issues identified in distance education research and literature are explored and key principles and practical issues involved in the field are identified and critically examined. The course surveys the teaching and learning aspects of distance education, as well as essential administrative and policy factors, with discussion of technology developments and influences.

   Permission to develop a new course in the Distance Learning Leadership master’s program (which has received all approvals on campus and is before the Board of Regents tomorrow) Intro to Distance Education Leadership. No course number is available at this time. This is the first reading of this course. Cheryl Banachowski-Fuller moved we grant permission to develop, Bill Haskins seconded, and the motion carried.

10. **Assessment report – Criminal Justice – Cheryl Banachowski-Fuller.**

    Cheryl Banachowski-Fuller presented the Criminal Justice master’s assessment report and was thanked. Information only – no action taken.
11. Consideration to amend the School of Graduate Studies rules to bar simultaneous admission to more than one graduate degree program at a time, with an allowance for exceptions which may be granted upon approval by the Graduate Dean – Bill Haskins.

From the January 26, 2006 Graduate Council minutes:
“7. Simultaneous pursuit of two master’s degrees – David Van Buren. Dr. Van Buren opened a discussion on the option of a graduate student simultaneously pursuing two master’s degrees. The example used was those students pursuing a Master of Science in Engineering and a Master of Science in Project Management. He wondered if they should adopt a policy of having students finish one degree and then start the other. Discussion ensued. Some members expressed the view that the real issue was the maximum number of credits we allow to transfer from other universities or from other graduate degree programs on campus. Should students be allowed to transfer ½ of their credits into another degree? More discussion followed. No action was taken.”

From the September 21, 2006 Graduate Council minutes:
“6. Number of credits allowed as transfer – David Van Buren.

.Statement from David Van Buren: I believe that allowing up to 50% of credits to be transferred into our degree programs is excessive. How is it a University of Wisconsin-Platteville degree if 50% comes from another program? I would recommend that we establish a new limit of no more than 9 credits from other institutions AND no more than 12 credits from any combination from other institutions AND other University of Wisconsin-Platteville degree programs.)

Dr. Van Buren informed the Council of an email discussion between the UW System graduate deans regarding how many transfer credits are allowed at their institutions. Dr. Van Buren pointed out that the University of Wisconsin-Platteville is much higher than the others. Dr. Van Buren indicated that he realized that some of the programs were more restrictive in what they allowed. He wondered if perhaps we need a more overall restrictive policy.

Bill Haskins – Project Management has agreements in place that allow 12-15 credits of transfer. Dominic Barraclough – Counselor Education allows 50%. Alison Bunte – Master of Science in Education usually allows 9-12 credits of transfer but sometimes it is higher.

Patricia Bromley – Adult Education allows up to 15 credits of transfer.

Susan Hila – Criminal Justice usually transfers 9-12 credits.

Lisa Riedle – commented that when earning a second master’s degree at the University of Wisconsin-Platteville students are allowed to transfer into the second master’s degree up to 50% from the first master’s degree.

David Van Buren – commented that the online programs do most of the double master’s. Discussion ensued. He agreed that if the graduate deans put together a document summarizing the limits various campuses use on transfer of graduate coursework, he would forward it to the Graduate Council.

Patricia Bromley – suggested that maybe we should compare with other institutions outside of the UW System.”

From the March 24, 2011 Graduate Council minutes:
Bill Haskins spoke regarding the difficulties encountered when a graduate student pursues two programs at one time. The example he used was a student pursuing both the Engineering degree and the Project Management degree.

David Van Buren asked that the council take another look at how many credits can transfer into a degree – both from other institutions and from other University of Wisconsin-Platteville degrees. Simultaneous pursuit of degrees involves two advisors, two sets of program requirements and is not a smooth operation. Tracking the change in programs and completion of courses, meeting two sets of degree requirements, etc. is very difficult.

Mike Rowe wondered what other institutions were doing. Maybe check that out.

David Van Buren remarked that we must maintain the integrity of each program. Maybe students could earn the first degree and then an additional certificate in the other area. Discussion ensued.

David Van Buren also discussed the PMP (Project Management Professional) certification.

Students who have completed the PMP certification were originally granted 6 credits of credit for life experience credits in the Project Management program to cover PROJMG (Project Management) 7010 and PROJMG (Project Management) 7020. Engineering also grants the individual the same credit for life experience of six credits to cover 7010 and 7020. After an accreditation experience PMI indicated that University of Wisconsin-Platteville should not grant 6 credits of life experience covering 7010 and 7020 but should only grant three credits of elective. The Project Management program changed the credit for
life experience to match their recommendation. However Engineering is still granting six credits of life experience covering 7010 and 7020.

Christine Storlie wondered why a student couldn’t just finish the first degree and then start the second degree. Discussion ensued.

Members were asked to spread the word and bring concerns and thoughts to the next Graduate Council meeting. This item will be included on the April 21st Graduate Council meeting agenda.

From the April 21, 2011 meeting minutes:

“Lisa Riedle pointed out an error in the minutes quoted before from the March 24, 2011 Graduate Council minutes. The minutes read: ‘David Van Buren also discussed the PMP (Project Management Professional) certification. Students who have completed the PMP certification were originally granted 6 credits of credit for life experience credits in the Project Management program to cover PROJMGT (Project Management) 7010 and PROJMGT (Project Management) 7020. Engineering also grants the individual the same credit for life experience of six credits to cover 7010 and 7020. After an accreditation experience PMI indicated that University of Wisconsin-Platteville should not grant 6 credits of life experience covering 7010 and 7020 but should only grant three credits of elective. The Project Management program changed the credit for life experience to match their recommendation. However Engineering is still granting six credits of life experience covering 7010 and 7020.’ The misinformation was in the sentence “However Engineering is still granting six credits of life experience covering 7010 and 7020”.

Lisa informed the Graduate Council that the MS Engineering Steering Committee meeting of October 20, 2009 minutes read: ‘The UWP Project Management graduate program recently adopted the following policy: “The MSPM program underwent accreditation review spring 2008, with formal accreditation awarded to UWP in July 2008. The accreditation assessment resulted in a change to the PM program Credit for Life Experience feature, which became effective in February 2009. Until recently, matriculated students who held the PMP credential from Project Management Institute were awarded six credits for life experience toward MSPM degree completion, substituting for the two core techniques courses PM 7010 and PM 7020. PMI’s accreditation requirements included reducing the academic value of the PMP to just three credits, applied in the elective category only. Our program had followed the six credits for life experience substitution for two courses PM 7010 and PM 7020 but due to the PM program change should change our policy also. So effective January 1, 2010 for new applicants, a student can receive 3 elective credits for life experience of a PMP certification. Students admitted prior to January 1, 2010 will be grandfathered under the old policy.’

Discussion then returned to the matter of simultaneous pursuit of two master’s degrees. Cheryl Banachowski-Fuller made a motion, seconded by Patricia Bromley, that no student should be allowed to pursue two master’s degrees simultaneously. Discussion ensued regarding maintaining the integrity of programs and of the recordkeeping difficulties. Discussion progressed into are we allowing too many credits to transfer into programs. More discussion ensued. Should we divide this matter into consideration of two items – 1) number of credits a student is allowed to transfer into a program and 2) may a student pursue two master’s degrees simultaneously? Rob Hasker, seconded by John Hammermeister, made a motion to table these matters until the May 12, 2011 Graduate Council meeting and at that time have the agenda list two items:

1. Number of credits that may be transferred into a master’s program
2. Should master’s students be allowed to pursue two degrees simultaneously?

Motion passed. These two items will appear on the May 12, 2011 Graduate Council agenda.”

From the 2010-2012 Graduate Catalog:

“Applying Credits Earned in One Graduate Program Toward Another Graduate Degree

Credits from other University of Wisconsin-Platteville graduate degree programs may be applied to a second graduate degree at UW-Platteville upon the recommendation of the program faculty, up to a maximum of 50 percent of the credits required for the degree. The total of credits from other University of Wisconsin-Platteville degree programs and credits transferred from other institutions cannot exceed 50 percent of the credits required for the degree.”

From the 2010 – 2012 Graduate Catalog:

“Transfer Credits
The following guidelines apply to transfer credits to graduate programs at the University of Wisconsin-Platteville:

• To be accepted for transfer, credits must be approved by more than one faculty member in the relevant program along with the dean of the School of Graduate Studies. Faculty may be 1) the program’s committee; or 2) some mix of the student’s advisor, program head, and a faculty member with expertise in the field.
• A minimum of 50% of the credits for a degree must be from the University of Wisconsin-Platteville graduate courses.
• Credits may be transferred only from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation.
• Students must complete their graduate program within seven years of being admitted to the program at University of Wisconsin-Platteville (extensions may be granted). Once credits have been accepted as transfer credits, they become part of the current program of study, and the seven-year limit is based on the date of admission into the program.
• Transfer credits will be officially recorded after the student has successfully completed one graduate course at University of Wisconsin-Platteville and only courses where the student received a grade of B or higher will be accepted.”

No action taken on agenda item 11 pertaining to not being able to pursue two master’s degrees simultaneously. The feeling was that if a change in number of transfer credits is implemented, this problem may be obviated.

12. Number of credits that may transfer into a master’s program at the University of Wisconsin-Platteville.

Dean Van Buren has obtained information from other UW-System graduate schools re: how many credits they accept in transfer. Nine is typical, though a couple of them accept more. Rob Hasker proposed that unless there is a transfer or articulation agreement in place, a student may transfer at most nine credits. In all cases, no student will be able to transfer more than 15 credits. Discussion followed. Implications: 1) transfer/articulation agreements that now would be approved by the Dean would probably need to go through Graduate Council; 2) programs may attract fewer students and thus receive less revenue. Discussed permitting 12 transfer credits initially and consider moving to 9 if it seems feasible down the road. Is further research needed? What are other programs (i.e., our competitors) doing? We would have to select an implementation date, perhaps January 2012. Students admitted under the old rule would not be affected. This item will be taken up again in September.

13. Ad Hoc Committee to Review Article IV, Sections 2 and 3 of the Bylaws of the Graduate Council, viz., Graduate Council Composition and Graduate Council Membership—With three new graduate programs proposed for implementation to the Board of Regents and some issues that have come up on selecting at-large faculty representatives, it would be useful for an ad hoc committee to be formed to look at these parts of the Bylaws – David Van Buren.

Discussion of Graduate Council membership. The three new master’s degrees are all coming out of Business Administration and if each coordinator gets a seat, BSAD would have a very large representation relative to the size of the Council. A small subcommittee will be convened during summer by Dean Van Buren. Volunteers are Cheryl Fuller, Pat Bromley, Christine Storlie, and Regina Pauly. A representative from an entirely on-campus program will be added by the Dean.

14. Election for an At-Large Representative Results were a Tie –David Van Buren –

• Barb Barnet = 6 votes
• Dennis Ciesielski = 6 votes

Tie in election for at-large seat for 2011-2012. The consensus was that we flip a coin. Barb Barnet won the toss, however Dean Van Buren will explore whether she is still interested in serving, given some other responsibilities she has undertaken. If she is not, consensus was that Dennis Ciesielski would be declared the winner of the election.

NOTE: Request for Admission to the Graduate Faculty Subcommittee met at 2:30 p.m. today. Today’s subcommittee members were Cheryl Banachowski-Fuller, John Hammermeister and David Van Buren.
Admission to graduate faculty. Subcommittee of Cheryl Banachowski-Fuller, John Hammermeister, and David Van Buren had met and examined the applications and supporting material. Cheryl Banachowski-Fuller moved to approve all who were proposed for 1-year provisional membership, with the condition that those who had not submitted the updated form must do so. John Hammermeister seconded and the motion carried. Cheryl Banachowski-Fuller moved to approve all who were proposed for 3-year provisional membership, with the condition that those who had not submitted the updated form must do so. John Hammermeister seconded and the motion carried.

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

  - TEACHING 6530E, Current Topics in Education: Educational Diversity #69.
- Dan Dougherty – School of Education, Continuing Education – beginning summer 2011 and expiring end of spring 2012.
  - TEACHING 6530E, Current Topics in Education: Educational Evaluation #54.
  - TEACHING 6530E, Current Topics in Education: Educational Psychology #53.
  - TEACHING 6530E, Current Topics in Education: Technical and Adult Education in the WTCS #51.
- William Kitz – (have not received an approved graduate faculty approval form) School of Education, Continuing Education – beginning ________________ and expiring end of ________________.
  - TEACHING 6530E, Current Topics in Education: Curriculum in Language Remediation.
  - TEACHING 6530E, Current Topics in Education: Leadership and Supervision #58.
  - TEACHING 6530E, Current Topics in Education: Teaching Methods #52.
  - BUSADMIN (Business Administration) 5650, International Financial Management.
  - TEACHING 6530E, Current Topics in Education: Clay Ventures.
  - TEACHING 6530E, Current Topics in Education: Primary Digital Resources for Librarians and K-12 Educators or Bringing the Museum to You.
  - TEACHING 6530E, Current Topics in Education: Creating a Picture Book with Your Students.
  - TEACHING 6530E, Current Topics in Education: Teaching with Multi-Cultural Literature in Your Classroom.

16. Requests for admission to the Graduate Faculty – provisional membership – three years –
• William Patrick Barlow – (have not received an approved graduate faculty approval form) School of Education, Continuing Education – beginning ___________ and expiring end of ___________.
  o TEACHING 6530E, Current Topics in Education: Leadership and Supervision #58.
  o TEACHING 6530E, Current Topics in Education: Remember When – Fort Seward Wagon Train 2011.
  o TEACHING 6530E, Current Topics in Education: Reaching the Underachiever in the Classroom.
  o TEACHING 6530E, Current Topics in Education: Students with Bi-Polar Disorder: What Should Schools Look for and How Can We Best Help.
• Rick Morgan – School of Education, Continuing Education – beginning summer 2011 and expiring end of spring 2014.
  o TEACHING 6530E, Current Topics in Education: This Republic of Suffering – Death and the American Civil War – A Conversation.
  o TEACHING 6530E, Current Topics in Education: A Soldier’s (and Everyone Else’s) Life During the Civil War.
• Doris Pulvermacher – Engineering online – beginning summer 2011 and expiring end of spring 2014.
  o ENGRG (Engineering) 7800, Engineering Management.
  o ENGRG (Engineering) 7860, Continuous Improvement with Lean Principles.
• Diane Sterba – School of Education, Continuing Education – beginning summer 2011 and expiring end of spring 2014.
  o TEACHING 6530E, Current Topics in Education: Ignite Your Creativity.
  o TEACHING 6530E, Current Topics in Education: Methods of Teaching Minority Youth in the K-12 Classroom.

17. Other business – None.

Meeting adjourned at 4:17 p.m.

Respectfully submitted, Pat Bromley

Information only –

1. 2010-2011 Assessment Report Schedule:

• 2010
  o October 21st
  o November 18th
  o December 16th – M.S.: Project Management, Bill Haskins.
• 2011
  o January 27th – School of Education, Karen Stinson (includes M.S.E., Counselor Education, M.S.E.: English Education Wuhan, M.S.E.: Adult Education) – half will be presented in January and half in February.
February 17th – School of Education, Karen Stinson (includes M.S.E., Counselor Education, M.S.E.: English Education Wuhan, M.S.E.: Adult Education) – half will be presented in January and half in February.

March 24th

April 21st – M.S.: Computer Science, Rob Hasker.

May 12th – M.S.: Criminal Justice, Cheryl Banachowski-Fuller.

2011-2012 Assessment Report Schedule:

- 2011
  - September – M.S.: Engineering, Jill Clough.

  - 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 2010 – 2011 meeting dates:
Graduate Council will meet 3:00 p.m. – 5:00 p.m. in 2007 Ullsvik Hall:

- September 30, 2010
- October 21, 2010
- November 18, 2010
- December 16, 2010
- January 27, 2011
- February 17, 2011
- March 24, 2011
- April 21, 2011
- May 12, 2011

Request for Admission to Graduate Faculty Subcommittee will meet 2:30 p.m. – 3:00 p.m. in 2007 Ullsvik Hall:

- September 23, 2010
- October 21, 2010
- November 18, 2010
- December 16, 2010
- January 27, 2011
- February 17, 2011
- March 24, 2011
- April 21, 2011
- May 12, 2011

GRADUATE COUNCIL MEMBERSHIP 2010-2011:

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
- Colleen McCabe (representing the Director of the School of Education, Karen Stinson) – 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
- Lisa Riedle – graduate program
- Patricia Jinkins – elected faculty (term expires end of 2012 summer session)

Industrial Technology Management
- Colleen Kaiser (representing David Heimerdinger) – 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
John Hammermeister – elected faculty (term expires end of 2011 summer session)

At-Large Representatives
Christine Storlie – elected faculty (term expires end of 2011 summer session)
Patricia Bromley – elected faculty (term expires end of 2012 summer session)

Graduate Student Representative
Mary Holcomb - elected graduate student (term expires end of 2011 summer session)

EX OFFICIO MEMBERS
Dr. David Van Buren, Dean, the School of Graduate Studies
Regina Pauly – Karrmann Library