

**Graduate Council  
Minutes  
December 13, 2017  
8:00-9:00 a.m. BA 205a**

Graduate Council members in attendance: Jim Bailey, Kristi Askew, Debanjan Bhattacharjee, Jeff Petersen, Elijah Neilson, Deborah Escalante, Jeff Maxfield, Christopher Goslin

Graduate Directors in attendance: Mary Sowder, Tom Sturtevant, Christine Walker, Curtis Welborn, Lars Eggertsen, Marianne Craven

Staff in attendance: Shauna Reher, Wendy Athens

Minutes

November 8, 2017 minutes were approved.

Graduate Faculty for the Woodbury School of Business

The following faculty were approved for the Woodbury School of Business:

Thomas Green – Professional  
Jill Jasperson – Full  
Lowell Glenn – Full

Graduate Faculty for the School of Education

The following graduate faculty member was approved:

Jennifer Call – Professional

Graduate Faculty for the College of Humanities and Social Sciences

The following graduate faculty member was approved:

Steven Sylvester - Full

Graduate Admissions Appeal Form

- The form was created to collect all of the information needed to make a decision on exceptions for students that do not meet the minimum university requirements.
- Comments are welcome.

Online Graduate Student Orientation Initial Discussion

- Feedback was requested on developing an online orientation for graduate students. Students would be required to take the orientation before arriving on campus. It would review graduate student requirements and resources. Each program could work with OTL to add additional information specific to their program. The orientation would be no more than one hour.
- When evaluating graduate faculty their research is reviewed but not their teaching skills. Two graduate programs are completely online. There is some concern about the quality of the online programs and how quality should be assessed. Wendy Athens shared a model regarding teaching effectiveness. A course design rubric was also provided. After some discussion most programs felt this should be done within the program. OTL can offer

support while the Graduate Council could provide some guidelines and follow up to see that assessment is being done. How it is done would be up the individual programs.

- The impact that decisions have on programs should be considered by the Graduate Council. Some policies can be detrimental to programs.

#### Policy 655 Recommendations

- Based on the recommendations the Graduate Council made during the November meeting, the policy writing committee developed a draft of recommended changes to Policy 655- Graduate Faculty. The Graduate Council and graduate program directors were fine with the recommended changes.
- The Graduate Council and Graduate Directors wanted to add an appeals process for temporary exceptions to the policy when a program does not have qualified graduate faculty. Draft appeals language will be sent to Graduate Council members and Graduate Directors for comments. After receiving comments and making recommended revisions, the policy will move forward to Stage 2 of the university policy process.
- There was some discussion regarding the different categories of graduate faculty. Some programs have specialty licenses recognized by outside accrediting bodies. It was suggested that each program submit criteria for these licenses so the council could quickly see if the faculty meet the criteria and approve them. Only special circumstances would need to appear before the Graduate Council.