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## University of Northern Iowa Graduate Council Minutes, October 8, 2009

Graduate Council, University of Northern Iowa.

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# UNI Graduate Council Minutes #985

The Graduate Council

UNI Graduate Council Minutes No. 985

October 8, 2009

Present: Buckholz, Bybee, Clayton, Coon, Coulter, Czarnetzki, Etscheidt, Fecik, Harton, Pohl, Schuchart, Waldron, Wurtz

Absent: Stalp, Thompson, Moon

Guests: MacKay

The meeting was called to order 3:30 p.m. Waldron asked the student representatives to introduce themselves.

1. Motion by Coulter to approve September 24, 2009 minutes. Motion was seconded by Etscheidt. Motion passed.
2. Graduate College reports – Joseph reported she had an opportunity to see Stalp present at the Brown Bag Lunch and Buckholz perform at a scholarship benefit. She stated that each of them take great pride in and enjoy their work.

Two Strategic Planning meetings are planned at this time. The first meeting will be Wednesday, October 21 from 10:00 a.m. – 12:00 p.m. and the second will be held Thursday, October 22 from 3:30 – 5:30 p.m. Both meetings are being held in the Commons. There are 35 people on the committee.

Academic program assessment is continuing. Graduate programs that are being phased out were already in the process of being phased out. Part of the plan will include restructuring.

During the prior academic year the Graduate Council recommended that students born prior to 1957 would not have to provide proof of a MMR vaccine. That policy has been adopted by UNI.

A liaison is needed between Undergraduate Curriculum Committee (UCC) and Graduate College Curriculum Committee (GCCC). Pohl asked for dates and times of meetings. GCCC meets on Friday afternoons and UCC meets on Wednesday afternoons. Meetings will continue for three additional weeks. Waldron suggested Kevin Finn.

The Graduate College is undergoing internal process review. The Graduate College may be included in an MBA culminating review. Development and marketing will also be reviewed. The first process review will be graduate assistantships and will be done quickly. The first meeting is scheduled for October 28 and the second will be held November 4. Both meetings will be 3:00 – 5:00 p.m. Discussion at the first meeting will center on the current processes in place in the Graduate College as well as input from Human Resources and payroll procedures. The second meeting will focus on the best way to manage the graduate assistantship system including how to make sure students

get paid on time, checks and balances system, discussion of best system and how best to accomplish it. The goal is to make the process better. Joseph said graduate coordinators, graduate secretaries, the Graduate Council, and department heads will be invited. Clayton suggested inviting the Office of Sponsored Programs since some graduate assistants are paid from grants. Wurtz suggested putting meetings on Oracle calendar. Most faculty do not use Oracle calendar.

Coon reported she has been circulating a draft of the proposed changes to the Recency policy. The policy has been forwarded to the College of Education, specifically the EdD program but has received few responses. She is also circulating the changes proposed for graduate credit taken by undergraduate students.

Coon asked for volunteers from the graduate faculty to serve on the committees responsible for determining student awards. Buckholz volunteered to serve on a committee and Czarnetzki stated he would like to serve on the research papers committee. Coon also asked for names of possible faculty willing to serve. Harton noted she had forgotten the due date and had not submitted any papers for consideration. The due date will be extended to October 16 and all graduate faculty will be reminded to submit student's work by that date.

3. Chair of Graduate Faculty Report – Clayton stated she is serving on the search committee to replace Ed Ebert. Anyone working closely with grants and contracts may want to attend open meetings to meet the candidates. The description and job have been changed. Lori Miller and Michelle Mullings-Shand will be supervising grants. There are three candidates for the position. Tori Stafford interviewed yesterday and the last two candidates are external.

4. Unfinished Business – Shoshanna has made recommended changes to Recency Policy. The major change in the policy affects students; they must be able to submit a plan showing how they will complete their program when asking for an extension. The form has been created and will need to be attached to student request. Waldron talked to the Graduate Council about the feedback from the EdD program; the current time limit is 14 years and the new proposed time limit is 10 years. The department head and graduate coordinator would like to see the limit be reduced to 7 years to complete the program. Currently students are allowed to take seven years to complete 15 hours as a non-degree student and would then be admitted as degree seeking student and begin the 7 year time limit on completing their program. No comments have been received from the Educational Leadership department. It was suggested silence could indicate approval. Current information disseminated by department has a 7 year limit. Etscheidt suggested perhaps Coon should meet with Education Leadership department. Coon said new policy could be implemented during the summer of 2010. Discussion on proposed wording. Coon will make changes.

6. New Business – Clayton stated there may be a possible discrepancy between new residency policy passed two weeks ago and what is in course catalog. The transfer of credit hours and residency are in conflict. Changes to residency requirement or transfer policy will need to be made. Waldron thought change to residency policy should be made. Motion by Etscheidt to remove thesis or research hours

from residency policy, seconded by Fecik. Motion was passed. There will be further discussion about EdD program conflict in residency policy vs. transfer hours at another meeting.

Discussion regarding common course hours. Currently workshop hours are limited to six hours per degree. A 333 offering would be only for doctoral students. HPELS requested 333. Coon stated most science education workshops are offered during summer when teachers are available to take course; they have all been 100 level. 186 or 159 are experimental courses. Motion by Pohl to add 386 & 359 to course hours; seconded by Fecik. Motion passed. Common course numbers for immediate implementation.

The Strategic Planning discussion was tabled.

Pohl moved to adjourn the meeting, seconded by Wurtz. Motion passed.

Meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Machelle Stickler

Secretary