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## University of Northern Iowa Graduate Council Minutes, September 11, 2008

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# UNI Graduate Council Minutes #974

The Graduate Council

UNI Graduate Council Minutes No. 974

September 11, 2008

Present: Coulter, Etscheidt, Joseph, Licari, Leutzinger, Nelson, Pohl, Stalp, Waldron

Absent: Buckholz, Wurtz, Moon

Guests: Susie Schweiger, Pam MacKay

Pohl welcomed everyone back to a new year. Dr. Michael Licari was introduced as Interim Associate Dean for the Graduate College. Also introduced was Cynthia Coulter as Graduate Council representative for Rod Library.

1. Approval of Minutes from March 27, 2008.

Stalp made a motion to approve the minutes from the March 27, 2008 meeting. Nelson seconded the motion. Coulter stated that students are not required to submit their thesis electronically. Coulter volunteered to serve on task force but not to chair the task force. Minutes were approved with changes noted.

2. Graduate College Reports.

Joseph welcomed Licari to the Graduate Council. She stated Mike approves student requests and is currently working on getting committees started. Maureen Clayton is the new Graduate Faculty Chair. Joseph told Council members Clayton has some great ideas for the Brown Bag Lecture Series and encouraged increased attendance at Brown Bag. Otto MacLin will be doing the first Brown Bag on September 17. Joseph reported fall enrollment has increased by 299; 262 are graduate students. There are 120 new graduate students in the new cohort for the Math & Science initiative. Joseph has a meeting scheduled on Monday to discuss the BAE/MAE in Education. Education majors are graduating with an average of 150 credit hours. The final Carver Institute report is nearing completion. The Carver Institute has not extended the grant; other avenues of funding are being explored. Licari reported that three colleges have not yet held elections for positions on the Graduate Council and various committees. He is currently waiting for members of the PDA committee to be elected; PDA deadline is September 26. Joseph stated Helen Harton was first recipient of the Faculty Award for Outstanding Contributions to Graduate Education. Joseph would like to see this award more on par with the McKay and Outstanding Graduate Faculty Teaching Awards; offer a \$1,000 prize. Discussion followed. Nelson questioned if more than one won the award since up to five were allowed to win. Coulter suggested capping the number of awards at three.

The only requirements for the award are two letters of nomination. The award is intended for staff that have gone above and beyond in helping graduate students succeed. Pohl suggested \$500 be given for empirical research and \$500 for creative projects. It was stated additional guidelines could be given to those who nominate staff for the award. Clayton, Licari, and Pohl will meet and bring suggestions to the next Graduate Council meeting. Licari is working on a handbook for graduate coordinators. He felt this would be worthwhile with the turnover of graduate coordinators. He will be asking for input from the Graduate College staff, Graduate Council and graduate coordinators. Schweiger reported there were 108 new graduate students at the New Graduate Student Orientation on August 28. The first meeting of the Graduate Student Advisory Board is scheduled for September 25. Fliers for the writing workshops for graduate students have been distributed. Schweiger has also distributed a list of recruiting fairs she will be attending.

### 3. New Business.

#### a. Student Representation to the Graduate Council.

Students must receive recommendation to serve on the Graduate Council. Nelson suggested students be picked from Graduate Student Advisory Board. Not all graduate programs are represented on the Advisory Board. Colleges can nominate students. Nelson felt students should pick their representatives.

#### b. Strategic Planning Priorities.

Joseph reported diversity, distance education, development and interdisciplinary programs and goals were the Strategic Planning priorities identified last spring. Pohl asked about the ranking; felt emphasis should be placed on distance education due to economics.

#### c. Parental Leave Policy.

The Parental Leave Policy was distributed. Nelson moved, Coulter seconded to approve the policy. Licari stated students need to know an extension of recency needs to be submitted; it is not automatic. Policy has been reviewed by UNI's attorney, Human Relations, the Cabinet, and Provost. Motion passed.

#### d. Representative for UCC.

A replacement needs to be found for Dr. Fahmy on the Curriculum Board. This person needs to be attentive to details. Joseph asked for suggestions. Pohl suggested Melissa Beale. Nelson suggested sending email to Graduate Council members not present to ask for suggestions.

### 4. Other.

Pam MacKay stated that current paper applications are organized by majors offered by individual colleges. With approval from the Graduate Council, the Registrar's office will list majors in alphabetical order. MacKay also reported students are not appropriately using the automated graduation application. Students are filing for graduation not necessarily in the semester they will graduate. Masters' degree students get a prompt for graduation application at 15 credit hours and doctoral students get prompt after 45 hours. Nelson suggested changing default. MacKay says they have an option to escape the application process before being charged the \$40 graduation fee. Stalp suggested only putting current semester on site. Graduate coordinators should talk with students about graduation application.

Graduation applications will be restricted to current semester and registrar's office will send information to graduate coordinators. Masters' research papers are retained at the departmental level. The library will scan them, convert them to pdf and put on digital page so they are available for distance education students to use. Students have the option to publish them. IRB reviews applications differently if research will be public.

#### 5. Adjourn.

Motion by Nelson, seconded by Coulter to adjourn meeting. Motion passed. Meeting was adjourned at 4:30 p.m.

The next meeting of the Graduate Council will be September 25 at 3:30 p.m. in Lang 115.

Respectfully submitted

Machelle Stickler  
Secretary