

## Graduate Study Committee Meeting

April 15, 2008 Minutes

**Members Present:** Vivian Amantana, Lori Anderson, Bob Broeg, Mary Bucy, Mickey Pardew, Gwenda Rice, Janeanne Rockwell-Kincanon, Julia Smith, Linda Stonecipher, Shannon Talbott, Tamina Toray, and Kevin Walczyk

**Ex-Officio:** Linda Stonecipher

**Minutes:** Lori Anderson

**Approval of Minutes:** Minutes from March were approved with corrections as noted below.

**Agenda:** See attached

Time	Agenda Item	Who	Outcome/Follow-up
3:30	Approval of March minutes	Mary Bucy	<p>Minutes approved for March were read and a name spelling correction made as follows. Under Item 2–Corrections, “Debbie Duran” should read “Debi Duren”. Also, under Item 7–Academic Excellence Graduate Reception, “3:00 p.m. to 3:30 p.m.” Discussed having the reception START at 3:00 or 3:30. (We have since decided to start at 3:30 and go for one hour, to 4:30.)</p> <p>Mickey Pardew moved to approve with noted changes. Bob Broeg seconded. All approved.</p>
3:40	Graduate Office update	Linda Stonecipher	<p>Linda welcomed Lori Anderson as new employee in the Graduate Office.</p> <p>Winter 2008 Comp Exam Summary (attached) was handed out. Special mention was made regarding 4 students (13%) scored “with distinction.”</p> <p>Spring 2008 Comps: 58 students are registered to take comps spring term.</p> <p>Banner Update (Graduate Data): Banner system does not currently reflect accurate graduate data and is not easily interpreted. Linda has spent the last several weeks figuring out what’s missing to accurately track grad students in Banner. The 2-step application process means program codes are not being entered into Banner soon enough to track properly.</p> <p><u>To do list:</u></p> <ul style="list-style-type: none"> <li>• Enter program codes into Banner. (Complicated by shortfalls with current codes that don’t directly match OUS codes and are mixing up content areas with degrees—showing erroneous degrees.)</li> <li>• Banner should be ready to implement holds for fall term registration holds for grad students with 9 credits that have not yet filed a program plan. Discussion followed regarding where the holes are in the registration/admission process. We need this to enforce policy to have contract in place early. (Problem: Different application process than admitted students. Non-admit status, especially summer perhaps should be another priority area to address. We need to screen all terms.)</li> <li>• Meeting with Nancy France is scheduled this week to discuss Banner related issues, tackling first the program code issue which needs to be fixed before placing holds on registration.</li> </ul>

4:00	Outstanding Graduate Student Award update	Janeanne Rockwell-Kincanon	<p>Tamina Toray, Mickey Pardew, and Janeanne Rockwell-Kincanon have selected a student for the award. However, they will defer announcement until confer with appropriate parties regarding proper protocol. They had five really good nominations.</p> <p>President Minahan has approved the entire proposal including plaques and speaking at commencement. Janeanne will notify John Tucker so the Outstanding Graduate student will be recognized at leadership dinner. Plaques will be displayed in the Hamersly Library. Committee congratulated Mickey &amp; Janeanne for their work on this award.</p> <p>Issues that came up for future consideration:</p> <ul style="list-style-type: none"> <li>• Should supporting materials be required or solicited? Some candidates had letters of nomination as well as extra materials while others did not.</li> <li>• Consistency should be established for next year. Perhaps soliciting information about each candidate.</li> </ul>
4:15	<p>Academic Excellence Graduate Reception</p> <p>Venue and Food</p> <p>Music</p>	<p>Linda Stonecipher</p> <p>Kevin Walczyk</p>	<p>The Graduate Studies Committee will host a reception in the Oregon Room (the “fireplace room” in Werner). Lori will confirm use of the area and Linda will make arrangements for the food. The area is conducive to good exposure and may encourage others to enter grad program. Undergrads will be able to see posters. Because we want to highlight graduate student work, those programs that have both undergraduate and graduate students may want to include graduate student poster presentations during this event in addition to their presentations at other times of the day. For example, Shannon will have an oral presentation as part of a health session, but she will also have a poster at the graduate session.</p> <p>Linda and Mary will plan food according to budget.</p> <p>Poster presentations and music will be from 3:30 to 4:30. There will be three other pianists providing music over the next hour. Kevin will bring list of people providing music so that they may be included in the program.</p> <p>Posters: How many posters are there? Mickey has 5. All committee members will check with people to do posters and bring names back to committee for program. Jeff Templeton will be getting posters from different divisions. Mary will check on times. <b>MAKE IT MORE VISIBLE!</b> Alyssa and Susan coordinators. Shannon and Bridget will do orals and posters. CJ coordinator Terry. Joe Harchanko will coordinate music.</p>
4:35	<p>Discussion:</p> <p>Additional issues to address this year?</p>	Mary Bucy	<p>Questions:</p> <ul style="list-style-type: none"> <li>• Anything else committee wants to focus on this year? This year the committee added the graduate awards, showcase, and reception.</li> <li>• What does committee want to tackle next year?</li> </ul> <p>What’s happening on view book? Individual programs would like their own viewbooks, instead of a single one for all graduate programs, but no one is available at this time to coordinate.</p>

		<p>Rehabilitation Counseling Ed (RCE) program core accreditation issues got dinged on inaccessibility of web page. Very specifically looking at restrooms and accessibility. Mary suggested that committee could take on web page issues. Mickey pointed out online catalog issues...conditional admissions one term, must meet at end of term. Does the web page say anything about GPA?</p> <p>Two-point entry into grad program; what happens if they're accepted into grad program, but not accepted into MAT or other area? Gwenda would like to establish coherent policy with a neutral committee. There is a proposal already being addressed by Linda to clarify process as one step for students. Gwenda would like to include an appeals process for denied students.</p> <p>Can we see thesis and portfolio, etc. from Banner? With distinction doesn't show up either. Next year 606 "blanket number" not clear between thesis, portfolio. Should committee address this? Forms unsatisfactory regarding with distinction, etc. (written and oral).</p> <p>Linda will report these issues minus web page back to committee as they unfold.</p> <p>Everyone look at web page individually. Lori will eventually replace Connie Wildfang in updating web page.</p> <p>Printed Catalog not matching online catalog. Some things don't go thru curricular review process and don't get into printed catalog. Prerequisites missed last year.</p> <p>Where are we with accreditation reports? No plan developed yet. Need to identify what on the accreditation report that we can address.</p> <p>What is the status of international students' issues? Discussions followed regarding sudden number increases in classes as well as problems with certain students believing they were getting a degree other than their courses or plan indicated.</p> <p>Great things have happened in writing with international students. Added comp prep class and private tutoring sessions for every student.</p> <p>NCATE report Linda.</p> <p>Next month we will look at the Web page together at our meeting. Before the next meeting Mary will send out the NCATE report to committee members to review for a discussion in May.</p>
4:52	Meeting adjourned	

**Attachments:** (hard copy in Graduate Support Office)

- Agenda
- Graduate Studies Report, April 15, 2008
- Potential Issues to Address, Graduate Committee: 2007-08, October 22, 2007