

**Graduate Council Meeting Minutes**  
**Tuesday, October 4, 2011**  
**4:00 – 5:00 p.m.**

**Present:** Barbara Zuck, Carol Reifschneider, Curtis Smeby, Darlene Sellers, Jaakko Puisto, Larry Strizich, Norton Pease, Randy Bachmeier and Rosalyn Templeton

**Not Present:**

**Meeting Minutes from September 6, 2011 approved by a motion from Darlene; Jaakko seconded. Curtis added two items to Agenda for today.**

**1. EDLD Prefix**

- a. Discussed Instruction and Learning prefix options: EDLD, INST, CNI, EDCI, EDIN and EDIL. Using the prefix INST would be confusing to students because they would lose the name recognition with courses.
- b. Darlene made a motion to leave it as EDUC but change the name to Master of Science in Education, Instruction and Learning.
- c. Jaakko seconded the motion to approve and Curtis will complete the Level 1 form to clarify the title.

**2. IRB Research**

- a. The time of this meeting needs to be adjusted so that members from the IRB committee can attend this meeting if they want to. *(See #7 Other below)*
- b. The IRB process is currently being reviewed and revised with forms cleaned up.
- c. The goal is to revive the Institutional Review Board to ensure compliance with university requirements.

**3. Graduate Level Endorsements**

- a. Discussed the restructure of K-12 endorsements for the purpose of OPI accreditation.
- b. There is a need of a key person to keep up with the list of people. Ginny and Carol should take the lead as the program is being revised and modified.
- c. Curtis and Darlene will forward her emails to Ginny and Carol.

**4. Grading Scale**

- a. Giving students at the graduate level a B- is causing financial aid problems.
- b. The committee discussed whether or not the graduate policy should be revised. It's currently a cumulative grade but it's also reviewed by semester.
- c. The students are getting warning letters that says they will not be eligible for financial aid if their GPA goes below a 3.0.
- d. Discussed student appeals and that there needs to be a common understanding over the graduate program to make it more consistent.
- e. If a student has a C-, they have to repeat the class due to the much higher expectation of graduate students.

**5. Admission and Standards**

- a. Curtis is currently the point person of contact for the Admissions and Standards Committee issues with graduate students and this seems to be functioning well.
- b. The challenge is that the Admission and Standards committee does not have a graduate faculty on the committee so the graduate representative is unable to vote. There are about three or four graduate petitions a year.
- c. Registrar's Office is developing two versions of the form – graduate and undergraduate.
- d. The committee discussed whether or not there was a need to talk to the Academic Senate President about changing the bylaws to allow graduate representation into the Admissions and Standards Committee.

**6. Meeting Times**

- a. The committee decided that the future meetings will be at 3:00 instead of 4:00 since there were several committees meeting at the same time. So as it stands, the meetings will be on the 1<sup>st</sup> Tuesday of the month at 3:00 PM.

**7. Other**

- a. The committee discussed graduate certificates and where they could be housed inside the university. Also, there were five areas discussed where there might be a need:
  - i. Native American Studies
  - ii. Addiction
  - iii. Diesel
  - iv. Adult Learning and Training
  - v. Career and Technical Education (OPI Endorsement)
- b. Also discussed LAC's (Licensed Addiction Counselors)
- c. The committee discussed "highly qualified teacher requirements"
- d. The committee decided to have further discussion on certificates.

Meeting Adjourned at 4:50 PM by motion made by Larry; seconded by Darlene.

***Minutes taken by Amy Bryant***