



MONTANA STATE UNIVERSITY NORTHERN

Meeting Minutes
Grad Council Committee
September 25, 2015
Cowan Hall Room # 303
3:00pm

Members: Carol Reifschneider, Curtis Smeby, Darlene Sellers, Darlene Sellers, Joey Todd, Larry Strizich, Norton Pease, Randy Bachmeier, Steven Don, William Rugg, Virginia Braithwaite, Vonnie Pattison

Chair: Darlene Sellers Minutes: Debra Bradley

Members Present: Carol Reifschneider, Curtis Smeby, Darlene Sellers, Joey Todd, Larry Strizich, Randy Bachmeier, Steven Don, William Rugg, Virginia Braithwaite, Vonnie Pattison (phone)

1. Meeting was called to order by Curtis at 3:05pm
2. Minutes from October 7th, 2014, December 2nd, 2014 and February 3rd, 2015
 - a. Larry made the motion to approve all minutes
 - b. Steven made the second
 - c. Discussion
 - d. Minutes approved as written
3. Vonnie was introduced to the group
4. CNSL and I&L Signature Page – Debra
 - a. Changes that need to be made –
 - i. Master of Education on the CNSL page
 - ii. Add the word “understood” in the sentence, The undersigned certify that they have read, understood and accepted the document entitled _____
 - iii. NRSB has been using this for quite some time and is a viable part of their files.
5. Fingerprinting – Debra
 - a. I & L not needed
 - b. CNSL – OPI requirement
 - c. Start Fall 2016
6. Program Sheets – Debra
 - a. I & L –
 - i. Add two more lines for Graduate Consultation Course

1. This is for students who have completed all of their degree course work but who need additional faculty or staff time. This course may not be used for degree credit.
 2. 3 credits (may be repeated) Pass/Fail
 3. Lines will be added below the credit line
 - ii. Waiting for the Registrar to add the CRN # to the two new courses for I&L page. Start for Fall 2016
 - b. CNSL
 - i. Add two more lines for Graduate Consultation Course
 1. This is for students who have completed all of their degree course work but who need additional faculty or staff time. This course may not be used for degree credit.
 2. 3 credits (may be repeated) Pass/Fail
 3. Lines will be added below the credit line
 - ii. Change the number of credits from 36 to 60
 - iii. Under the required signature page
 1. Add Director of Educational Field and Clinical Experience for School Counselors only. Virginia is the person who will sign this line.
 - iv. Start for Fall 2016
 - v. Darlene to send Virginia the list of who is in School CNSL for reference.
7. Check List – Debra
- a. I & L
 - i. Take off Fingerprinting (#13)
 - ii. Take off the Praxis Series Test (#17)
 - iii. Added Housing Information (optional)
 - iv. Added Student Insurance & Tuition Payment Form
 1. First Semester only
 2. Student will be responsible after that
 - v. Start Spring 2016 Cohort
 - b. CNSL
 - i. Added Housing Information (optional)
 - ii. Added Signature Page
 - iii. Added Praxis test #5421 (post-graduation) (School CNSL only)
 - iv. Talk to the Director of Educational Field and Clinical Experiences
 1. Add this to the policy and procedures
8. IRB Process / Action Research Projects– Curtis
- a. Larry and Curtis working together
 - b. Need recommendations for more faculty to help with the process
 - i. Summers there not many faculty on campus to help
 - c. Send out requests for training
 - d. Larry suggested that maybe he or other members of the IRB come and talk with the students that are in the Action Research class

- e. Also suggested was doing a video
 - f. 40 research papers came in over the summer –
 - i. Average is 10-15
9. Pay Increase for Adjunct Faculty – Curtis
- a. Bring suggestions to William on how to keep the Graduate Education healthy
 - b. Adjunct CNSL to Instructors
 - c. William also told the committee that pay raises starting Spring 2016 will be –
 - i. Undergrad - \$600.00 per credit to \$750.00
 - ii. Grad - \$833.50 per credit to \$900.00
10. Graduate Faculty Load – Curtis
- a. 9 credit hours
 - b. NWCCU
 - c. 3 hours release time?
 - d. Full load
 - i. Additional learning
 - 1. Cohorts
 - e. William is asking for more information
 - i. 5 years' worth of information
 - ii. I & L and CNSL
 - f. Marketing
 - i. Certificate
 - ii. Adult learning
 - iii. 2 more faculty members
11. Score Card – Curtis
- a. Application
 - b. CAPE Standards
 - c. Conditional admission for the first semester
 - d. "B" or below drop to non-degree seeking
12. Adjournment at 4:20p
- a. Motion made by Steve
 - b. Second made by Larry