

Meeting Minutes
Grad Council Committee
November 29, 2023
Cowan Hall # 314
4:00pm

Members: Curtis Smeby, Joyce Mphande-Finn, Steven Don, Joseph Todd, Beth Durodoye, Jaime Duke, Barbara Zuck, Randy Bachmeier, Terri Hildebrand, Amy Smith, Jennifer Anderson, Chad Spangler

Chair: Joyce Mphande-Finn

Minutes: Shari Damron

Guest: none

Members Present: Kenny Wait, Joyce Mphande-Finn, Curtis Smeby, Chad Spangler, Terri Hildebrand, Joey Todd, Shari Damron

Guest:

1. Meeting was called to order by Joyce F at 4:04 pm

2. Minutes from March 27, 2023

- a. Joey T says not all members required to get agenda received it in time to vote for approval, Shari D will email to Amy S, no approval of minutes

3. Old Business

5 year Bachelor to Masters

1. Provost invited to give overview on Five Year Bachelors to Masters, Joey T said topic was put on hold at BOR, was submitted last July to all academic officers; waiting on call from OCHI, halt until January meeting with additional information. There was an intent to plan to discuss before Provost came on.
 - I. Master of Science in Teaching
 1. Prov concerned there was resistance to Masters in Teaching but need to stay on top of it. MSU-Bozeman was going to lose students to MSUN
 2. Curtis S. says it doesn't make sense to split up enrollment. Said Valeri G was about content for the area school to be more focused on Bachelor license for teachers
 3. Provost motioned for a request to plan
 - a. Custis S said there was not plan to discuss, there needs to be a well-developed conversation
 - b. Provost requested plan to discuss
 - c. Curtis S said there would need to be approval from Board of Regents, would love to see enrollment in each cohort of 15-20 students
 - d. Joey T said teachers at local high school are retooling subjects

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- e. Curtis S said some teachers were sent to Bozeman out of local districts
 - f. Provost said that these are separate conversations
 - g. Chad S wanted explanation of things since he is new to grad council
4. Admissions Criteria: Joyce MF says for the Masers program students had to take the MAT, Millers Analogy Test to see if they were fit for the program. But will not be used after November 2023
- a. Differences between the GRE and MAT:
 - i. GRE trended towards analogy
 - 1. Cheaper
 - 2. More accurate assessment
 - b. Curtis said it is also about the student being present
5. Tenure track: Joyce MF says hiring more teachers to teach in Grad program doesn't count towards accreditation
6. Praxis: Joyce MF says OPI is telling students they don't have need to take Praxis, MSUN can require it, our students must take national core exams, OPI is giving out conflicting information
- a. Curtis S says there is a lack of communication between OPI and Council of Deans
 - b. Joey Todd wanted to know how it can be listed in our Grad program, Joyce MF says Praxis is required and needs to be listed in catalog, said Dean also wants it listed in catalog

7. New Business

Graduate Information Session

- a. Curtis S hold information sessions Tuesday online from 1600-1800, says there is slow interest and attendance

Recruitment: Joyce MF says there is rotating staff levels of recruiters in MSUN, not many for the Grad program

- b. Terri H said we could use access to teacher emails from school districts but not all school districts list their faculty email- left for tree lighting ceremony at 1627
- c. Curtis S suggested connecting with the MT Federation of Public Employees events, maybe rent a booth depending on the cost
- d. Provost suggested the Graduate consortium and asked if it was something we wanted to participate in to build up recruitment.
- e. Joyce MF says she travels to many sites to talk about program.
- f. Curtis S says there is a crisis in mental health and there is an increased need for graduate students
- g. Joyce MF says Shari is calling potential students for the graduate program from student files

Admission Criteria

- a. Joyce MF says there needs to be a Graduate handbook developed, there is none for Counselor in Education program
- b. Joyce MF wants to develop guided criteria
 - a. Disposition
 - b. One on one interview
 - c. Writing sample
 - i. A letter of intent is required but Joyce MF suggested having students write a one page experience of the two days of orientation, to make sure the writing sample belongs to the enrollee
 - d. GPA is crucial, 3.0 is preferred but a student with a 2.9 might have the experience to back it up

- e. Chad S asked if experience is required, Joyce MF said not specifically
- f. Joyce MF said since MAT is gone there needs to be other ways to screen students that have potential
- g. Continuing to work on screening and other recruitment methods, maybe advertising
- h. Chad S asked where students come from, Joyce MF says most of the students have been in the field for a while, principals across some districts have contacted her to find students to fill counselor positions, if our program was nationally certified there would need to have appropriate supervision. The Provost was asked if the Universal Program "has legs", Provost said this can be on January's agenda
- i. Joyce MF mentioned Grad program information on website needs to be fluid and easy to navigate, Custis S said approval for planning needed
- j. Provost asked if there was a job listing for more recruiters, Joyce confirmed there was
- k. Joyce MF says there is a weekly list generated of potential grad students, last time there was a name on it was a month ago, Shari D has been following up with students that have showed interest in the past, phone calls
- l. Joyce MF mentioned we need to tap into the resource of international students interested in our program; Curtis S said there is an issue of the VISA process to get students on campus for the hybrid/in-class and internship portion of the program, with an I-20 they can live on campus as best option

8. Adjournment: at 4:52pm

- a. The motion to adjourn was made by Joyce Mphande-Finn
- b. Second made by Chad S
- c. Approved

No Date and time set for next meeting.

Graduate Council Meeting Minutes

November 28, 2023

Cowan Hall # 314

4:00 pm

- Approval of Spring, March 27, 2023 minutes
- Guest - None
- Old Business (Provost)
 - Update – Five Year Bachelors to Masters –
 - Dr. Joseph Todd
 - Update – Master of Science in Teaching
 - Dr. Valerie Guyant
 - Admission Criteria (Miller’s Analogy Testing – Expires November 2023)
 - Tenure Track Faculty Interest in Teaching Graduate Courses
 - Praxis and Montana Class 6 Specialist School Counselor License
- New Business
 - Graduate Information Sessions
 - Graduate Handbook (Universal)
 - Recruitment
 - Admission Criteria:
 - Disposition Evaluation – using a Rubric
 - Writing Sample – using a Rubric
- Other Business
 -
- Next Meeting
 - Spring 2024 Meeting
- Adjournment