

University of Wisconsin-Whitewater
MSE-PD Council
Meeting of April 19, 2012
MINUTES

Present: Rick Mason, John Zbikowski, Steve Albrechtsen, Kelly Witte, Nancy Stevens, Edric Johnson, Stan Smoniewski. Absent: Ellie Dickmann, Pam Clinkenbeard and Scott Peters.

The meeting was called to order by Rick Mason.

The minutes of the March 15 meeting were approved on a Johnson/Stevens motion.

John Zbikowski showed the committee the revisions that have been made to the MSE PD website. The tabs on the left side of the website have been streamlined and uniformity has been created on each emphasis site. In the near future, John will expand the links with procedures for the capstones. He will also have Stan link past capstone projects to this website. Eventually, all of the emphasis areas' websites will be redesigned to look like the Occupational and Environmental Safety and Health website. The website will be linked to the online catalog.

John, Rick and Ellie have met with the coordinators of each emphasis area. Andrea Maxworthy-O'Brien had an interesting observation. She searched the uww.edu website with the license number she wanted to find and was not directed to the MSE PD page. John said we might want to link the license numbers to the MSE PD page as well as other likely search terms such as "master's in reading," or "ESL master's." John will work with Stan to add tags to pages to make them easier to search. John will also ask Tappan Shah in the School of Graduate Studies about listing the names of individual emphasis areas under "Programs" at the graduate school website.

Course offerings linked to the searchable online course listing will replace what is currently *Summer courses* on each webpage. Course rotation will be put on each webpage. John, Rick and Ellie will work together to get this information.

Rick told the committee that the workshops designed for the proposed higher education emphasis have been approved and we will submit proposals to make these workshops into regular courses as of summer 2013.

Rick said he, John and Ellie have met with the Counselor Education Department chair and have received their approval to continue developing proposals for the higher education emphasis.

Advising – John distributed the memo now being sent to advisors new to the MSE-PD outlining the program and requirements. Kelly and Nancy said the letter is helpful but they know they can also ask John or Steve for help if they need it.

Strategic Planning – this will be discussed at the May 17 meeting.

Marketing – Rick, John Z. and Ellie will be meeting with John Stone on April 30 to discuss this subject and then will meet in early May with Sara Kuhl and Joy Yang to discuss this. A suggestion was made to market Health & Human Performance, the Higher Education classes and Drama.

Student Orientation to Graduate School: Noting that some students currently in the program were poorly prepared, Rick reopened the discussion of whether to create a one-credit orientation course for newly admitted students or an online module so that students could get a better understanding of expectations for graduate-level work. Edric said that it would be wrong to add program orientation and the nature of graduate study to CIGENRL 723, the Issues Seminar. Steve said that his sections of the course currently include that background.

MSE PD Admissions Procedures – The question was raised “Do we admit students and remediate them or do we set standards that must be met?” Steve said we do have standards but they are often waived because of the need for enrollment. John distributed a copy of the Graduate School admission criteria including the special requirements for individual MSE-PD emphasis areas and the definition of admission on probation. Rick suggested we might consider: 1) letters of reference, 2) a written essay or 3) having students take one or two three-credit courses prior to admission to demonstrate that they can succeed in graduate study. Steve suggested we have an admissions committee in each program.

Topics for May

- Strategic Planning
- Recap of what we have covered this year
- Meeting with John Stone
- Meeting with Sara Kuhl and Joy Yang

John distributed copies of the draft proposal from last spring to merge the two, one-credit Capstone Advising courses into EDUINDP 724 Planning for Change and EDUINDP 789 Capstone Project Seminar respectively to make them three credits each. The justification for this was to eliminate the need to rely on advisors whose availability and interest might vary and to provide more consistent support to students completing projects. Ellyn Dickmann told John that if we provided Dean Heyning with a detailed proposal, she would consider it. That is what she had meant when requesting that we hold off on changing the design of the program until we had more data. A question was raised as to what do we put in to make 3 units instead of 2 units? The answer was more substance and significant preparation done before you enroll in the last course. No action was taken on the proposal at this time.

Meeting adjourned at 10:20 a.m.