GRADUATE COUNCIL MEETING MINUTES

November 3, 2016

PRESENT: Paul Ambrose (for David Welsch), Jennifer Betters-Bubon, Sang Choi, Abbie Daly, Corey Davis, Roxanne DePaul, Rick Mason, SangHee Park, Karla Saeger, Balaji Sankaranarayanan, Brian Schanen, William Supernaw, Shannon Stuart, Britta Svoboda, and John Zbikowski.

ABSENT: Alison Boyer, Sarah Hessenauer, Max Hsu, Kim Knesting-Lund, Praveen Parboteeah, and Diane Pertzborn.

GUEST: Carol Elsen

The November 3, 2016, meeting was called to order at 2:21 p.m. by Interim Dean Seth Meisel. Rick Mason moved, with a second by Sang Choi, to approve the minutes of the October 6, 2016, meeting. Motion carried.

**Announcements**

1. Seth inquired as to how many programs have a student handbook. Most do, but there are some that do not. Seth would like to invite Paige Reed, the university’s compliance director, to a future Graduate Council meeting to discuss the policies which should be included in a student handbook. It is not necessary that there is a uniform handbook, but they could be tailored to each program according to their accreditation.

**Information Only Items**

Corey Davis moved, with a second by John Zbikowski, to approve the Information Only items on the agenda. Jennifer Betters-Bubon explained that the two Counselor Education courses that are being deleted overlap with the HELEAD courses, so are no longer necessary. The Communication course deletion is a result of the elimination of COMM 429. With no questions or concerns, the motion carried.

* 1. Curricular Action: Course Deletion from the Department of Counselor Education: COUNSED 729 Student Services in Higher Education

<https://uww-next.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/1199/index.html&step=tcadiff>

* 1. Curricular Action: Course Deletion from the Department of Counselor Education: COUNSED 748 Administration in Student Affairs

<https://uww-next.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/1214/index.html&step=tcadiff>

* 1. Curricular Action: Course Deletion from the Department of Communication: COMM 629: Organizational Communication Needs Analysis

<https://uww-next.courseleaf.com/courseleaf/courseleaf.cgi?page=/courseadmin/453/index.html&step=tcadiff>

**Business Items**

Shannon Stuart moved, with a second by Sang Choi, to approve the lone business agenda item from the Special Education department. Shannon explained that the Communication Disorders course, 683, is no longer offered, so needed to be removed from the require course list in the Autism Specialist certificate program. With no questions or concerns, the motion carried.

1. Curricular Action: Certificate Change Request from the Department of Special Education: Autism Certificate. Drop COMDIS 683 Augmentative and Alternative Communication from the required course list.

<https://uww-next.courseleaf.com/courseleaf/courseleaf.cgi?page=/programadmin/78/index.html&step=tcadiff>

Paul Ambrose moved, with a second by Corey Davis, to adjourn the meeting at 2:36 p.m. Motion carried.

Respectfully submitted,

Sally Lange

Secretary