GRADUATE COUNCIL MEETING MINUTES

September 7, 2017

PRESENT: Jennifer Betters-Bubon, Lauren Cavanaugh, Abbie Daly, Corey Davis, Rick Mason, Praveen Parboteeah, SangHee Park, Balaji Sankaranarayanan, Brian Schanen, Tracey Scherr (for Christine Neddenriep), Shannon Stuart, Donna Vosburgh, John Zbikowski, and Jiazhen Zhou.

ABSENT: Sarah Hessenauer, Max Hsu, Karla Saeger, John Smith, \*William Supernaw and Francine Tompkins.

GUEST: Paul Ambrose, Carol Elsen and Matt Vick

\*Previously notified.

The September 7, 2017, meeting was called to order at 2:19 p.m. by Interim Dean Seth Meisel. Praveen Parboteeah moved, with a second by Corey Davis, to approve the minutes of the May 4, 2017, meeting. Motion carried. Seth introduced Matt Vick, who will be serving as the Interim Associate Dean for this academic year.

**Announcements**

A Graduate Fair, sponsored by Career and Leadership Development, will be held on Thursday, November 16, 2017, in UC 259.

**Business Items**

Corey Davis moved to approve business items A and B on the agenda, with a second by Rick Mason. Seth answered the few questions that the group had, and with no apparent concerns, the motion carried.

1. Effective Spring 2018, graduate programs may accept up to 12 transfer credits toward degree requirements in UW-W graduate programs. Graduate programs can choose to have more restrictive policies and have discretion in determining which transfer courses they accept toward degree requirements.
2. Effective Spring 2018, unofficial transcripts will be accepted for students applying for admission to UW-W graduate programs. Once admitted, they will be advised that official transcripts must be submitted and received one week before their first term of enrollment.

**Discussion Items**

There was a discussion - maybe more of a presentation - about offering a series of graduate workshops, based on a review of the spring 2017 graduate focus group summaries (summaries attached to agenda). Also included with the agenda was a summary report of what other, similar, universities are doing in this area. The workshops can be field independent, and format is open to discussion. The on-line format seems to be appealing. The council members thought this would be a good idea, so we’ll give it a try.

Next, there was a discussion of the updated Professional Writing Rubric, a copy of which was distributed with the agenda. The rubric demonstrates how our students progress in our programs. The group reviewed the summary, and there were a couple areas of concern, and some grammatical corrections to the rubric. At the next meeting, there will be a discussion about how to use the writing rubric in their programs.

With no other business or discussion items, Donna Vosburgh moved, with a second by Rick Mason, to adjourn the meeting at 3:08 p.m. Motion carried.

 Respectfully submitted,

Sally Lange

Secretary