# Graduate Council Meeting Minutes

September 13, 2010

Attending: Gordon Bierwagon, Betsy Birmingham, Canan Bilen-Green, Kendra Erickson, Karen Froelich, Marion Harris, Robert Littlefield, Robert Nielsen, Courtney Simons, Chengwen Sun, Wenfang Sun, Donna Terbizan, Kim Vonnahme, Charlene Wolf-Hall

Call to order

Dr. Wittrock called the meeting to order at 10:00 a.m.

**August 23, 2010 Minutes**

Kim Vonnahme made a motion to approve the August 23, 2010 meeting minutes. Betsy Birmingham provided the second. One correction was given. Motion carried.

**Program Review**

John Hershberger presented the findings and recommendations of an ad hoc committee formed by Dr. Wittrock to review graduate program review. Using information collected from peer institutions, the committee would like to use a student survey to provide more qualitative review and not just tables of data.

Dr. Wittrock will put together a Graduate Council subcommittee to deal with quality issues, program review being one of them. He will also be sending out an email asking for volunteers to serve on program review committees for this year.

Course Proposals/Program Changes
Charlene Wolf Hall made a motion to approve HNES 455/655 pending recommended changes. Donna Terbizan provided the second. Motion carried.

Charlene Wolf Hall made a motion to send HNES 458/658 back to the department to make changes. Betsy Birmingham provided the second. Comment was made to check the policy regarding how long exams are to be kept on file. Motion carried.

Charlene Wolf Hall made a motion to approve PLSC 727. Kim Vonnahme provided the second. Motion carried.

Charlene Wolf Hall made a motion to approve PLSC 751. Gordon Bierwagon provided the second. Motion carried.

Charlene Wolf Hall made a motion to table PLSC 433/633 until requested changes are received. Robert Littlefield provided the second. Motion carried.

Charlene Wolf Hall made a motion to approve PSCI 417/617 pending clarification of prerequisites for 617 section. Wenfang Sun provided the second. Motion carried.

Subcommittees

Dr. Wittrock will be creating Graduate Council subcommittees for the 2010-11 year. The subcommittees will be Curriculum, Quality Issues and Policy Manual Review. An email will be sent for members to indicate their committee preference.

Enrollment Numbers
Enrollment numbers indicate 14 less students than this day last year. The number of first-time new graduate students is down this fall. Applications were up 18% and the number of students accepted is down 1%.

Next Meeting, September 13

**Adjournment**Dr. Wittrock adjourned the meeting at 11:00 a.m.

Minutes submitted by: Melissa Selders-Ortez