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GRADUATE SCHOOL

Minutes: Graduate Board

Meeting date: Tuesday, November 28, 2006

3:00 – 4:30 p.m. – Admin Bld Rm 237

Present: Cipolla, Dornsife, Knoop, Lappe, MacKin, Miers, Nath, Wells, Young, Schwery, Jensen, Bothmer (ex-officio)

1. Proposal Review:

- Counseling/new track Student Affairs

Action: Proposal presented by Program Director Dr. Jeffrey Smith. It was approved unanimously by the Graduate Board.

2. Draft documents:

- Guidelines for program changes
- New courses
- New program development

Review of draft documents for new courses, new program development and program changes. For schools/colleges that have internal forms in place for new courses these can be used in place of the proposed forms.

New Program Development: general consensus that these guidelines would be helpful in assisting units in the development of new programs. Please send forward any comments/suggestions.

- Distance courses/discussion

Action: A subcommittee (MKunes–Connell, Sishii–Jordan, E Burke–Sullivan, B Spencer) and additional consultants (as suggested by VP Wiseman) to the committee will be Tracy Chapman, Colette Hanson, Dean Barb Braden ) will

meet and bring forward recommendations to the Program Directors. This group is meeting the week of January 8<sup>th</sup>.

3. Program reviews

Discussion about the existing process of Program review for the Graduate School. Currently, the departments in the College of Arts and Science that have graduate programs are not coordinating the undergraduate program reviews with the graduate programs. Program review process/coordination will be a major agenda item at the January meeting of Deans and Vice Presidents. The Board reviewed the existing criteria for Program review and suggested that input be sought from all Graduate Program Directors.

4. Electronic theses/dissertations

Jim Bothmer, Director of the Health Science Library presented current trends in graduate education with use of electronic theses and dissertations. He will be bringing forth a proposal for the Board to consider at the next meeting.

5. Graduate Student group

A meeting was held with graduate student representatives across programs. There is strong interest in having some kind of organized structure. At this initial meeting, two subgroups were formed – one group will be working on planning St. Albert's Day and the second group will be working on planning a social event in January and the process of seeking recognition through student association.

6. Assessment/2006-07 - HLC needs

A request will be going out in early January to gather updates on assessment across programs. The update request will be reviewed by the Graduate Board at the January meeting.

7. Dissemination of information/ideas/ Website

Plans to revise and expand website for the Graduate School. First priority is the posting of forms.

8. Other

Next meeting: January 11, 2007 – 2pm in Admin Bld 237