Graduate Council Meeting Minutes

Friday, November 19, 2010, HAB 703

In attendance: Karen Bell, Stella Deen, Larry Fialkow, Matthew Friday, Dan Kempton, Gweneth Lloyd, Jan McLauren, Bernadette Morris, Narcyz Roztocki, Ro Millham, Andrea Noel, Vika Shock

The meeting was called to order in HAB 703 at 1:00 PM.

1. Approval of Minutes
   The minutes of November 12, 2010 were unanimously approved.

2. Announcements
   a. Stella Deen reported on the Task Force on Distance Learning: plans for enhanced enrollments; plans of the Teaching and Learning Center to run workshops for designing online courses; discussions of summer graduate classes and summer teaching compensation; Dean Jelski’s plans for a certificate program in Power Engineering.
   b. Announcement of a proposal from Tom Olsen (English) to run hybrid courses during a 7-week period beginning May 31 (permitting students to also take a regular seated course during the second summer session).

3. Old Business
   a. Review and Approval of Curricular Proposals for Secondary Education
      1. The proposed revision for the Master of Science in Adolescence Education program (031A, 032A, 033A, 034A, 035A, 037A, 039A, 040) was discussed. The proposed revision was unanimously approved.
      2. Course Revision proposal for SED 702: Inquiry II: Teaching, Learning, and School (blended format). During the discussion it was suggested that APA style should be used for final reports in this course, and that references to “thesis” in the course description should be changed to “research paper.” A motion to approve the course revision subject to the preceding suggestions was unanimously approved.
      3. New Course Proposal for SED 525: Digital Literacies and Learning (seated and blended formats). There was discussion of the amount of class participation required for a 1 credit course. A motion to approve the course, subject to clarification of the number of online discussions per 1 credit blended course, was unanimously approved.
   b. The issue of the matriculation letter requiring a deposit to hold an applicant’s place was tabled until Dec. 3. This issue should be discussed within individual schools before the next meeting.
   c. The discussion of the Middle States self-study was tabled.
4. New Business

a. Graduate enrollments. Discussion led by Stella Deen concerning a plan for improving graduate enrollments. Discussion of how to attract more part-time or evening students to programs that are primarily serving full-time students. There was discussion of how to measure “course capacities.” There was discussion of provisional plans for increasing course enrollments in targeted programs based on the following elements: select areas of high need; set enrollment targets and pathways to realization; consult with marketing staff and develop business plans; strategic advertising and recruitment; analysis of the need and interest in new programs. The discussion will be continued.

The meeting adjourned at 2:30.

Submitted by Larry Fialkow