Graduate Council Meeting Minutes  
Friday, October 11, 2013, 1:00-2:45 pm HAB 903

In Attendance: Michael Viega, Rosemary Millham, Larry Fialkow, Matthew Friday, Karen Bell, Gweneth Lloyd, Vika Shock, Jane Sileo, Laurel M. Garrick-Duhaney, Helise Winters, Nataly Chesky (for Thais daCunha), Kris Backhaus, Stella Turk

Absent: Bernadette Morris, Thais daCunha, and Thomas Festa

Minutes of September 27, 2013 approved.

Announcements:

1. We received 16 Research and Creative Project Award applications. Matthew Friday, Vika Shock and Dean Helise Winters were appointed RCPA subcommittee members. Matthew will convene the first meeting and will forward the subcommittee’s decisions to Laurel by November 8th.

2. Dean Helise Winters announced the October 8th due date for Summer online course proposals.

3. Dean Garrick Duhaney noted that the Graduate School is exploring ways to promote new online offerings for graduate students and many new courses are currently being developed.

New Business:

1. Dean Stella Turk discussed the role of the Central Committee on Educational Technology (CCET) in reviewing hybrid and online graduate courses and made the following suggestions:
   a. CCET is well positioned to provide support services to faculty interested in online and/or hybrid classes.
   b. CCET will not be reviewing curriculum content, but rather how a graduate course makes use of institutional technology.

Dean Turk made the following motions:

a. CCET should review any existing seated graduate class that is changing to either an online or hybrid format.

b. New online or hybrid graduate classes should be reviewed by both CCET and the Graduate Council.

These motions were unanimously approved by the Graduate Council. A discussion on how best to implement this process followed. The issue of how to avoid having this additional layer of review slow down the approval process was brought up.

Vika Shock suggested that this process could be designed in Workflow as it affords the possibility of parallel processing and tracking.

Dean Turk noted the need for ongoing faculty support for online courses; CCET will be working with TLC to provide faculty support services and work towards the creation of a faculty guide.
Michael Viega noted the difficulty for Music Therapy to adopt online formats due to the experiential nature of the discipline. The council discussed various methods of integrating experiential learning within an online environment.

2. The Graduate Council reviewed a student appeal from Communication Disorders. After lengthy conversation it was decided that more information was necessary. Dean Garrick Duhaney will invite representatives from Com Disorders to meet with the Graduate Council.

3. Review of BUS528 Marketing Management and BUS539 Personal Financial Planning. The following feedback was made regarding these courses:
   a. The class size should be accompanied by a pedagogical determination. What factors determine enrollment capacity?
   b. The courses require additional information about how they will make use of the online environment and recommends that the authors meet with the TLC staff and/or the CCET.
   c. Examples of detailed assignments and how they will be assessed should be included.

Minutes respectfully submitted by,

Matthew Friday, Graduate Coordinator Department of Art