

**Graduate Council Meeting**

**April 14, 2021**

**Members Present: Karen Koehler, Barb Warnock, Doug Darbro, John Whitaker, Paul Madden, Chris Kacir, Jennifer Pauley, Kim Cassidy, Marc Scott, Chris Meade, Bobbi Massie, Chris Raber(joined at 4:30)**

Topics	Discussions	Actions
<i>Roll Call and establishment of a quorum</i>	A quorum was established. Meeting was called to order at 4:00 p.m. by Karen Koehler, Graduate Council Chair.	
<i>Minutes of the March 10<sup>th</sup> meeting:</i>	No discussion	Motion to approve: Karen Koehler, seconded by Kim Cassidy. Unanimously approved
<i>Course Cap Reporting:</i>	<p>Discussion began with John Whitaker asking if online courses on the difference in what is stated on the Course Cap form and how it reads in the CBA contract. The current course cap in the contract says 26, but the form says 35.</p> <p>Karen Koehler brought up that the form does not match what current practice in graduate programs is. "What is the purpose of this form?" The range for graduate-level courses is 8-18, depending on how writing intensive the course is.</p> <p>Barb Warnock said the MOT program researched creditable literature that suggested a 17-18 student course cap.</p> <p>Chris Meade shared that the purpose of the form is because the distance learning committee has been charged with putting course cap policies together. Chris is asking for recommendations from all faculty who</p>	Graduate Council will send Chris Meade a course cap range for online graduate courses.

<p><i>Curriculum Approvals:</i></p> <ul style="list-style-type: none"><li>a. Assessment of Student Learning Outcomes</li><li>b. Revised Program Closure Process and Glossary of Academic Terms</li><li>c. Prerequisite Change of MATH5100</li></ul> <p><i>Graduate Faculty Status application:</i> <i>Dr. Leann Denning</i></p> <p><i>Graduate Credit Workshop fee increase:</i></p> <p><i>Additional items:</i></p>	<p>currently teach online courses. Faculty will have the opportunity to fill out the course cap form, and a decision will be made based on how writing intensive the course is.</p> <p>Marc Scott added that one item had been added to the co-curricular policy. The process for closing programs has been updated, and the timeline for the program closure process should be undertaken. The glossary is provided to give consistency. The 3-year review cycle has been implemented.</p> <p>No objections Associate Provost will email Dr. Denning her approval letter.</p> <p>Karen Koehler suggested tabling this item until the next meeting to allow the GC time to gather information needed to submit fee increase.</p> <p>No discussion Have a good summer!</p>	<p>Karen Koehler proposed to bundle Assessment of Student Learning Outcomes and Revised Program Closure Process and Glossary of Academic Terms, Seconded by Barb Warnock, unanimously approved.</p> <p>Karen Koehler proposed to approve the bundled curriculum approval, seconded by John Whitaker, unanimously approved.</p> <p>Karen Koehler proposed to approve the Prerequisite Change of MATH5100, seconded by Barb Warnock, unanimously approved.</p> <p>John Whitaker motioned to approve, Karen Koehler seconded, unanimously approved.</p>
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<p><i>Motion to adjourn:</i></p>		<p>Karen Koehler made motion to adjourn, seconded by Doug Darbro, unanimously approved</p>
<p><i>Next Graduate Council meeting date:</i>  <b>Respectfully submitted,</b>   <i>Bobbi R. Massie</i>   <b>Bobbi R. Massie</b>  <b>Graduate School Administrator</b></p>	<p>9/8/2021</p>	