# Graduate Council Minutes

**February 11, 2019**  
**3:00 – 5:00 PM**  
**HCC 550**  
Approved via email vote on February 28, 2019

**Chair:** Pamela Cantrell  
**Present:** Travis Ficklin, Lish Harris, Mark Jeffreys (late arrival), Geoff Smith, (Andrea Brown, Darlene Dilley, Misti Pierce-ex officio)  
**Absent:** Jared Dupree, Shantelle Owens-ex officio  
**Visitors:** Kelly Peterson-Fairchild, Brett Schwartz

A=Add, C=Change, D=Discontinue, F=Fee, GF=Graduate Faculty Designation

## INFORMATION ITEMS

<table>
<thead>
<tr>
<th>A, C, D, F, GF</th>
<th>DISCUSSION</th>
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| Pamela Cantrell | ![Table Content](Image)

- 2 new Master’s degrees approved at Board of Trustees. When submitted to NWCCU for final approval NWCCU informed DSU that 2 programs were just notifications and 2 programs were only minor sub-changes. This means that we did not have to expedite approval and we will have NWCCU’s response in 2 weeks.
- Board of Trustees reviewed several policies; updated policies will help with accreditation in 2020.

## ACTION ITEMS

<table>
<thead>
<tr>
<th>MOTIONS</th>
<th>VOTE RESULTS</th>
<th>ACTION/DISCUSSION</th>
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| C       | M: Lish Harris  
S: Travis Ficklin | Approved, unanimous | Change FIN 6380 from an elective course to required course which leaves only 3 credits of electives from a list of: ACCT 6230, ACCT 6310, and ACCT 6900. |

## DISCUSSION ITEMS

<table>
<thead>
<tr>
<th>ACTION/DISCUSSION</th>
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<tbody>
<tr>
<td>Graduate Program Application for new programs</td>
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preparation for students to apply, however, as new programs with different application requirements emerge, how are departments going to gather all the applications materials for review? Who will verify checklist items of the application with future students, and process materials for faculty review? Also, within the application portal, each program can select different requirements, however, if these requirements change, the application needs to be updated. Also there is the need for someone who sends admittance or denial letters. MAcc has not been strict about applications because they just haven’t had that many applications. Paula Alger has been hired to handle these issues for the MAcc. With additional programs this process will have a higher workload demand.

- Setting up the application form for specific needs of each program is all possible, we need the interface person.
- Brett and Darlene to present a standardized application, and list of 4 or 5 variables that are possible for graduate programs to try and minimize requirements for the interface workload.
- What is a date applications should be ready for Fall enrollment. Programs will be fully approved from NWCCU in 2 weeks. We need to hire immediately. MAT program would like to start last block of Summer. Darlene and Brett have the capacity to train someone.

| Library role in Master’s Thesis review and archiving | Kelly Peterson-Fairchild identified a platform bepress Digital Commons that will need to be purchased. This allows thesis to be submitted automatically. Copy write clearance needs to be approved prior to submission if anything in the document has been previously published by an outside publisher. We need to identify a process if we allow students to embargo the publication. Absolutely need an option for embargo. This platform can also identify evidence of student learning for assessment for undergraduate capstones and research courses. |
• What are we talking for timetable? Who will implement the platform? Library can host the platform. This will require an Initial set-up for cloud based platform system through DSU IT department. State funds may allow for most of the purchase cost. We are at a minimum 1 1/2 years from a need for the interface working, 5-10 possible submissions in Spring 2021.

• What will be the role of Graduate Council in this process: Forms and permissions of purchasing the software and then the Provost to sign off on it

• Formatting of the document is a function in Microsoft office. The template includes the title page and all the formatting.

• Need to have a systems manager or graduate School Systems specialist that will do both applications and Interface for archiving.

• Checking into Timeline for implementation and workload, and cost.

• Library will be overloaded to edit theses when submitted by candidates. This Graduate Committee should not be the editor. Another Thesis editor should be established from the writing center which would be a great graduate assistantship for Master’s in Technical Writing and Digital Rhetoric. Needs to at least be a graduate level.

Comments on Policies up for review

Sending policy comments via email. One policy issues addressed at the meeting to extend deadline to finish degree to 6 years.

Conditional or Provisional Admission to a Master’s program

We have a previous undergraduate student who has completed a BS and has enrolled in MAcc courses who has not been accepted into the MAcc program. The Registrar cannot identify the student as an undergraduate student and needs another code to identify the student. SUU has definitions for Conditional and Provisional student status. (See attached form for definitions.)
- Policy to be approved on March 22, 2019 only allows up to 6 credits to move into a program of study.
- Status of non-degree graduate student needs to be added as a possible status at the graduate level as well.
- This issue is a current student that still has access to registration. When students apply for graduation at the undergraduate level can we place a hold on their status from registering after they complete courses?
- The director of the programs must make sure that registered students have gone through the vetting process. Even non-degree seeking students would have to check in with program director.
- Add language to the policy for conditional, provisional, and non-degree seeking. In order for students to register after their graduation date, they must apply as non-degree or degree seeking. Conditional or provisional will be applied with acceptance of students in the program.
- This current student needs to apply prior to our policy becoming effective.

**Graduate Faculty Luncheon**

i. Items to be included in Graduate Faculty Handbook
   - Menu for luncheon veg and maybe gluten free

April 25, 2019 at 12:00pm we have scheduled to hold a luncheon for all graduate faculty in the Gardner Center. We currently have many faculty that are qualified to be graduate faculty, we need to encourage them to apply for graduate faculty status.

- Handbook will include the forms designed to make sure that good advising is happening for graduate students. We have a Program of study form that identifies Chair, Advisor, and Committee Members as well as courses. And a Graduation Checklist to ensure that all grad requirements have been fulfilled.
- Push back that we are allowing C- as acceptable. B- is failing unless you allow more grade options this allows faculty a greater range to identify where the students are
at in their performance. It also requires students to perform well in all other courses in order to obtain the 3.0 required GPA. Do Other USHE institutions have similar grade requirements? UofU allows a C- grade with the 3.0 overall GPA requirement for graduation.

- Grade requirement on the plan of study form? Add language if course completed to the grade requirement.
- We will need to provide a form to submit an amendment to the program of study.
- We need to identify all forms that are needed for graduate programs.

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<thead>
<tr>
<th>Next Meetings Scheduled:</th>
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<tr>
<td>a. March 18, 2019</td>
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<td>b. April 8, 2019</td>
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Determined that the March 18th meeting is needed for new programs coming forward. Location for March 18th meeting TBD.

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<tr>
<th>Adjourned:</th>
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<th>4:39 pm</th>
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Feb 11, 2019 Graduate Council Meeting