**Graduate Council Minutes**

**December 11, 2017**
**9:30 AM**
**STEM Center**

**Chair:** Pamela Cantrell

**Present:** Gabriela Chilom, Travis Ficklin, Lish Harris, Chizu Matsubara, (Darlene Dilley, Cari Heiser, -ex officio)

**Absent:** Jared Dupree, Kathryn Syssoyeva, Andrea Brown-ex officio

**Visitors:** Jordan Sharp and Joel Griffin from UMAC

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<td>Graduate Council Minutes</td>
<td>Chizu Matsubara</td>
<td>Unanimous</td>
<td>Approved</td>
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<td>(November , 2017)</td>
<td>Lish Harris</td>
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<td>Jordon Sharp</td>
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<td>a. Marketing Graduate Studies</td>
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Accounting is a niche market, which includes Washington County. Advertise to current students, and accountants in town. Belly to belly marketing-take to local firms. Really target these markets perhaps up to Cedar City. Not enough money to market outside of this.

Question: is there a concern with USHE about our geographic area.

Answer: Limited by funds not area. We can buy lists of students and accountants, send targeted emails. Also participate in Graduate program tour for recruiters. Question: Is the marketing similar for Clark County?

Answer: Liz Hitch, from USHE doesn't want to spend Utah money on people who won't stay in Utah. Jobs are here. We can still draw out of state. Nate Staheli needs to be involved for job
numbers in the viewbook. For now start here. Better marketing dollars. Next market out of state.
Content: Pamela Cantrell will send updates to UMAC at one time ideally. Planning on publish in April after NWCCU approves MAcc program.

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<th>b. Viewbook Update</th>
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Provost would like more like graduate studies meaning first 2 pages graduate student not interested in these things.
Suggestions:
Not clubs, colors, athletics. biggest draw for graduate students.
Viewbook for outside the area should focus on, practicum, skill placements. Needs to be more programmatic. Who are the faculty? Where do students get placed? Connections in the community?
Question: Do we introduce the programs that are coming?
Be careful of accreditation could be jeopardized program approval to advertise before we actually have the program approved by NWCCU
UMAC doesn’t have the content for the suggestions. Other schools do have these fun facts. Not much to say. If we pull content out it becomes a flyer or supplement.
Materials suggestion that we do have: facilities, Human Performance building, Taylor building? Not relevant until we have the programs.
Alumni not available. Permission from faculty.
Do we want to include faculty?
Do we put off for a year until we have more content?
Do we go with what we know now. Focus on the accounting masters?
We don’t have the infrastructure to support grad students. Will there be Grants for research, practical placements. Funded travel to present research, tuition amount, tuition waiver?
What comes first? Whatever you do have. Look together and clean. Won’t hurt.
What are teaching opportunities? Currently proposed degrees don’t lend to teaching experiences.
Liz Hitch all masters degrees must have regional placements for employment.
Sharp suggestions: Put what you feel comfortable, add to it each year. Just have to go with it.
We must do some marketing? Need to have contact for Office of Graduate Studies and program contact:
N ADMIN 124 Pamela Cantrell for Graduate Studies and Nate Staheli for the MAcc.
Do we have application form? Or info about tuition?
Info about tuition still to be decided.
Students need the viewbook, Knowing that there is something gives the idea that we have something.
Pamela Cantrell: NWCCU should approve in March/April. 3 programs up at USHE now. Tomorrow we send to BOT on for January 26th meeting. We will pay for an expedited review of NWCCU. The viewbook goes up after NWCCU. 
Turnaround for the viewbook? Once there is content then it doesn’t take long. Easy to do design. Page 1 and 2 ok, pg 3 good, pg 4 take or leave, last page with contact info...
Pamela pass on to the Provost.

Pamela Cantrell

a. Need to revisit 702.4.4.: Members of the Graduate Council include representatives of DSU graduate programs, select graduate program support staff, representatives of critical administrative support services, and a graduate student representative.
Suggested: Members of the Graduate Council include a minimum of one graduate faculty representative from each College, a graduate student representative, and ex officio members from administrative support services as needed.

Question about 702.4.4 Pamela Cantrell not voting member.
Question: Do we want it to say voting members from graduate program or from each college? Going to say college throughout the document. One per college, minimum of. It may change to add represented programs in the future. Student Government representative is elected by student body and will be a voting member.

Question: For full membership you have to have graduate teaching? Yes, there is potential to become full from associate.

b. Encourage your college faculty to apply for graduate faculty status.

Application process: Says each college must have own committee.
Answer: Each College needs to decide its own process. Chair and the Dean can put forward, or they could use curriculum council. Graduate Council will respect autonomy.
of colleges. If chair puts program forward, only need the Dean approval if that is how the college decides to send graduate proposals forward.

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<td>Darlene Dilley</td>
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<td>a. Graduate application</td>
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<td>This is a MAcc application. Can provide an encompassing form electronically as we add other programs. Gender? Darlene Dilley: we have to have gender in our federal reporting for undergraduates. She will ask whether required for graduate programs. Apply to international students? Graduate examination scores? Residency status: if we are going to charge in-state/out of state. We do need this? If no, take it off. Academic Interest. At beginning for electronic. 3 lines of recommendation. First view. Application fee. Who gets it how much. $50. Have paper or transition to electronic? Electronic pathway, preferred. Applications until complete go to admissions, then out to office of graduate studies and the department. Admissions has a routing system, graduate studies will need to be trained on system. For MAcc admitting only Summer, only one start. Question: We can’t force them to report gender, race, ethnicity? Can there be a decline to report box? Darlene will check on whether we can add the decline to report. Hoping to finalize application after NWCCU approval in April. Set deadlines for admissions next year.</td>
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<td>b. Changes to R312 USHE policy</td>
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<td>R312 changed. Added 3.3 Definitions. Strong workforce piece, local in new proposals. 6.3.2 Regional Institution don’t have extensive research, but that doesn’t mean we don’t do research.</td>
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<td>c. Follow-up to last meeting about Call for Proposals</td>
<td>Pamela Cantrell asked the Provost how new programs are generated. If there are gate ways where are they? Masters have come from faculty even though faculty are divided about offering them. Genetic Counselling came from Intermountain Health Care because medical resources are available here to support it. What are the criteria? Primarily Polytechnic, however, that does not prevent other programs. Provost/President can shut it down. A there was a program added at another university and it flopped. So, it won’t be approved here. Programs come through Curriculum office so we can get them information prior to preparing all the applications. Is there a paragraph that says program must align with the strategic plan? Wanted to add this paragraph. Travis Ficklin shared concerns about proposals for programs at his listening lunch. Shared with the president that if we know your position for supporting programs, for instance, a call for proposals, administration may encounter less inertia. Pamela Cantrell sited policy 702 that this group is responsible for the quality of graduate programs.</td>
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<td>Adjourned:</td>
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