

GRADUATE COUNCIL MEETING

November 6, 2009
10:00 am, AD 304H

MINUTES

Present: Matt Barton, Bill Byrnes, Christine Byrnes, Chris Proctor for Nicole Funderburk, Rick Lambson, David Lund, Jim McDonald, Matt Neves, Tony Pelligrini, David Rees, Bart Reynolds, Peter Sham, David Tufte, Dominic Yeager (Graduate Student Association), and Bonny Rayburn.

Policies

Bill called on David Rees to head up a small policy task force. Matt Barton and Bart Reynolds agreed to serve on the subcommittee. David stated that he'd contact Bonny Rayburn to see what graduate policies are in place and where any revisions are in the process. He'll report his findings at the December 4th meeting.

Information

Bill Byrnes

Lindsey Brown has indicated it would be possible to put a graduate student thesis topic on their transcript.

Christine Byrnes stated that she and Lindsey had discussed ways to include the thesis topic in graduate student's transcripts. Christine handed out examples of different institutional forms for the committee to review. Programs would need to decide what information they would like to have included on the transcripts and the registrar's office will follow the exact spelling of the way it is delivered to them. Committee members agreed that all programs should use the same form as opposed to each area designing their own. Bill will create and distribute a draft form via e-mail before the December meeting. Please review this form and come to the next meeting prepared to discuss it.

Chris Proctor (for Nichole Funderburk)

1. Review of the online application process that is currently in place.

David Lund stated that there have been some applications submitted on-line that are getting lost in the process. They do not show up on the list so nobody knows the applications have been submitted. Then the student calls and wants to know what they are supposed to do next because they haven't been contacted. In one instance, Bobby Jensen did a search for that person's name and then it popped into the file. But, until she searched for it, the name didn't show up in the data base. This is not an isolated occurrence. David asked if there was any way that things could be set up so the information automatically forwards from the admissions data base to the program data base to ensure that student information would be received in a more timely manner.

Chris Proctor stated that the on-line application is a Banner product. It puts the completed applications into temporary files. The application, that Chris created to pull information out and go straight to the departments, print out overnight and are faxed to each department in the morning. Sometimes the student has not completed the application and pushed it through. They might be out there because the student thinks they have completed and submitted the application but they really have not.

Questions:

- If the student tries to submit the application, and all the information is not included, does tell them that they have not completed it? The answer was **yes**.

- If it is submitted, does it give them a message that tells them they have successfully submitted the application? The answer was **yes**.

Chris stated that there have been several times that Bobby Jensen has called to ask about applications that were submitted and they have been faxed. There have also been times when the applications haven't printed out to be faxed because they were hung up in there somewhere. But, when you search, because the criteria is broader, then you are able to pull it up that way. She will look at it.

David stated that it is important to figure out what is going on and get it fixed because when students apply in September and we don't find out until the middle or end of October, there is no way to get them through the admission process in time for spring.

David Rees asked if there was a way to put a patch on Banner so that if a student application has been incomplete for two or three weeks, an automatic message would be sent to the student asking them if they plan to complete their application to Southern Utah University...If so, click here.

Chris stated that it could not be done automatically, but they could make it part of a process in the admissions office. She can create a report that will pull that information up and they can send them out.

Matt Neves suggested that they might add a message toward the end of the application that tells the student they should contact the department. That way the department will know to watch for their information. **Committee members agreed that this would be a good idea.**

2. The state Legislature has passed a new law requiring colleges and universities to verify citizenship for all scholarship and/or waiver recipients.

Chris Proctor stated that this is a new law that was passed July 1st stating that any student who is receiving a public benefit, scholarships or waivers, has to verify that they have a lawful presence in the United States. For undergraduates, they are required to complete the financial aid application. Once that is filled out, it goes through a process and financial aid already has a procedure already established to verify their citizenship. Chris suggested that graduate programs include something like "lawful presence will be verified" in the acceptance form that is sent out to students. Committee members wondered if it would simplify the process to just have graduate students fill out the FAFSA forms too. **Chris will obtain the standard wording for verification of lawful presence and send it to Bill who will forward it on to committee members.**

Discussion

December 4 meeting - Alternate time other than 10:00 am - noon? Suggestions?

Committee members didn't have any suggestions for a better time to meet so we will stick to the already scheduled time.

Matt Barton - (See #3 under David Lund - Same basic topic)

Question: There was a pot of recruiting money that Nicole had last year that could be used for tuition scholarships. In talking with her about it she wasn't sure where it would be next year

both in terms of the amount & who would assign it. I would like to know about the status of these funds.

Bill Byrnes handed out copies of the Graduate Tuition Waivers - Four Year History & Proposed 2009-10 Budget report that he obtained from Bryant Flake. It shows the budgeted amount of waivers for 2009-10. Fifty two thousand dollars has been allocated to the graduate recruiter to use.

David Rees explained that the graduate recruitment budget amount is allocated by the budget office. Distribution of these funds is determined by enrollments with a little extra given to new programs to help them build their programs.

David stated that, in recent years, some administrators have questioned the effectiveness of tuition waivers. He stated the importance of keeping accurate records and reminding administrators that history shows that more tuition waivers equal higher graduate tuition revenue.

In the past, the graduate recruiter, Nicole Funderburk, was allocated \$52,000 of the budget and given the authority to offer prospective graduate students tuition waivers as an incentive for them to attend SUU. Instead, when she finds an attractive candidate, she has been coming back and talking to the program director to see if they would be interested in pursuing this student. She doesn't feel she has the authority to begin speaking with the students on behalf of the program and particularly in regard to the financing. This is not to say that Nicole isn't recruiting and that the money allocated to her is not being used. It would just make more sense to not have it broken out from the rest of the waiver budget. **David proposed that instead of allocating a portion of the money directly to the recruiter, that it all be distributed to the programs, and that they continue to work together with Nicole to recruit the very best students. Committee members agreed that this would be a better approach.**

David Rees also stated that the Legislature automatically gives every institution a number of out of state tuition waivers. That money flows to continuing education to award as they see fit. Because of the M. Ed. out of state programs, 100% of those waivers have been awarded to them in the past. He asked if that money should be put in the Provost's office instead or do we want to leave it in continuing education? Bill stated that he and Bruce Tebbs have been discussing this topic and he should have more to report about it at the December meeting.

David Lund

1. We need to make a decision about the students in our programs that are not seeking a degree or endorsement, but just wish to upgrade their professional skills by taking a course or two. Should they be required to go through the same admission process as everyone else? And should they be required to pay the same fees for admission?

It is easy to say that only a certain number of such courses could count towards a future degree and they would come in just like transfer credit.

David Lund stated that the review of graduate policies should address this question.

2. We need to clean up the catalog (online for now and then think about the future printed one). There are some things that are common to all of our programs, and some that are not. For example, 15 ch in fall and spring may work for someone going to school full-time. But, for someone who is working full-time, 6 hours is plenty. By regents definition and for purposes of financial aid, 9 hours is a full graduate load of classes.

Other changes are just updates; for example, who can change the information about who to contact in the COE? Katy is not the chair anymore.

Lindsay Fullerton is the person who updates the catalog.

3. How are funds for tuition waivers allocated? Who decides this? What are the criteria for allocation?

Addressed in previous discussion.

GRADUATE CURRICULUM COMMITTEE MEETING

November 6, 2009

10:00 am, AD 304H

MINUTES

CONSENT ITEMS

BUS

Prefix	Course Title	Credits	Change Requested	Action	BOR

CIET

Prefix	Course Title	Credits	Change Requested	Action	BOR

EDU

Prefix	Course Title	Credits	Change Requested	Action	BOR
EDUC 6650	Standards for Proposal Writing in Education	3	Change title to MEd Project/Thesis Writing & Change Course Description	Approved	
EDUC 6931	Capstone Seminar	1	Change title to Capstone M.Ed. Seminar, Prerequisites, & Course Descriptions	Approved	
EDUC 6933	Capstone M.Ed. Project	3	Change title to Capstone M.Ed. Project/Thesis, Prerequisites, & Course Descriptions	Approved	

HSS

Prefix	Course Title	Credits	Change	Action	BOR

			Requested		

LIB

Prefix	Course Title	Credits	Change Requested	Action	BOR

PVA

Prefix	Course Title	Credits	Change Requested	Action	BOR

SCI

Prefix	Course Title	Credits	Change Requested	Action	BOR

SUBSTANTIVE ITEMS

BUS

Prefix	Course Title	Credits	Change Requested	Action	BOR
MKT 6200	Marketing Management	3	University Degree Requirement - allowing students with extensive educational background in marketing experience to waive course	Approved	
MNGT 6320	Labor Management Relations	3	New / Experimental Course - Focus on Human Resource Management concepts - Has been offered as a special topics course	Approved	
MNGT 6340	Strategic Issues in Human Resource Management	3	New / Experimental Course - Focus on Human Resource Management concepts - Has been offered as a special topics	Approved	

			course		
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CIET

Prefix	Course Title	Credits	Change Requested	Action	BOR

EDU

Prefix	Course Title	Credits	Change Requested	Action	BOR
EDUC 6652	M.Ed. Portfolio Writing	3	New Course, Significant Content Changes - Specific information needed for portfolio rather than thesis/project	Approved	
EDUC 6932	Capstone M.Ed. Portfolio	3	New Course, Significant Content Changes - Number consistent with corresponding portfolio class	Approved	

HSS

Prefix	Course Title	Credits	Change Requested	Action	BOR

LIB

Prefix	Course Title	Credits	Change Requested	Action	BOR
			Program name change from Library Media Emphasis to School Library Media Endorsement	Approved	Information Calendar

PVA

Prefix	Course Title	Credits	Change Requested	Action	BOR

SCI

Prefix	Course Title	Credits	Change Requested	Action	BOR

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Next Meeting - The next meeting will be held from 10:00 a.m. to 12:00 noon on Friday, December 4, 2009 in the provost's conference room (AD 304H)

Meeting Adjourned - The meeting was adjourned at 11:22 a.m.