

## MINUTES

# Graduate Council & Graduate Curriculum Committee

*PURPOSE: Advise the Graduate Dean on matters of graduate education including curriculum, policy, degree programs and program development, graduate faculty status, and special projects as needed.*

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October 8, 2010

**Present:** Matt Barton, Bill Byrnes, Christine Byrnes, Jeff Barnes, Carl Franklin, Lee Lovell, Nicole Funderburk, Matt Neves, Tony Pelligrini, Jeff Barnes, David Tufte, Christian Reiner, John Allred, and Bonny Rayburn.

**Excused:** David Lund and Bart Reynolds.

**Absent:** Rick Lambson

### I. ANNOUNCEMENTS

Introduction of Christian Reiner, Assist. Provost & Dir of IR and Assessment

Introduction of John Allred, new Registrar

Introduction of Lee Lovell, new student rep to the Graduate Council

#### **Special Report by Nicole Funderberk**

##### ***New Profile Pages for Each Program on SUU Website***

Nicole showed committee members the academic information web pages that they have been working on. Once completed, there will be a page for each of the graduate program. They will have a consistent look and feel that the students will encounter first and then will drive to the individual department pages. These would be great for department secretaries or administrative assistants to be able to print off for prospective students. Accounting is completed as well as Sports Conditioning & MFA. The graphic designers are working on the MPA, MBA is in progress, and Education hasn't been started yet. The majority of the undergraduate pages are completed and the graduate pages are getting close. For more information go to: <http://www.suu.edu/graduateschool/> and click on your program. Bill reminded Council members of the importance of keeping the content on their web pages up to date.

#### **TOEFL Exam and Screening of International Students**

Nicole wanted to make sure that everyone knows that SUU has recently increased the TOEFL (the English proficiency test for international students) requirement for undergraduate students to 525 for written and 71 for IBT which is internet based TOEFL. In the past, the graduate programs have mirrored the undergraduate requirements for English proficiency. She asked if there was a problem with English proficiency of international students in anyone's classes. Committee members said that they were more worried about the students inability to do and complete the work. It is not only their inability to speak English effectively, but their lack of academic preparation. Matt Neves stated that his program interviews students to determine whether they are capable of understanding and conversing

in English. Nicole stated that universities often have different graduate requirements than undergraduate requirements and SUU currently has the same requirements for undergraduate and graduate students. The Council discussed the need to look at implementing more rigorous standards for incoming graduate students. **Bill asked that Nicole look into what other Utah institutions are doing in graduate programs when it comes to criteria for international students and report back to the Council at the next meeting.**

## II. ACTION ITEMS

1. (See curricular agenda for today's meeting)
2. There were no other actions items,

## III. DISCUSSION ITEMS

- College Annual Reports and Inconsistent Graduate Studies Program Profiles
  - Bill notes that only the College of Education Annual Report prominently features its graduate programs. For next year, program directors need to take a more active role in contributing to their college's annual reports with information about their graduate program.

**Bill suggested that Council members secure a copy of their college's annual report, if they haven't looked at it yet, and see what they can do about getting a graduate program report to be a subset within their college's report.**

- Western Interstate Commission for Higher Education (WICHE) and Western Regional Graduate Programs – Nomination of “distinctive graduate programs” – Deadline Nov 1. (handout)
  - SUU Arts Administration Program is incorrectly identified as Fine Arts Administration in the WICHE program - **Bill will e-mail them and see if he can get that corrected.**
  - Other “distinctive programs”? (No more than 4 programs already offered, excluding California, are considered)

## IV. INFORMATION ITEMS

- Current enrollment totals for graduate programs (handout)
- USHE Data Book and FTE calculations for student enrollment (handout)
- List of Graduate Faculty and Associate Graduate Faculty 2010-11 (handout)
- Academic Calendar Revisions for 2011-2014 under consideration
- Academic deadlines for 2010-11 (handout)
- Tuition waivers to date (handout)
- Catalog copy DUE December 1 –Revisions needed – Graduate program content is inconsistent
- Policy Revisions
  - 6.27 Workload is under revision
  - 6.9. Supplemental and Overload Compensation under revision
  - 6.51 Graduate Studies (lost, found and now in the approval cue)
- Program Reviews
  - MPA and MSSC undergoing 3-Year Reviews – Due in December
  - College of Education, including its graduate programs – Full program review – Due in spring

**Next Graduate Council meeting: Friday, Nov 12 @ 4pm – AD 304**