

**Graduate Committee Meeting
Faculty Meeting
Approved Minutes
Tuesday, September 13, 2011
1 to 3 pm, ML1027**

Present: Claudia Pragman (COB), Nancy Fitzsimons (SBS), Jennifer Pepperell (COE), Melissa Purdue (A&H), Bobby Bothmann (Lib./Unaffiliated), Cindra Kamphoff (AHN), Bob Sorensen (CSET)

1. Assigned note taker for fall meetings.

Bobby Bothmann: Sept.

Claudia Pragman: October

Jennifer Pepperell: November

We think that this time will also work for next semester. Melissa will check her availability. Need to consult with Bob about his spring semester schedule.

2. MAGS - process, timeline, status in Colleges, questions

Dean Ries has sent out the campus-wide announcement. Submissions within colleges are due to the college rep by 16 September. College reps will turn in the college submission to the Library circulation desk by Monday 3 October. Faculty will select our recommendation at the October 11 meeting and put forward at the October 25 Submeet.

Also discussed the GRC and what is happening with it. Will bring up the topic at the submeet.

3. Meetings with College curriculum committees

Discuss ideas for purpose and focus of meetings. We reviewed some of the causes of concern relating to curriculum proposals including lack of distinction between undergraduate and graduate learning outcomes for 4xx/5xx courses, lack of impact statement on program when courses are added or credits are changed, learning outcomes not written at graduate learning levels. Goal is to try and have some of these discussions at the college level, not to be obstructionist, rather to be of assistance and help prior to the proposals being submitted to the committee. Faculty will also relay that we encourage College Curriculum Committee members and other faculty to put forward concerns regarding graduate education to their College representative on the Graduate Committee so that we can discuss at the submeet.

Status - anyone met yet with College Curriculum Committees? No

4. Finalize 4xx/5xx and Student Learning Outcome documents (bring your copy to the meeting)

Discussed plan for dissemination. We moved to approve the documents formally. We would like to post them on the GSR Web site and the CDS FAQ, and send to CETL and chair of UCAP. The Chair will forward the documents to the aforementioned entities.

5. Creation of additional documents to support graduate faculty

Discussed ideas. Possibly create two models: one that is a good example of a proposal and one that is a bad example of a proposal. Question raised regarding would we do this for all varieties or just for a few? No decision made at this point.

Suggested that we go to the CDS page and review what is accessible for tips that goes to the MnSCU page and how much of that is clear and makes sense. See what we think needs to be supplemented and clarified. Will revisit this item amongst the faculty at the next Graduate Committee meeting.

6. Graduate Faculty Policy and Application Process (bring document previously emailed to the meeting)

Update on meeting with Dean Ries. Fitzsimons sent the GSR policy and procedures for graduate faculty status. Met with Dean Ries and Chris Mickle about the policy and the changed application forms that have not been posted yet. GSR will review the HLC recommendations to make sure that our policy is doing what HLC wants. GSR will report outcome and discuss with faculty chair how to proceed with possible revision and clarification of the policy and process.

Status of online application process. We will use paper this year again with hopes that electronic will be up for next year.

Review of applications. We discussed our position on the applications and affirmed that we will only review applications that are complete. We discussed where the administrative/clerical check-list process should happen: GSR? College dean's office? Faculty chair will address this issue with Dean Ries prior to the Submeet.

7. Presidents new Task Force on Graduate Education

Update on discussion at FA/EA meeting. Relates to some of the President's task forces that circumvent the submeets. Members are in agreement that this committee should be involved with issues related to graduate education. For submeet: request that a committee is to be formed that the charge be given to this group to see if it can deal with the demands and work of the charge.

8. Deadline accepted proposals CDS system

Determine proposed deadline date for getting proposals to the Graduate Committee for review. Agreed Monday 3 April 2012 will be the deadline for submission of graduate curriculum proposals. Faculty chair will put this date forward to GSR.

9. Graduate College paperwork

Concern from faculty member sent to Melissa. Concern about lost paperwork, delay in/time-consuming processing hard paper copies of materials. Recommend move to online system - fill-in forms, e-submit, e-sign. Will request at submeet: possible to have an electronic system to maintain and share paperwork?

10. Volunteer to serve on the Writing Task Force Committee

Focus on graduate concerns; Bobby Bothmann volunteered.

11. Other. There were no other agenda items.