

Meeting of the Graduate Council  
February 4, 2008  
Minutes

Present

*Councilors:* **Arts and Sciences**— Paul Best, Steve Burian, Ilene Crawford, Ken Florey, Ross Gingrich, Scott Graves, Jessica Kenty-Drane, Dina Moore, Gerry Lesley, Charles Wieder, Leon Yacher **Business**—Durga Prasad, James Thorson **CILS**—Hak Joon Kim, Chang Suk Kim, Yan Quan Liu, Hrvoje Podnar **Education**- Robert Axtell, William Diffley, Suzanne Duke, David Squires, Maravene Taylor-Rocow **HHS**—Mary Bellandese, Mark Cameron, James MacGregor, Michale Perlin, Mary Purdy, Olive Santavenere.

*Guests/Observers:* Sandra Holley, Roseann Diana, Lisa Galvin, Nancy Bobrek, Pamela Brucker, Jim MacGregor

**1. Call to Order**

*Dr. Ken Florey*

Chairperson Ken Florey called the meeting to order at 1:04pm.

**2. Disposition of Minutes of October 1.**

The minutes of December 3, 2007 were passed unanimously.

**3. Announcements**

*a. Graduate Council*

*Dr. Ken Florey*

Dr. Florey welcomed Dr. Gerry Lesley back from his sabbatical leave in Hong Kong. Dr. Florey also reported that he had received an email from Chief Dooley responding to last months comments of the Graduate Council and that Chief Dooley had indicated the department had taken action regarding hallway phone signage and traffic signals on campus streets. Dr. Florey indicated that Dr. Ronald Herron will address the Council next month regarding the service needs of the campus community. Dr. Florey reported that several councilors had met with Dr. Marianne Kennedy regarding online program guidelines. At this time there is not a specific university policy regarding the DHE guidelines. He reported that Dr. William Diffley will meet with Dr. Kennedy regarding the student, faculty, and alumni questionnaires and that there would be an ongoing dialogue with the Provost and Dr. Kennedy with regard to how these guidelines will affect the Curriculum Committee and the Academic Standards Committee.

*b. Office of the Dean of Graduate Studies*

*Dean Sandra Holley*

Dr. Holley reported that the graduate enrollment statistics presented by the Office of Management and Institutional Research on January 14 showed a full time graduate enrollment decrease of 6.3 % from last Spring. There are currently 809 full-time graduate students compared to 863 at the same time last year. Part-time enrollment decreased by 3.9% resulting in a total of 2042 part-time graduate students for the Spring semester 2008. The decline in graduate enrollment has been consistent for the past three years and is of concern to the Graduate School. The Graduate School is looking into all aspects of graduate admissions, enrollment and retention in order to address this issue. Dr. Holley indicated that an email had been sent to all graduate program chairpersons and

coordinators requesting their feedback on this topic. She encouraged the councilors to have their colleagues reply to this email and give as much feedback as they could. Dr. Holley also indicated that the Provost had placed graduate enrollment on the agenda for the Dean's Council and that the Graduate School would seek their input and feedback. She indicated that Dr. Norton is also interested in this project. Dr. Holley distributed copies of the email to the graduate program chairpersons and coordinators as well as copies of the Graduate Admissions process.

Dr. Holley announced that the 10<sup>th</sup> Graduate Commencement will be on Thursday May 22, 2008 and that there would be two ceremonies to accommodate the over 500 graduates who indicated that they would attend. She indicated that a copy of the Graduate Commencement and Hooding Ceremony had been mailed to all students who had submitted a commencement participation form to the Graduate School office as well as to graduate program coordinators and chairpersons. Copies of this guide were distributed to all Graduate councilors.

Dr. Holley indicated that the next Graduate School Open House will be on Thursday, April 17<sup>th</sup>. She indicated the Graduate School relies on the active participation of a representative from each graduate program to the Open House. This year advertisements will be on the website of WTNH. She thanked Dr. Marianne Kennedy and Mr. Patrick Dilger for their assistance in this advertising program.

Dr. Holley announced that Dr. Herron is in the final stages of negotiating a food services contract and that this contract would expand services to include Davis Hall and to increase the hours at the Adanti Center.

Lastly, Dr. Holley indicated that the Noel Levitz survey would be distributed to all graduate students in April.

*c. Address from Patrick Dilger, Director of Public Affairs*

*Mr. Patrick Dilger*

Mr. Patrick Dilger, Director of Public Affairs, introduced Betsy Beacom and Joe Musante. He indicated that Ms. Beacom was responsible for the University website and that Joe Musante was the "general news guy" responsible primarily for press releases and news stories. Mr. Dilger presented an overview of Public Affairs, which was augmented by Ms. Beacom and Mr. Musante. Ms. Beacom indicated that the University website had been revamped, and she reviewed the procedures for adding information to the website. She reviewed the University calendar also. Mr. Musante discussed the kinds of stories that were likely to be picked up by the media and discussed ways to highlight departmental activities.

#### **4. Reports**

##### *a. Academic Standards*

*Dr. Ross Gingrich*

Dr. Gingrich announced that the Department of Recreation and Leisure Studies would be reviewed later. He indicated that the ASC would meet next Monday to discuss the program in Sociology and that copies of that program were available for review.

##### *b. Curriculum*

*Dr. Mary Purdy*

Dr. Mary Purdy reported that the Committee had reviewed Urban Studies 564 and that the Committee recommended it be approved as written. The recommendation to approve Urban Studies 564 was passed unanimously. Dr. Purdy indicated that the Committee had reviewed a proposal for a 6<sup>th</sup> Year Certificate as an Educational Coach and that the Committee recommended the proposal be approved as written. The recommendation to approve the 6<sup>th</sup> Year Certificate as and Educational Coach was passed unanimously.

##### *c. Procedures*

*Dr. David Squires*

Dr. Squires, Chair of the Procedures Committee, announced that two applications to the Graduate Faculty were pending. No quorum was reached at their meeting and so no business was conducted.

#### **5. Old Business**

##### *a. Rules of Order update*

*Dr. Ken Florey*

Dr. Florey reported the Faculty Senate had tabled the proposal for the Graduate Council's Revisions to the current Rules of Order until the next meeting of the Faculty Senate and that the Senate is drafting a response to the Rules of Order. Once this is drafted representatives from the Faculty Senate will meet with the Executive Committee of the Graduate Council.

#### **6. New Business**

##### *a. Graduate Program Review*

*Dr. Ross Gingrich*

Dr. Jim MacGregor presented an overview of the MS program in Recreation and Leisure Studies. He reported that there were three areas of specialization: Recreation Administration, Therapeutic Recreation and College Teaching. Over the past 5 years there had been no new students specializing in College Teaching. He indicated that the learning outcomes match the program goals. Dr. MacGregor reviewed the program evaluation, reviewed the department's action plan for 2002 and the progress made in that action plan as well as the action plan drafted as part of the current review. The Academic Standards Committee recommended continuing approval for the MS program in

Recreation and Leisure Studies. A motion to approve the recommendation was passed unanimously by the Council.

*b. Proposal to increase Graduate School GPA*

*Dr. Ross Gingrich*

Dr. Gingrich indicated that the ASC had not yet reviewed the proposal to increase the Graduate School GPA to 3.0. He indicated that the ASC would report to the Council at the next meeting regarding this proposal.

## **7. Adjournment**

Chairperson Florey adjourned the meeting at 2:45 p.m.

Respectfully submitted,  
Mary H. Bellandese, Secretary