

Graduate Council

September 28, 2018

Minutes

Voting members present: John Becker-Blease, Pat Chappell, Ryan Contreras, Cass Dykeman via phone, Theresa Filtz, Lisa Ganio, Ben Mason, Marc Norcross, George Waldbusser

Voting members absent: Scott Akins

Ex-officio members present: Graduate School: Steph Bernell, Rosemary Garagnani

Guest: Maureen Childers

Welcome, Introductions

- Lisa explained the Category II review process.
 - New options, degrees and certificates require review and approval by the Graduate Council. The handout she distributed containing [CPS Listings](#) are the proposal in the Curriculum Proposal System (CPS) as of yesterday. Some of these proposals only go to Lisa, and she will advise the appropriate individual when there is a proposal they need to review. Lisa will assign a second reviewer for Veterinary Medicine – see the [AY2019 Graduate Council College Reviewers Assignments](#) handout.
 - Ryan noted to watch for separate Graduate Learning Outcomes for slash courses. If a proposal is returned by the originator without requested revisions, it needs to be sent back to the proposer; courses should not be approved until the revisions are correctly made.
 - The course verbiage must be clear to students which learning outcomes refer to exams, papers, etc.
- Council members will serve as an internal reviewer on [10-year Graduate Program Reviews](#). It's likely that each member will serve on one per year.
- The Council provides reviewers to the Graduate School to serve on [Award and Scholarship Committees](#) throughout the year.
- In prior years there was a Graduate Council co-chair, so Lisa identified things with which she needs assistance since there is no co-chair this year.
- Lisa received a request for a Council member to participate on an implementation committee for the new CPS, now called CIM (pronounced KIM).
- She sked members to review the opportunities for participation on award committees – please contact her if you'd like to serve; this will be discussed again next week.
- Faculty Senate President Jon Dorbolo told Lisa that he'd like committees to use Box rather than receive documents via email, although she will still distribute the agenda via email. She will create a Box sub-directory for each meeting.
- It would be greatly appreciated if Graduate Council members continue to clear their Cat II courses in the CPS during the summer months. However, Cat I's and majors, minors, certificates and options will not be reviewed during the summer.
- Program reviews – it is preferred that members do not review programs within their own college.
- Ryan noted that potential revisions to policies can be brought forward to the Council via a member or unit. If there is a request for an exception to a policy, the Council does not grant exemptions – that is the role of the Graduate School.
- Theresa stated that Council members should be aware of what requests their college is bringing forward to the Graduate Council.
- Vickie requested that anything handed out during the meeting be sent to her and Lisa prior to the meeting so the information can be disseminated to remote participants.

Meetings and Responsibilities of Councilors

- Attend weekly meetings, which are scheduled on Friday from 10:30-11:30 AM in 110 Heckart Hall during Fall term.
- Review and approve Category IIs in the CPS for courses from your college. The CPS can be accessed at <https://secure.oregonstate.edu/ap/cps/proposals>.
- Review and discuss with the Council Category I proposals for changes to degree programs, and Category II proposals for options, certificates, majors and minors.
- Serve as a liaison between the Graduate Council and your college. You may be asked to gather feedback from colleagues or administrators on issues that the Council discusses.

- Act as an alternate reviewer for CPS items for one other college.
- Serve as an internal reviewer on 10-year Graduate Program Reviews – likely one per year.
- Serve as a reviewer for Graduate School awards – typically one award per year.

Ongoing GC tasks that need a Councilor's oversight and shepherding (volunteers are indicated on the left):

<u>George Waldbusser</u>	Review draft minutes before they come to the Council for approval
<u>Ryan Contreras</u>	Serve as a member of an advisory group to develop a new CPS (CIM) system and liaison with the Graduate Council
<u>Theresa Filtz</u>	Liaison between Graduate School and Graduate Council for Graduate Program Reviews
<u>Cass Dykeman</u>	Liaison to the Online Education Committee

Graduate School – Interactions with the Graduate Council

- Steph explained that proposed graduate policies or revisions come from the Graduate Council to the Graduate School. If the policy needs broader approval, it goes to the Faculty Senate. Steph, Rosemary and Jessica Beck determine how to implement a policy – sometimes it goes back to the Graduate Council for additional discussion and revision.
- The Graduate School organizes/shepherds 10-year and 3-year follow-up reviews and 5-year program reviews for new programs. Lisa noted that guidelines for graduate program reviews is linked from the Graduate School website. Those who participated on the 10-year review are also expected to participate on the 3-year review, whether or not they are still on the Graduate Council.

Graduate Program Review Process and Assignments for Upcoming Year

Sign up for individual tasks:

- a) Internal reviewer for a [10-year review](#)
- b) Reviewer for [Graduate School awards](#)

Category II Proposal – New Graduate Option – [Counselor Education](#) – #95560

- Cass explained that this proposal does not change anything in the curriculum. It will provide the ability to disaggregate Masters and PhD students and a national accreditation team recommended that the term 'Counselor Education' be transcript visible.
 - Will there be a major code and curriculum for both the Masters and PhD?
 - Masters students can choose Clinical Mental Health Counseling. All PhD students will do Counselor Education so it's transcribed. At the Masters level, students sometimes elect to get two major options.
- A change to major option [Clinical Mental Health Counseling](#) #104241 is being proposed to add an additional optional course for Trauma-Informed Counseling or Group Counseling – students may take the course or not – it's added to enhance clinical skills.

Action: Lisa will add these proposals to the agenda when Cass next attends.

Minutes prepared by Vickie Nunnemaker, Faculty Senate staff

Minutes Reviewed by George Waldbusser, Graduate Council Rep, CEOAS