

ASC Graduate Council Meeting Notes Feb. 16, 2010

Present: Michelle Trujillo, Liz Thomas, Tracey Robinson, Margaret Doell, Don Johnston, Ed Crowther, Don Basse

1. HEAL program final revisions-Liz Thomas reviewed all final revisions proposed during the last meeting.
2. Grad student billing - Dr. Basse and Dr. Varhely met with Bill Mansheim, Don Johnston and Heather Heersink about student concerns related to graduate billing being visible online and bills being sent out before the scholarship has been applied to the final bill. Bill Mansheim informed Dr., Bass and Varhely that student bills will still be accessible by the students online prior to adjustments from scholarships, however, indicated the business office would attempt to minimize students concerns by holding sending out the paper bills until after census date, which can then indicate correct billing with scholarships applied. There was further discussion about sending bills out after the add/drop date instead of after census.
3. +/- grading - After researching the topic, Dr. Johnston discovered the +/- grading question was discussed and decided back in 2008. According to Graduate Council meeting minutes, +/- grading policy was to be decided by each department following a vote of the graduate faculty in the departments. Hence, if departments wish to use the +/- grading system, once the department vote has been done, an announcement at the Graduate Council will notify the correct ASC departments of use of the grading system. No other authorizations need to be sought. Dr. Johnston notified the council that use of the system would be available fall 2010 term after the 2010 catalog language was included related to the topic. The council further agreed that with the use of the grading system, the lowest grade allowed would be "C" before grade "F."
4. Dr. Johnston notified the council that all base building funding for next year has been tabled until the CO state budget is finalized. However, he also notified the council that the graduate school was approved for a one time fund of \$10,000 for marketing purposes for academic year 2010-2011.
5. Grad School Fair - Dr. Johnston notified the council that six tables were scheduled and available from 11-2 on the 24th if departments wished to participate. The Grad office will bring brochures as well as pens and mints for handouts. A banner has been ordered for the Fair. Dr. Johnston hopes to make this event an annual event for the purpose of increasing awareness of graduate programs available here at ASC.

6. Satisfactory Academic Progress forms - Dr. Johnston informed the council the ASC student loan default rate is currently 10.5%. Even though this is not a grad program problem, we need to continue to work toward minimizing the default rate. SAP forms and procedures help to identify students that may need academic help and are at risk of failing. In an effort to work on minimizing our default rates in graduate programs, Registrar Belen Maestas has asked to address the council about developing a formal academic probation process. Belen will visit the council at the March meeting to discuss options.

7. Online course closure during spring break - Dr. Johnston was asked by the Operations Committee to seek input regarding how the council members felt about not having class during ASC spring break. All council members feel that classes need to continue during spring break. Dr. Johnston will forward the recommendation to the Operations Committee.

8. Course prerequisites - Dr. Johnston was asked by the Provost's office to clarify current catalog language regarding the use of a minimum grade of "C" for prerequisites for graduate programs. According to the Registrars office, prerequisites in the past have been listed as needing a minimum grade of "B." Council members recommended the minimum grades of "C" remain in the catalog and not be changed to "B."

9. Graduation Ceremony – After a recommendation to President Svaldi, the graduate student graduation will now be handled by graduate council members. It was decided Dr. Ed Crowther will head organizing the graduation ceremony. It was also determined the graduation ceremony will be at 1:30 on May 15th and graduates will be lined up by program then by cohort. Further discussion included if a graduation reception should be held Friday night or right after the ceremony. Dr. Crowther will keep the council apprised of progress and plans of the ceremony.

10. New Graduate Office Phone Menu System - Dr. Johnston informed the council that a new telephone menu system was installed in the graduate office. Instead of the graduate office acting as a telephone switchboard for the departments, students will now be able to get connected with the departments without needing to talk with the graduate office. Students will now be able to press a number and be connected directly with the departments. Dr. Johnston asked all departments to keep the graduate office apprised of any problems with the new system.

Meeting adjourned at 4:30pm.