

**Adams State College**  
**Graduate Council Meeting Summary Notes**  
**Jan. 26, 2010 - 3:00pm**

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

Absent: Don Basse

Guests: Kurt Keiser, Melissa Freeman

**I. New HEAL Graduate Degree Proposal**

Melissa Freeman and Kurt Keiser presented the new proposal for a new graduate degree, MA in Higher Ed Administration. The programs will be for staff currently working at Hispanic serving institutions. The program will be online and look like the MBA program with same number of hours and tuition rates. The council approved the new degree with some minor revisions, which will be brought back to the Council next meeting.

**II. Diploma Change**

Don J. announced the graduate diplomas sent out for fall graduates will have the name of the degree on the diplomas.

**III. Graduate Billing and Admissions**

Don J. discussed ongoing issues with the graduate billing. He announced there was a meeting with Bill Mansheim, Bea Martinez to seek ways to correct problems with accurate billing which reflects correct scholarship amounts. Don will keep the council apprised of progress. Don J. also discussed progress in the graduate students admission process. He announced the academic computing people have agreed to make a change in Banner to accommodate a special category to allow students to enroll in courses in a timely manner. Don will notify the council when the task is complete. There was also discussion regarding when students get their student ID# so they can register for courses. Don J. explained that when students apply for a program, a letter is generated from Banner providing them with the ID# so they can register for courses. Susan Varhely asked if students could receive the information via email rather than wait for a letter in the mail. Don J. indicated he thought that was the case now but will confirm and report back. He agreed emailing the Id# immediately following application was preferable and would pursue making sure that is accomplished.

**IV. +/- Grading for Graduate Programs**

After an investigation into the possibility of allowing +/- grading, Don J. discovered there were no barriers to instituting the process from a records perspective. However, Ed Crowther brought a copy of the Graduate Council meeting minutes from 10/29/07 indicating a reference to this change. The minutes indicate: *“Should anyone wish to change the standard system to the +/- grading system for graduate courses, he/she would need to bring it to Grad Council and then have graduate faculty vote on it.”* Given this information, the council agreed that moving to this grading system should be up to the departments to use if they wish. Don J. agreed to investigate this previous information regarding the need to take to a faculty vote and will report back next meeting.

## **V. Grad Program Application Tracking**

Don J. announced he will be tracking new grad program applications from now on. The purpose of this data collection is to track trends of applications submissions as well as analyze the percentage of applications that result in actual enrollments. Don J. will share the data with the council in a effort to expose issues keeping students who apply but do not actually enroll in a program.

## **VI. Spring Term Meeting Schedule**

Meeting time for spring term will be moved to 2:45pm. The meeting room – 222 ES Bldg. will be reserved for the following dates: 2/26, 3/23, 4/20.

## **VII. Other Business**

Don J. announced the Cabinet recently approved \$10,000 for marketing grad programs next year. Don will follow up with departments wishing to utilize the funds to market programs.

Thesis funding of \$2000.00 has not been voted on as of yet.

Don J. discussed the possibility and/or interest in doing a Graduate Fair in the Sub next month to connect with undergraduate students thinking about graduate school. The council agreed they were interested in participating. Wed. Feb. 24, 11-2pm was decided as the best day to have the event. Don J. indicated he will explore having something like free hotdogs at the event, and explore publicizing avenues.

SAP Forms – Don J. discussed the use of SAP forms when grad students have not met minimum standards for continued financial aid. Currently only undergraduate forms are available for use when students must develop a plan with their advisors for release of the funds. Don J. will investigate the need to formalize the process for grad students and report back.

Graduation – Susan Varhely discussed what will happen with the next graduation regarding hooding of grad students and participation in graduation at both fall and spring ceremonies. The council indicated they wish to make themselves clear to the administration about their wishes regarding the graduation so it was decided Ed Crowther would draft a letter indicating such. Ed Crowther will submit the letter to Dr. Svaldi.

Meeting adjourned.