

**Adams State College**  
**Graduate Council Meeting Summary Notes**  
**October 20, 2009 3:00pm**

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

Guests: Michael Mumper, Kurt Keiser, Bea Martinez

**I. New Graduate Degree and Grant Announcement**

Michael Mumper--Melissa Freeman and Dr. Mumper received \$250,000 FIPSE grant that will be used to develop two new programs

1. MA in Higher Ed Administration
2. Post Masters certificate

Programs will be for staff currently working at Hispanic serving institutions

MA program will be online and look like the MBA program with same number of hours

Certificate program still needs more thought on how it will work

**Benefits**

Useful in staff development-people working at ASC can get MA here instead of paying money to other institutions

Positions ASC as lead in HSI community

Likely to generate some enrollment with a new cohort every 2 years

Kurt Keiser--the School of Business is happy to host the new program and is excited to have grant money to help start a new program

Because of coursework, budget, etc., program will fall under the School of Business as an administrative degree

Plan to target not for profit institutions, but will consider for profit and those that aren't HSI's but are "Emerging HSI's"

**II. Counselor Education program name change**

Don Basse proposed a Counselor Ed program name change "Community Counseling" will change to "Clinical Mental Health Counseling" as part of new CACREP standards

The department wants to make the change immediately so we will have the needed 2 years of graduates for accreditation when the requirement is put into full effect

Program currently will remain the same except for name change and does lead to LPC certification which is what most students will want to know degree changes may happen along the way

Margaret Doell moved to approve this change, Liz Thomas seconded motion, all approved change

### **III. +/- Grading for Graduate Courses**

The change to allow +/- grading work order has been put in, but it will most likely not be in place for spring semester, we must wait until after the BANNER upgrade at Thanksgiving

### **IV. Graduate Diploma**

At the last Council meeting, the members approved adding the name of the degree to the diplomas, to include the emphasis areas. Dr. Johnston reported there was considerable discussion related to whether it would be appropriate to include the emphasis area.

Following further discussion on how it may limit a student to have the emphasis on the diploma, it was decided to add program area to diploma now and maybe add emphasis later. Several council members felt more discussion is needed within departments. A final decision will be made after more information is received from the Registrar's office regarding the amount of space available on the Diplomas and department feedback.

### **V. Bea Martinez – Banner Coding Changes**

Tuition & fee structure - two changes have been made

Moved programs from Extended Studies to “regular” campus

Differential tuition for programs

scholarshipping for fall semester went well and was done in a very timely manner

delay in billing has lead to delay of collection, 46% collected so far

students did not like that there was little communication

Financial Aid tuition calculator is up on website, a link to it will be added to Grad School webpage

Business office holds registration if a student owes \$200 or more, there is a new policy that will allow for registration that occurred before hold was placed to be canceled.

Students can view bills as soon as tuition & fee assessment is turned on, but scholarshipping will not take place until after census.

Council requested adding a line that would say something like, “scholarships may not have been applied, tuition may be lower” A generic disclaimer needs to be written up and Bea will see if it can be put on bills and web if possible

There have been tuition errors because of coding, new ways to code students are being looked at to avoid this

### **VI. Graduate Faculty Approval Form**

1<sup>st</sup> draft of Graduate Faculty Approval Form was shared with the council.

This is a record from the department of who is authorized to teach graduate classes.

Department chairs will choose who is qualified to teach graduate courses.

Suggestion was made to put all names on the same form and have it updated annually

It was also suggested that the form should include all adjuncts

## **VII. Grad school priorities**

Dr. Johnston shared a draft of a list of Grad School priorities for the academic year. No comments or additions were added to the list. Contact the Grad Office for any additions.

## **VIII. Other Business**

Don J. shared that he asked the HLC Reviewer that was on campus about getting approval for 100% online programs, the advisor will look into it and get back to us.

Don J. shared information related to a supplemental funding request of \$2000 per year for student thesis research project funds. Don J. will keep the Council apprised of the progress. There was also a supplemental budget request submitted for \$10,000 for grad program marketing.

Catalogs have been printed in limited supply and were handed out to the Council. The CD will be available and will include the catalog and student handbook. Don J. will send them to the departments when available.

Departments requested the Quick Facts to be forwarded to them. Dr. Johnston will request they be added to the email list.

Meeting adjourned.