

**Adams State College
Graduate Council Meeting
April, 2010**

Present: Liz Thomas, Margaret Doell, Tracey Robinson, Don Basse, Ed Crowther, Don Johnston, Donna Stout (late)

Guests: Belen Maestas, Karla Hardsety, Aftin Gillespe, Heather Heersink

Review of minutes

Pending Financial Aid Changes:

Karla Hardesty spoke to the council on changes in financial aid.

- ASC will continue using the FFEL program for student loans until June 30. On July 1, a change will be made to begin processing all loans directly through the federal government. 2009-2010 FAFSA forms for students wanting summer aid must be filled out by June 30.
- Returning students will need to redo entrance counseling and do a new promissory note. Students will have 3 tries to pass entrance counseling quiz online after that face to face counseling will be required.
- All students will still be considered "in-state" for summer semester
- Karla will send electronic copy of the financial aid updates to the council

Graduate Student Academic Probation:

ASC Registrar Belen Maestas spoke to the council about an automated process to notify students of academic standing (probationary or suspension) based on term GPA. The council likes the idea of seeing the report but not automatic notification of the students because graduate students' academic progress is monitored by program specific methods and not just GPA alone.

It was noted that the SAP process is different from this report and is for financial aid purposes. However, the council members agreed the SAP reports now being sent out already accomplishes notification to the departments of students at risk of academic problems and feel the current notification process is sufficient to achieve early interventions when needed.

Counselor Education Curriculum Changes

Don Basse brought changes that need to be made to the degree plan and courses in order to meet new CACREP standards. Changes are to start with the new catalog for this fall (2010)

Graduate Student Graduation Ceremony

Ed Crowther updated everyone on graduation-everyone who will hood students will be on stage, will ask James to send out invitations to faculty.

BANNER Xtender Update

Dr. Johnston reviewed the current status of implementation of the Banner Xtender software. Due to software compatibility issues, the software testing has been taking longer than expected in the grad office. As soon as it is functional, the grad office will notify all departments.

GS 1001 & 1002 Forms Review – Proposed Procedure Change

There was a request by the Counselor Education department to streamline the new cohort approval forms and process. Since the department has so many new cohorts, it was suggested that only the GS1001 form be completed for each new cohort. With this new change, the department would work with Heather to create a master budget for repetitive cohorts and after that only do the GS 1001 form for new cohorts. Dr. Johnston reminded the council that these forms are used for annual reporting to the HLC and must be completed by the departments.

Council Member Term Notifications:

Terms have ended for Counselor Ed and Humanities representatives. New reps will be needed for fall. Dr. Johnston reminded the council members that representation on the council is a departmental decision and should be selected by the department faculty. Terms for council representation are three years.

2010-2011 Graduate School Priorities - Goals

Dr. Johnston will be working on Grad School priorities over summer, let Dr. J know of any suggestions.

Other Business:

Grad faculty approval forms still needed from Teacher Ed

Departmental Reports:

Counselor Ed: hoping to submit CACREP self study May 30th and hope to schedule visit for fall

Teacher Ed: working on STEM program, doing program review for CDE and Dept. of Higher Ed., getting ready to higher new grad advisor-Karen Silkowski currently interim advisor

Business: HEAL program approved by Board of Trustees, state will review May 7th, MBA will start new cohorts summer and fall, working on 5year undergrad to grad accelerated program

Working on new way to do contracts for instructors, maybe a spreadsheet instead of individual PCR's and then a copy of final contract sent to department

PPOHA Grant –send Dr. J ideas for anything that might be appropriate for the grant, which is being written and submitted this summer.

Meeting Adjourned.