

Adams State College Graduate Council

Meeting Notes Summary
2:30 pm – Room 222, September 23, 2008

Members Present: Don Johnston, Gene Schilling, Don Basse, Ed Crowther, Mark Joyce and Tracey Robinson

1. Minutes

The minutes from May 2008 meeting were reviewed and approved.

2. Meeting Schedule

The meeting schedule for Graduate Council was discussed. Future meetings are scheduled for October 21, November 11, and December 9, 2008. The 2009 meeting schedule will be discussed after Spring term schedule is completed.

3. Scholarship Information

Don J. reviewed the list of available scholarships. He will continue researching scholarships and work to improve communication with Departments.

4. Program Review Schedule

The program review schedule was created by Dr. Novotny. Teacher Education needs to be added to the schedule. Deadline dates were reviewed. Gene asked Don J. to verify that the Art Department review had been finalized. Don J. informed the group, that after discussions with Dr. Mumper, it was recommended that external reviews be part of the review process for all programs. After some discussion, the council recommended they be allowed discretion regarding which programs require external reviewers. The group also asked about funding external review costs if they were mandatory. Don J. said he would talk to Dr. Mumper about it.

5. Discipline Drop in Art Department

The Art department interim chair, Gene Schilling, recommended dropping the Open Media Discipline. Gene said it does not work for his department, and there are no current students enrolled in Open Media as an emphasis or course. The paperwork has been done, and the Council approved the drop.

6. Course Change Form

Several course change forms for Teacher Education were reviewed. Mark Joyce decided to table any changes until after the full program review for that department.

7. Internal Approval Form

Don J. reviewed a new ruling from the HLC regarding approvals of new distance learning cohorts. Based on recommendations from President Svaldi regarding the new HLC ruling, new distance learning cohorts should follow the model of at least 60% online and 40% face to face where appropriate. This new hybrid course delivery model marks the beginning of a shift in distance learning programs and courses to more online and hybrid course formats.

8. Academic Probation, Suspension and Dismissal

Don J. reviewed academic probation policies in the current catalog. Suggestions were made to clarify what the federal laws are regarding Financial Aid suspension in the Graduate Handbook. Don J. volunteered to research the topic and report back to the council. For now, it was recommended that students refer to their own department handbook for specifics on academic probation and dismissal policies.

9. Graduate School Mission Statement

Don J. reviewed a document which appeared to be written in 2007 by Teri McCartney in response to the HLC visit. The document included a mission statement, as well as priorities in the strategic plan for the next three years. Following some discussion, the council agreed that it would be a good exercise to revisit the mission statement and review priorities for the graduate school. Don J. volunteered to research previous work completed by the council, and facilitate discussions for developing a clear and relevant mission for the graduate school.

10. Graduate School Website

Don J. asked for input from the council regarding the current grad school web site. Discussions included comments about updating the ASC home page, as well as how students locate the graduate school web page from the ASC home page. Most of the council members agreed the grad school does not have a strong enough presence on the ASC home page for students to easily locate the grad school web site. Don J. asked all members to forward suggestions about perceived changes in the web site, and agreed to continue working with the communication department on improving access to the grad school on the ASC home page.

11. MBA Development

Don J. updated the council on the new MBA program development progress. Following some discussion regarding the council's lack of being updated and/or included in discussions about the new MBA program, Don J. assured the Council that they will be updated regularly about the planning and proposal process of the MBA program.

12. Grad School Enrollment Stats

Don J. queried the council regarding what type of enrollment statistics were being distributed to the members and what type of documents they were receiving. Don J. shared a copy of the Quick Facts sheet distributed to the department chairs. Some in the council had not seen the data sheet in the past. A discussion followed about who wished to see the data.

Don J. also shared a newly created document showing an over view of the programs and enrollments across the entire grad school. Don J. indicated this was a first draft, attempting to identify all programs in the school, as well as, locations, enrollments, start and stop dates. Don J. asked all departments to review the document and report back any errors or omissions.

13. Grad Program Marketing

Don J. began a discussion about the marketing of graduate programs at ASC. Don J. is working with Mark Schoenecker to develop marketing strategies for graduate programs. Don J. discussed new marketing directions involving such online programs such as Google Ads, and web referral sites like GradView. Don J. shared the marketing expenses from last year, and informed the council that the Dept. of Communication will provide \$10,000 again this year for marketing related to grad programs. Don J. discussed the need to refocus the marketing efforts of the grad school to current technologies.

Don J. will continue to research and pursue marketing avenues in the online arena and report back to the council.

14. Distance Learning Programs

Don J. shared an informational document provided by Mark Joyce for evaluation of distance learning programs. Discussion followed regarding standards of programs offered through traditional means, and how we as educators must assure distance learning programs maintain the same standards as traditional formats. Discussion also focused on the need for more awareness of hybrid course quality and consistency. It was acknowledged that hybrid courses are a new format and we as educators must develop clear policies and guidelines of how hybrid courses are delivered. Mark Joyce encouraged council member to visit elearningguild.com. Mark Manzanares will be distributing memberships for the site. This website provides webinars on useful e-learning methods.

15. Future Council Issues

Don J. discussed the Pending/Continuing Issues section of the agenda. Don J. informed the council that issues presented in this section were issues facing ASC in the future, as most colleges today.

Don J. recommended the council review the issues and determine which, if any of the issues, the council wished to pursue in the form of formal grad council positions. Don J. indicated he would assist or facilitate discussions about these “big picture” planning issues for the college, and move issues forward should the council wish to pursue them.

Discussion followed regarding the need for stakeholder input in such new initiatives. Don J. discussed his knowledge about the four new committees recently formed within the President’s Cabinet: Assessment, Administrative Structure, Strategic Planning, and Shared Governance. Several members of the council expressed the need for increased stakeholder input in these activities. Don J. assured the council that, as a member of the Shared Governance committee, he would work hard to assure stakeholder input would be part of the process.

16. Other Business

Don J. shared information about the survey software Zoomerang. This software is a tool used to easily distribute surveys to students and other stakeholders. Don J. asked the council members to consider the use of such a tool in their departments. Don J. shared the cost of subscribing to the software service - \$350 per year. Don J. indicated the grad school would use the software but also wanted to make its use available to the departments.

The meeting adjourned at 4:25 pm.