

## **Minutes of the Graduate Council Meeting held on June 4, 2013**

**Present:** Chair: Caramello; Members: Delwiche, Dugan, Laskowski, Leslie, Lim, Macready, Mather, Smela, Sprinkle, Tits; Associate/Assistant Deans: Franke, Leone, Shayman; Staff: Popper, Vorhies, Worthington.

The meeting was called to order at 10:00 a.m.

### ***I. Approval of the Minutes***

Minutes of the February 20, 2013 meeting were approved with no emendations.

### ***II. Discussion Topics***

#### ***A. Results of Masters Degree and Graduate Certificate Surveys***

Associate Dean Shayman presented results of a survey conducted of Masters Degree programs across campus. A survey of Graduate Certificate Programs was also administered. Because of low response rate, however, results were reviewed but not reported.

The goal of the online survey was the creation of a taxonomy of masters and certificate programs to facilitate strategic planning and the creation and development of new programs. After reviewing the results Councilors provided feedback.

Councilor Tits commented that the survey requires a higher response rate and consistency among how questions were answered in order to have usable data. Councilor Tits and Smela both noted that review of existing PCC proposals should facilitate compiling an accurate list of programs and their features.

Councilor Dugan agreed that this type of information would provide valuable baseline information for the University as it adds more certificate and executive masters degree programs. She also noted that a survey would be helpful in determining the “ghost” programs, i.e. programs on the inventory but not currently offered.

Dean Caramello concurred with the group that a new survey (or supplement to the survey conducted) should prepopulate data fields where possible and then ask programs to confirm, correct, or supplement the data presented. This would facilitate completion of the survey by DGSs and CGSs.

Councilor Macready recommended a pilot survey be tested among a focus group prior to full distribution.

Councilor Delwiche added that once a taxonomy is established, a standard terminology for degrees and features of degrees should be created and disseminated.

### ***III. Updates***

Dean Caramello updated the council on several Graduate School initiatives including staff transitions and searches, fellowships and awards, Hobson’s Apply Yourself, international initiatives, and Graduate Council elections. Dean Caramello explained that the cycle of electing one-third of the Council membership each year had become unbalanced over the years. To reverse the imbalance and bring the cycle back on schedule, five graduate councilors have graciously agreed to extend their terms of service on the council for one year.

There being no other business, the meeting was adjourned at 11:00 a.m.