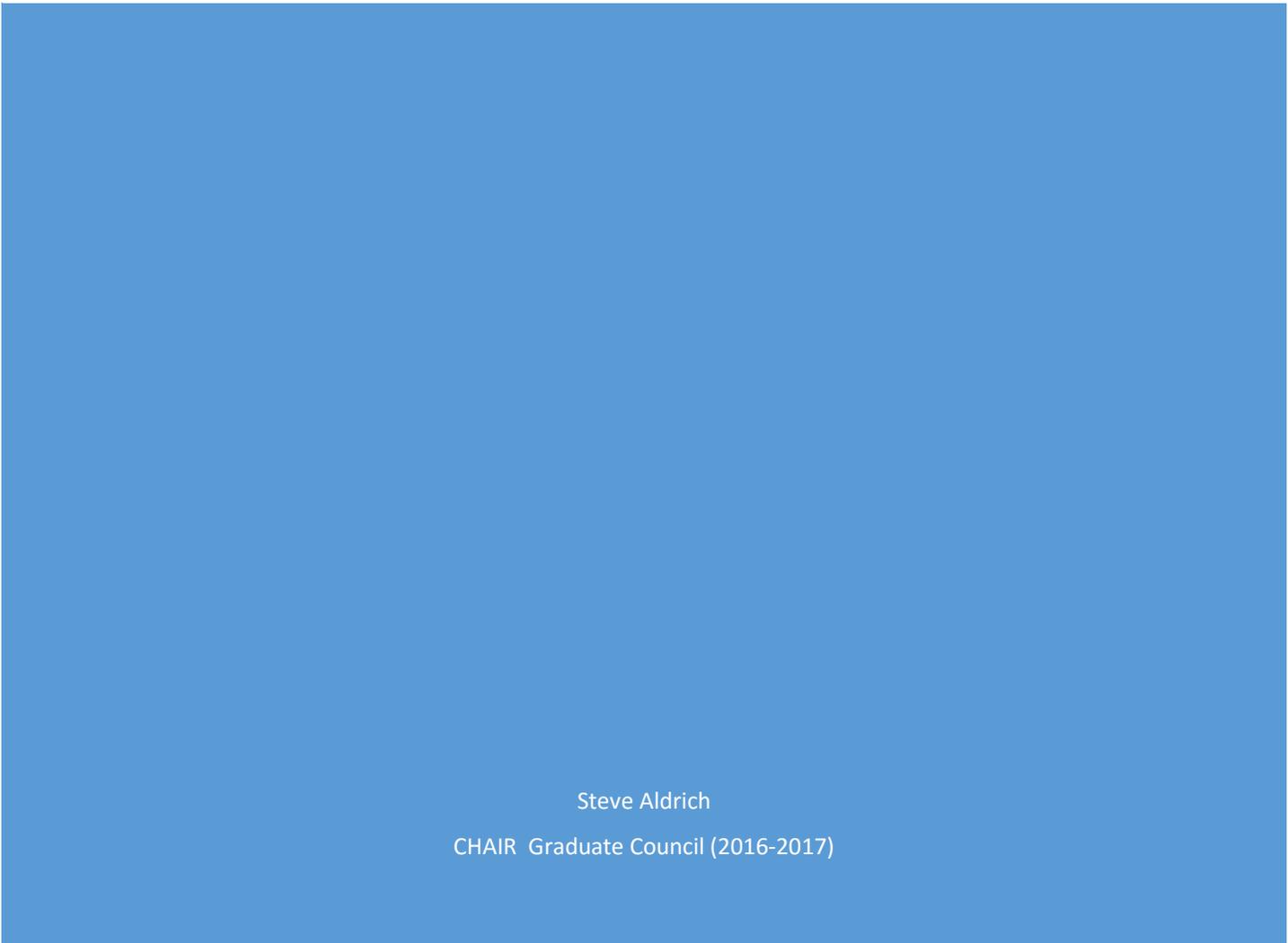




GRADUATE COUNCIL FINAL REPORT: 2016-2017 ACADEMIC YEAR

Steve Aldrich

CHAIR Graduate Council (2016-2017)



OVERALL SUMMARY OF GRADUATE COUNCIL ACCOMPLISHMENTS

The major accomplishments of Graduate Council for the 2016-2017 academic year included Graduate Program Review for the College of Technology, the development of CAPS manual language for accelerated graduate degree programs, and the review of curriculum. In addition, the Graduate Council acted on four student dismissal appeals during the 2016-2017 academic year and made minor adjustments to the Program Review Process (See Appendix A). Finally, we developed enforcement mechanisms (See Appendix B), endorsed by the Faculty Senate Executive Committee, to handle situations where Program Review self-studies are not submitted by programs or are deemed to be inadequate by Graduate Council or its Subcommittees (or the Faculty Senate itself). Graduate Council also proposed revisions (eventually endorsed by the Faculty Senate) to handbook sections 310 and 315.1.1.5 (See Appendix C). Finally, we considered a proposal to allow undergraduates to enroll in 600-level classes, which Graduate Council unanimously rejected.

Graduate Program Review for the College of Technology included evaluation of all six graduate programs in the College of Technology. All programs were evaluated by a subcommittee who analyzed each program's strengths, weaknesses, and noted any other observations (See Appendix D). Of the six programs, all but one were evaluated positively and asked to adhere to the normal four-year review cycle (See Appendix E). One program was operating at maximum faculty capacity, but was searching for multiple faculty members. Graduate Council decided that the outcome of those searches could determine future directions for the program, so it was asked to participate in the 2018-2019 review cycle.

Accelerated graduate programs have the potential to maximize resources, grow graduate enrollment, and provide opportunities for graduate study that do not currently exist in Wabash Valley. Graduate Council developed language that would govern what curricular arrangements that enable an accelerated graduate degree program (sometimes called 4+1 because it allows students in their fourth year of undergraduate study to complete part of their graduate degree such that a Master's degree could be earned with only one year of graduate-level enrollment). This language was approved by all levels of the shared governance process and placed in the CAPS manual in May this year, meaning that Accelerated Graduate Programs can be proposed effective Fall 2017 (See Appendix F).

Curricular Review is a central component of Graduate Council's duty to the Faculty Senate. While CAAC considers all undergraduate curricular revision, GC is the comparable body for Graduate-level curriculum. Graduate Council and its subcommittees took the following curricular action for the 2016-2017 academic year (these actions are reflected in the attached minutes, See Appendix G):

	Approved	Approved w/Revisions	Rejected
Courses	37	2	0
Programs	11	0	1

APPENDIX A: PROGRAM REVIEW PROCESS DOCUMENT
REVISION



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GRADUATE COUNCIL - COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

GRADUATE PROGRAM REVIEW PROCEDURES

Program Self-Study Instructions

1.0 Purpose & Intent

The purpose of this review process is to ensure the overall quality and sustainability of academic programs and the student experience.¹ The review process will require that all programs and their curricula: 1) meet disciplinary standards, 2) provide sufficient depth to allow students to develop expertise in a specific field, and 3) assure the program is using assessment data to make improvements.

2.0 The Program Self-Study & Format

The Self-study of graduate programs outlined below will include: 1) Quantitative (University & Programs Specific) metrics, 2) A qualitative program narrative on quality, and 3) Overview and reflection of assessment using Indiana State University assessment procedures. This process intentionally combines ISU required Assessment procedures with graduate program review; thereby reducing the total number of required reports.

Please title the Self-study as follows:

**Program Review Self-Study
[College]
[Department]
[Program/degree]
[Review Period]**

e.g.

**Program Review Self-Study
College of Technology
Department of Built Environment
M.S./M.A. in Occupational Safety Management
2013 to 2016**

**Please title the electronic file as follows: [College_Department_degree_program] e.g.
COT_BE_MS_MA_OccupationalSafetyManagement**

¹ 1 A program is defined as all degrees reporting to a single CIP code—not an individual major code or individual specializations. For example, the Biology and CIMT Ph.D. programs have multiple specializations or concentrations—but only one degree program. In the case of the Department of Biology, only two reports would be required—one for the Ph.D. and one for the M.S. Further, the working definition of programs excludes all certificate and other non-degree programs.

The standard Self-study format will include: 1) Cover memo which should indicate any program level accreditation(s) and mode(s) of delivery (1 page), 2) Quantitative data made up of the dashboard prepared by Institutional Research (not to exceed 2 pages), 3) Qualitative narrative (not to exceed 3 pages), 4) all available assessment reports from the period of review, and 5) Supplemental information (optional—but not to exceed 5 pages). Those programs which are externally accredited must also provide a copy of the most recent accreditation letter.

2.1 Graduate Program Quantitative Metrics (Data)

Two broad categories of quantitative data may be used: 1) Dashboard Data for All Programs and, 2) Program Specific Data. Dashboard data will be generated by Institutional Research for the prior five fall semesters (unless otherwise specified below) and discussion of the dashboard data should be included in the report (i.e., trends in enrollment over the evaluation period). Program Specific Data, which is optional, may be generated by the department with the assistance of Institutional Research (where practical); however, the program has the primary responsibility for obtaining these data.

2.1.1 Dashboard Data for All Programs (Provided to program by CGPS Dean)—Required

- Student SCH by program
- Student FTE by program
- Number of degrees conferred per fiscal year by program
- Credit Hour Percentages (reported as completed, not completed, and In Progress)
- Number of students enrolled full-time and part-time
- Number of new students

2.1.2 Program Specific Data—Optional and Self-Reported

The following items are examples of data that may be provided by programs, but is not intended to be exhaustive:

- Average student undergraduate GPA (and graduate GPA when available) when admitted
- Average standardized scores (e.g., GRE, GMAT, TOEFL, etc.) for admitted students
- Wage and/or employment data for recent graduates.
- Placement in graduate programs (cases where master's graduates are now pursuing doctoral study)
- Modes of delivery and/or percentage of distance students
- Number of student appeals and waivers of program requirements
- Listing of peer-reviewed articles, books, chapters, presentations, etc. by graduate students as the lead author
- Number and amount of dollars for grants/contracts – program level
 - On-campus (intramural)
 - Off-campus (extramural)
 - Cross-disciplinary

2.1.3 Graduate Program Qualitative Narrative

Programs are required to draft a qualitative narrative that contextualizes the quantitative data and specifically addresses connection to the program's mission, assessment goals and outcome, and overall program quality. The qualitative narrative should not exceed 3 pages (12 point font with 1.5 spacing). Below are some suggested content areas for the qualitative narrative.

- Brief description of program including degrees offered, specializations, internships, etc. thesis v. other exit project requirements, etc.

- Connection with mission of the department, college, and university.
 - Evidence of program reputation in the state, region, nationally, and internationally
 - Evidence of achieving the stated mission of the program
 - Demonstration that the mission remains viable and sustainable
 - Evidence of fiscal viability including how the program adds value to the college, university, and profession
 - Local, regional, and national need in the profession
- Connection with Assessment
 - Describe in a paragraph the assessment process in your program. Describe how faculty take part in assessment and how data are collected, discussed, and reported. Which faculty take part in the process? What have you discovered about your program from assessment? Have you made any changes or do you plan to make any changes in your program based on the findings from assessment? If yes, what changes?
 - How do student learning outcomes map to the ISU mission and values statements?
 - Students demonstrate professional communication proficiencies.
 - Students engage in and meaningfully contribute to diverse and complex communities and professional environments.
 - Students recognize and act on professional and ethical challenges that arise in their field or discipline.
 - Students achieve mastery of the knowledge required in their discipline or profession.
 - Students achieve mastery of the skills (including using appropriate tools) required in their discipline or profession.
 - Connection with other programs
 - Describe how the program integrates with other programs or departments in the college or across campus (e.g., SAHE integrates with Student Activities, Residential Life, Enrollment Management, etc. through practicum and assistantships funded by those offices)
 - Connection with student outcomes
 - Evidence of student success in the program
 - Evidence of success among program graduates (i.e., placement rates, average starting salary, etc.)
 - Do admission records demonstrate quality high standards? (e.g., acceptance rate, comparison to national averages, etc.)
 - Are appropriate remediation measures in place for students who do not meet student learning outcomes.
 - Connection of Grants/Contracts with Programs
 - Evidence of connection to programs
 - How does the grant/contract enhance the program's quality?
 - Connection of Faculty with Program
 - Description of how faculty are utilized within the program

2.1.4 Areas of Potential Concern That Should Be Addressed

The following areas of potential concern should be addressed as part of the qualitative narrative (if applicable):

- Multi-year decline in SCH
- Multi-year decline in student/faculty ratios
- Multi-year decline in graduation rates or consistently low graduation rates
- Graduation rates lower than articulated university guidelines
- Number of low enrollment classes

3.0 Steps & General Timeline

- **Notification of Program Review.** The Dean of the College of Graduate and Professional Studies (CGPS) will contact all programs with a scheduled review for the subsequent year. The first and second round of reviews will be performed using the following scheduled rotation:
 - 2013-14/2017-18 CAS
 - 2014-15/2018-19 SCOB and BCOE
 - 2015-16/2019-20 CNHHS
 - 2016-17/2020-21 COT
- **Notification of Review for “New” Programs.** All new programs will be reviewed four years after approval by the Indiana Commission on Higher Education. This review may happen outside of the normal four-year schedule and will replace a future scheduled report, if the rotation requires a review in two or fewer years. The Dean of the College of Graduate and Professional Studies will contact departments in the prior semester.
- **Deadlines.** Departmental reports will be submitted to the College Dean or designated representative by November 1 or next business day and to the CGPS Dean for distribution to the Program Review Committee by no later than 1 December or next business day.
- **Committee Review & Feedback.** All program reports will be reviewed by the Program Review Committee. The Program Review Committee will assess the report and provide feedback to Graduate Council, the academic program, CGPS Dean, and Dean of the home College on the following items:
 - Strengths of the program
 - Challenges for the program inclusive of any areas of concern
 - Observations for further consideration by the program
- **Programs with Identified Areas of Concern.** For those programs with areas of potential concern, a secondary program review may be initiated in consultation with the department, program faculty, the CGPS Dean, the Dean of the home College, and Academic Affairs. As part of any secondary review process, programs will be encouraged to develop a formal response and an action plan that addresses the areas of concern. All responses and action plans will be shared with Graduate Council.

Proposed “Enforcement Mechanisms” for Grad Program Review – v2.0

Graduate Programs are expected to adhere to the program review procedures described in the program review procedures document. In cases of noncompliance (e.g., no program review self-study submitted, deficient program review self-study submitted), Graduate Council may:

- Suspend Curricular Review: Curricular review for graduate programs may be suspended for programs which have not submitted a graduate program review self-study by the deadlines established in the program review procedures, or which submit a self-study which is deemed unacceptable or deficient by Graduate Council and/or the Program Review Subcommittee of Graduate Council. Graduate Council will consult with the program’s home college and Academic Affairs regarding curricular review suspension.
- Make Formal Recommendations: In cases where graduate programs are not compliant with the graduate program review process, Graduate Council may make recommendations via formal memorandum to the Graduate Program Director, Department Chair, Chair of the Faculty Senate, Dean of the College of Graduate and Professional Studies, appropriate home College Dean, and/or the Provost. The recommendations will be case-specific, and may range from graduate program procedure changes to suspension of the graduate program. Such formal recommendations will require a response from the program, and may involve a response or follow-up from the Chair of the Faculty Senate, Department Chairs, CGPS Dean, home College Deans, and/or the Provost.

These enforcement mechanisms should be applied with reasonable deadlines and clear guidance such that a noncompliant program will be aware of the steps needed, and time granted, to become compliant.

APPENDIX B: ENFORCEMENT MECHANISMS LANGUAGE

Proposed “Enforcement Mechanisms” for Grad Program Review

Approved 6-0-0 by Graduate Council on October 19, 2016

Graduate Programs are expected to adhere to the program review procedures described in the program review procedures document. In cases of noncompliance (e.g., no program review self-study submitted, deficient program review self-study submitted), Graduate Council may:

- Suspend Curricular Review: Curricular review for graduate programs may be suspended for programs which have not submitted a graduate program review self-study by the deadlines established in the program review procedures, or which submit a self-study which is deemed unacceptable or deficient by Graduate Council. Graduate Council will consult with the program’s home college and Academic Affairs prior to any curricular review suspension in order to avoid negative impact to students enrolled in that program.
- Make Formal Recommendations: In cases where graduate programs are not compliant with the graduate program review process, Graduate Council may make recommendations via formal memorandum to the Graduate Program Director, Department Chair, Chair of the Faculty Senate, Dean of the College of Graduate and Professional Studies, appropriate home College Dean, and/or the Provost. The recommendations will be case-specific, and may range from graduate program procedure changes to suspension of the graduate program. Such formal recommendations will require a response from the program, and may involve a response or follow-up from the Chair of the Faculty Senate, Department Chairs, CGPS Dean, home College Deans, and/or the Provost.

These enforcement mechanisms should be applied with reasonable deadlines and clear guidance such that a noncompliant program will be aware of the steps needed, and time granted, to become compliant.

APPENDIX C: HANDBOOK SECTION REVISIONS

310.1.8 Graduate Research and Thesis Committees

Candidates for various graduate degrees may elect or be required to complete a scholarly project, thesis or dissertation

310.1.8.1 Scholarly Project, Thesis, or Dissertation Committee. The chairperson or supervisor of the student's scholarly project, thesis, or dissertation committee will be chosen under policies set by the departmental graduate faculty, by the joint action of the student, the department chairperson, and the appointee with the approval of the appropriate academic dean and will be formally appointed by the Dean of the College of Graduate and Professional Studies. Only faculty with graduate faculty status are eligible to chair, supervise or serve on scholarly project, thesis, or dissertation committees. Complete details for the preparation of scholarly projects, theses, and dissertations appear on the College of Graduate and Professional Studies website and are outlined in brief in the Graduate Catalog.

315 Graduate Faculty Membership

The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high quality graduate education.

315.1.1 Regular Graduate Faculty

315.1.1.5 Endorsement to Supervise or Chair Scholarly Projects, Theses, or Dissertations. An endorsement to chair or supervise scholarly projects, theses or dissertations is granted separately from graduate faculty status by a vote of a departmental committee (if applicable), approval of the department chairperson, college dean, and the Dean of the College of Graduate and Professional Studies. To qualify for the endorsement to chair or supervise scholarly project, thesis or dissertation committees graduate faculty members must work with a graduate faculty mentor appointed by their department, serve on scholarly project, thesis, or dissertation committees, and complete training on the responsible conduct of research and online Graduate Research Training.

315.1.1.6 Review of Endorsement to Supervise or Chair Scholarly Projects, Theses, or Dissertations. Review of the endorsement to supervise or chair scholarly projects, theses, or dissertations may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council

APPENDIX D: PROGRAM REVIEW SUBCOMMITTEE SELF-STUDY EVALUATIONS

Date: February 2017

Department: Department of Applied Engineering & Technology Management (AETM)

Program: Master of Science in Technology Management (MSTM)

Contact: Dr. Randy Peters, Department Chair

_____ Needs Graduate Council Discussion

Program Review Committee: W. Tad Foster _____ (Chair)

Marsha Miller _____

Qihao Weng _____

Carolina Valencia _____

Anna Viviani _____

Strengths: The graduate programs in Technology Management offer flexibility in subject areas of emphasis and can be completed at a distance. The program changed the name in 2012 to better meet the requirements of students and employers. Another change was the introduction of concentrations to allow students to gain advanced knowledge in the areas of: automotive, manufacturing, mechanical, packaging, and quality. The MSTM is not accredited by an outside body; however the program has an internal review process which consists of gathering information, organizing the data, faculty discussion, and action plan on three different aspects: 1) Certification Exam for Technology Management results, 2) evaluation of culmination project, and 3) results of graduating survey. In addition, student learning outcomes are evaluated every 3 years.

Challenges: The data presented shows that the percentage of part-time students have increased the non-completion rate. During the period in question, the program has graduated 49 students, but it is clear that many are still in process. Multiple courses per concentration are making the courses to have lower enrollments and roll outs due to course size requirement. This results in multiple modifications of contracts of study and results in students not getting their courses within a two year period. The Department is addressing the areas of concerns to ensure the students will be successful in completing graduate level coursework, and to facilitate the ability to offer all the courses necessary for timely graduation with adequate number of students in each class.

Observation for Further Consideration: Not clear how the proposed changes from the AETM Department (not yet implemented) will help with student learning outcomes. In addition, would be beneficial to see different and specific outcome measures for each Student Learning Outcome. It may be that applying for accreditation through the Association of Technology management and Applied Engineering (ATMAE) would add tremendous value to the program.

Overall: The MSTM has a rich history as a solid graduate program. The proposed changes from the AETM Department seems promising in addressing challenges, but future data will be necessary to assess outcomes.

Date: February 2017

Department: Department of Built Environment

Program: Masters of Science/Masters of Arts - Occupational Safety Management

Contact: Dr. Ernest Shelton

_____ Needs Graduate Council Discussion

Program Review Committee: _ W. Tad Foster _____ (Chair)

_ Marsha Miller _____

_ Qihao Weng _____

_ Carolina Valencia _____

_ Anna Viviani _____

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, and OBSERVATION for FURTHER CONSIDERATION

Strengths: only the second master's program to be accredited by the Association for Technology Management and Applied Engineering [ATMAE]. SCH have steadily increased and 14 degrees were conferred in 2015. Likewise enrollment has grown from 3 to 31.

Challenges: Not necessarily a challenge but noting a large number of part-time (58) vs full-time (11), with most students working full-time while completing the degrees. Fewer students are taking the full-thesis path; not sure how this impacts the program but it could be impacting the ways in which the individual students, and the program in general, is positively impacting the world vs scholarly contributions. Challenge noted that many taking the coursework have been in the workforce for years, so deficiency-based courses are often needed.

Challenge in small number of tenured faculty (3) with growing program. Can they plus the two additional multi-year faculty adjust to increasing SCH? At what point are additional faculty positions necessitated and is there a plan for that? Appendix B.2 (Enrollment x Semester, 2010-Fall 2016) indicates an overall level-off (with peaks in 2013 of 68 and 2015 of 69); is this the result of a top cut-off or just random? Is there significance related to recruitment efforts and an overall plan?

Observation for Further Consideration: Committee was informed that no assessment report/s were submitted in the past year. This is a problem for program review since it is part of the materials to be taken into account. The department report states the program

is assessed on eight different Student Learning Outcomes (SLO) on a 3-year cycle period, but the specific years of the cycle are not indicated

Spring 2017 self-study for re-accreditation (1st since 1st accreditation in 2010) should be taking place now (since November report submission).

Majority of students taking the online degree path. Even though designed as an online program, it was recently adapted to offer on-campus lecture courses for international students, thus supporting both diversity and general student needs and of course allowing the program to grow more overall.

Is it customary for an industry advisory board to only meet 'at least annually'? is this board involved in more timely activities/communication with faculty and students?

Are incentives in place or under discussion – or even needed? - to encourage more frequent enrollments of the part-time students?

Overall: A growing program with a solid curriculum that is clearly appreciated by employers of safety professionals. As the program continues to grow, the need for additional faculty will be more apparent.

Date: February 2017

Department: College of Technology

Program: Ph.D. in Technology Management

Contact: Dr. A. Mehran Shahhosseini, Program Director

_____ Needs Graduate Council Discussion

Program Review Committee: _ W. Tad Foster _____ (Chair)

_ Marsha Miller _____

_ Qihao Weng _____X_____

_ Carolina Valencia _____

_ Anna Viviani _____

Strengths:

The program goals are clearly defined. Quantitative metrics are presented in a table, showing student credit hours generated, registrations, and degrees confirmed by year. The numbers of degrees awarded have consistently over 10 between 2013 and 2016. There are five concentrations in the Ph.D. program, and the self-assessment report manifests these specializations, in addition to general technology core, professional studies requirements, research core, and foundational studies core. New students are introduced to these requirements upon entering the program, the road-map to achieve them, program educational objectives, and student learning outcomes. The self-assessment reports further shows clearly the information on admission requirements, student advising (roles of committees and faculty advisers), preliminary examination rubric, and dissertation rubric.

Assessment measures are identified, and are clearly linked to the intended outcomes. Students are directed to the final product, and expectations / requirements. The methods of assessment include mainly survey on training program and rubric on training program. The sources of assessment are mainly from indirect measures from course (COT 710, 711, 702) student surveys, internship, teaching fellowship, and direct measures from preliminary exams and dissertations.

Challenges:

The students essential have five points of contact and occasionally experience frustrations with the administrative systems in place.

Faculty in this program are indirectly connected given the consortium model.

Observation for Further Consideration:

Additional student feedback regarding administrative challenges may be beneficial. It is clear that the College of Technology is experiencing a decline in faculty with terminal degrees participating in the program.

Overall:

A solid assessment plan has been developed and executed.

Date: February 2017

Department: Department of Electronics & Computer Engineering Technology

Program: M.S. in Electronics & Computer Technology (E960)

Contact: Chairperson/Department Head: Dr. Xiaolong Li

_____ Needs Graduate Council Discussion

Program Review Committee: _ W. Tad Foster _____ (Chair)

_ Marsha Miller _____

_ Qihao Weng _____

_ Carolina Valencia _____

_ Anna Viviani _____

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, and OBSERVATION for FURTHER CONSIDERATION

Strengths: Extensive experiential learning activities and laboratory time are integral parts of the program. Faculty seem to be making the best of a challenging situation.

Challenges: The program's report acknowledges that it is in a *period of flux*. The report goes on to state:

with the limitation of available faculty for the MS program an indeterminate factor for the foreseeable future, the time and ability needed to do long term planning for curriculum adjustment to meet industry needs, meet equipment needs, and student recruitment to support long term program growth becomes unsustainable in the face of more pressing immediate needs from the faculty.

The number of MS-ECT Majors has decreased from 81 (2015-2016) to 48 (2016-2017). Semester drop-out rates stand at 25% (2015-2016) but decrease to 11-13% (2016-2017) for reasons unknown and not addressed in the report.

The anticipated loss of Saudi Arabia students will undoubtedly require steps to be taken to replace that potential student base (2015 academic year, so probably not); however the department chair has now articulated a student transfer agreement Shanghai JianQiao College, China for a term of six years starting with the Spring 2017 semester. One might inquire now that the Spring semester has started as to how many students this has added to the program. In addition, the program should also be investigating additional paths to additional students. With its annual spring meeting with its Advisory

Board possibly looming, have Board members been appraised of the situation and have they been in the loop in discussions? If not, then the time might be ripe to get them on board. The report does say that concerns specific to staffing are

shared by our Industrial Advisory Board; and was pointed out as a concern during undergraduate program accreditation by ABET. Recommendations by both bodies were that immediate faculty hiring take place to allow for upcoming retirements and to maintain program viability.

The Automation concentration requires extensive and expensive laboratory equipment. The program report lists funding for some of the needed equipment, from the Provost/ISU as well as donations from companies.

The budget to support faculty scholarship and professional development in a swiftly changing technological environment seems to be paltry/negligible.

The Department may have to suspend enrollment in the distance program to focus on the on-campus program with its traditionally larger enrollments.

Observation for Further Consideration: Committee was informed that no assessment report/s were submitted in the past year. This is a problem for program review since it is part of the materials to be taken into account.

ECET Department's Industrial Advisory Board meets annually in the spring and engage faculty in roundtable discussions. Does the Board meet with students/are students part of this annual meeting? The report seems to indicate this does not happen.

The program does not have external accreditation.

Overall: The program offers two concentrations: Information Technology (IT), and Automation and Controls (A&C). Along with a strong applied research component that encourages students to familiarize themselves with industry standards and develop innovative thinking processes.

As with so many other departments/programs, ECT has lost faculty lines (five tenured or tenure-track faculty in the Department since July 1, 2015), replacement is essential to the health of this long-standing program. In addition duties with undergraduates and with the Ph.D. in Technology Management seem to have stretched the current staffing to a dangerous breaking point.

Date: February 2017

Department: Department of Human Resource Development & Performance Technology

Program: M.S in Career and Technical Education

Contact: Dr. Stephen McCaskey; Dr. Cindy Crowder

_____ Needs Graduate Council Discussion

Program Review Committee: _ W. Tad Foster _____ (Chair)

_ Marsha Miller _____

_ Qihao Weng _____

_ Carolina Valencia _____

_ Anna Viviani _____

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, and OBSERVATION for FURTHER CONSIDERATION

Strengths:

The program has a long history of providing quality education for career and technical educators in the region. Recently the program was merged with others to be the primary graduate CTE degree for all areas within career and technical education. Recent changes have streamlined the course requirements and takes advantage of other courses taught in the department thereby reducing course redundancies. The program is available on campus and on-line to maximize access. The department has been active in securing external funding and marketing. The program staff have developed a 360 degree assessment plan and have presented evidence of "closing the loop" by using their data to make programmatic changes. Those changes are under on-going review.

Challenges:

The program graduated nine students in the past five years. Currently, there are approximately nine students in the program with about 75% of them being on-line and part-time. Changes in state licensure requirements have significantly impacted interest in this and other education degrees. While the program seems well supported within the department and college, the work primarily falls to a single tenure-track line.

Observation for Further Consideration:

The self-study does not mention articulation agreements with two year institutions; further it does not mention marketing activities focused on faculty at community colleges in the region. This is traditionally a rich source of potential students.

Overall:

A reasonably healthy program with an engaged faculty that is challenged in terms of enrollments. The recent actions of the department have ostensibly been positive but additional attention is clearly needed.

Date: February 2017

Department: Department of Human Resource Development & Performance Technology

Program: M.S in Human Resource Development

Contact: Dr. Barbara Eversole

_____ Needs Graduate Council Discussion

Program Review Committee: _ W. Tad Foster _____ (Chair)

_ Marsha Miller _____

_ Qihao Weng _____

_ Carolina Valencia _____

_ Anna Viviani _____

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, and OBSERVATION for FURTHER CONSIDERATION

Strengths:

The program is the largest graduate program in the College of Technology and has consistent graduate program enrollments with little targeted recruitment activities. They offer both on-campus and on-line degree programs to meet the diverse needs of working students. In 2015 the program increased their required entrance GPA to improve admission to graduation rates. The program has strong external and internal connections and provides service to the University as a whole and to other departments and Colleges on campus through programs like the 'Work-Life Conference' offered annually on the ISU campus. They appear to have an active student professional society and manage a 5-year tentative course rollout plan for the benefit of their students. They appear to have a strong student focus giving their graduate students the opportunity to publish and travel with faculty to present their research and project findings. Both faculty and students appear to be consistent presenters/authors.

Challenges:

There is an expressed need for more data on graduation/career placement rates and to date have not conducted an alumni survey in the past five years; one is scheduled for the Spring 2017 semester.

The current student body is mostly part-time and on-line. This challenges the department in meeting the needs of both populations given existing resources.

Observation for Further Consideration:

It was unclear if the difference between students admitted and students enrolled includes the students who were admitted conditionally (under the 9 credit hours allowed at the graduate level) with lower undergraduate GPAs. One student was not admitted (GPA = 3.91) because the student was from a non-accredited undergrad degree program, yet the MS is a non-accredited program.

Overall:

A strong program with a history of success. The program seems to be making changes to meet the ever-changing technology needs of a diverse student population and career field. While they have experienced a “softening” with student enrollments and student completion rates, they are making attempts to correct this issue.

APPENDIX E: PROGRAM REVIEW OUTCOME LETTERS FROM
GRADUATE COUNCIL



6 October 2017

Dr. Amanda Muhammad, Chairperson
MS in Career and Technical Education
College of Technology
Indiana State University

Dear Chairperson Muhammad,

I am writing to inform you of the results of the Graduate Program Review for the MS in Career and Technical Education. After considering the Program Review Committee's (PRC) analysis, and further discussion by Graduate Council there is no action required. The MS in Career and Technical Education was found to be in good standing and will need to participate in program review again during the next College of Technology Review Cycle (currently scheduled for 2020-2021). If you feel that any of the comments provided in the attached PRC report are inaccurate or suggest a lack of information and/or understanding, you are encouraged to provide a response to the report that will be forwarded with the report to the CGPS and Home College Deans. You are also encouraged to keep in mind the PRC's comments regarding recruitment and faculty workload considerations.

Additionally, Graduate Council is encouraging all programs to develop a strategic plan that focuses on increasing enrollments and enhancing student retention. Your plan might include how to attract Hoosier students to your program, or how to attract more full-time applicants. Please consult with Deans Harris, Maurer, and Brauchle when developing this plan. Also, consider discussing student recruitment with our Graduate Recruitment Director, Shauna Lehman. It is Graduate Council's hope that the feedback from the attached Program Review Report and the development of a strategic plan will assist you in further strengthening the MS in Career and Technical Education.

If you have any questions regarding the Program Review process of the PRC report, please feel free to contact me or current Graduate Council Chair Elizabeth O'Laughlin.

Sincerely,

A handwritten signature in black ink that reads "S. Aldrich".

Stephen Aldrich, 2016-2017 Chairperson
Graduate Council

CC: Dean Kara Harris, Dean Lynn Maurer, Dean Ken Brauchle



6 October 2017

Dr. Amanda Muhammad, Chairperson
MS in Human Resource Development
College of Technology
Indiana State University

Dear Chairperson Muhammad,

I am writing to inform you of the results of the Graduate Program Review for the MS in Human Resource Development. After considering the Program Review Committee's (PRC) analysis, and further discussion by Graduate Council there is no action required. The MS in Human Resource Development was found to be in good standing and will need to participate in program review again during the next College of Technology Review Cycle (currently scheduled for 2020-2021). If you feel that any of the comments provided in the attached PRC report are inaccurate or suggest a lack of information and/or understanding, you are encouraged to provide a response to the report that will be forwarded with the report to the CGPS and Home College Deans

Additionally, Graduate Council is encouraging all programs to develop a strategic plan that focuses on increasing enrollments and enhancing student retention. Your plan might include how to attract Hoosier students to your program, or how to attract more full-time applicants. Please consult with Deans Harris, Maurer, and Brauchle when developing this plan. Also, consider discussing student recruitment with our Graduate Recruitment Director, Shauna Lehman. It is Graduate Council's hope that the feedback from the attached Program Review Report and the development of a strategic plan will assist you in further strengthening the MS in Human Resource Development.

If you have any questions regarding the Program Review process of the PRC report, please feel free to contact me or current Graduate Council Chair Elizabeth O'Laughlin.

Sincerely,

A handwritten signature in black ink that reads "S. Aldrich".

Stephen Aldrich, 2016-2017 Chairperson
Graduate Council

CC: Dean Kara Harris, Dean Lynn Maurer, Dean Ken Brauchle



6 October 2017

Dr. Xiaolong Li, Chairperson
MS in Electronics and Computer Technology
College of Technology
Indiana State University

Dear Chairperson Li,

I am writing to inform you of the results of the Graduate Program Review for the MS in Electronics and Computer Technology. After considering the Program Review Committee's (PRC) analysis, and further discussion by Graduate Council there is no action required. The MS in Electronics and Computer Technology was found to need improvement, and will need to participate in program review on a shortened review cycle during the 2018-2019 academic year. The primary concern that Graduate Council has is that the program seems to be undergoing a period of rapid change, with some debate about the best direction forward. In particular, Graduate Council felt that there was tension between the Computer Technology and Electronics parts of the program, and that ECT should consider focusing on a single aspect of the program in the online version of the program (e.g., Information Technology). Graduate Council also recognized the current workload of faculty is a challenge in ECT and we hope that new faculty hires who may contribute to the program may help.

If you feel that any of the comments provided in the attached PRC report are inaccurate or suggest a lack of information and/or understanding, you are encouraged to provide a response to the report that will be forwarded with the report to the CGPS and Home College Deans.

Additionally, Graduate Council is encouraging all programs to develop a strategic plan that focuses on increasing enrollments and enhancing student retention. Your plan might include how to attract Hoosier students to your program, or how to attract more full-time applicants. Please consult with Deans Harris, Maurer, and Brauchle when developing this plan. Also, consider discussing student recruitment with our Graduate Recruitment Director, Shauna Lehman. It is Graduate Council's hope that the feedback from the attached Program Review Report and the development of a strategic plan will assist you in further strengthening the MS in Technology Management.

If you have any questions regarding the Program Review process of the PRC report, please feel free to contact me or current Graduate Council Chair Elizabeth O'Laughlin.

Sincerely,

A handwritten signature in black ink that reads "S. Aldrich".

Stephen Aldrich, 2016-2017 Chairperson
Graduate Council

CC: Dean Kara Harris, Dean Lynn Maurer, Dean Ken Brauchle



6 October 2017

Dr. Randy Peters, Chairperson
MS in Technology Management
College of Technology
Indiana State University

Dear Chairperson Peters,

I am writing to inform you of the results of the Graduate Program Review for the MS in Technology Management. After considering the Program Review Committee's (PRC) analysis, and further discussion by Graduate Council there is no action required. The MS in Technology Management was found to be in good standing and will need to participate in program review again during the next College of Technology Review Cycle (currently scheduled for 2020-2021). If you feel that any of the comments provided in the attached PRC report are inaccurate or suggest a lack of information and/or understanding, you are encouraged to provide a response to the report that will be forwarded with the report to the CGPS and Home College Deans. You are also encouraged to keep in mind the PRC's comments regarding part-time versus full-time enrollment.

Additionally, Graduate Council is encouraging all programs to develop a strategic plan that focuses on increasing enrollments and enhancing student retention. Your plan might include how to attract Hoosier students to your program, or how to attract more full-time applicants. Please consult with Deans Harris, Maurer, and Brauchle when developing this plan. Also, consider discussing student recruitment with our Graduate Recruitment Director, Shauna Lehman. It is Graduate Council's hope that the feedback from the attached Program Review Report and the development of a strategic plan will assist you in further strengthening the MS in Technology Management.

If you have any questions regarding the Program Review process of the PRC report, please feel free to contact me or current Graduate Council Chair Elizabeth O'Laughlin.

Sincerely,

A handwritten signature in cursive script that reads "S. Aldrich".

Stephen Aldrich, 2016-2017 Chairperson
Graduate Council

CC: Dean Kara Harris, Dean Lynn Maurer, Dean Ken Brauchle



6 October 2017

Dr. Andrew Payne, Chairperson
MS/MA in Occupational Safety Management
College of Technology
Indiana State University

Dear Chairperson Payne,

I am writing to inform you of the results of the Graduate Program Review for the MS/MA in Occupational Safety Management. After considering the Program Review Committee's (PRC) analysis, and further discussion by Graduate Council there is no action required. The MS/MA in Occupational Safety Management was found to be in good standing and will need to participate in program review again during the next College of Technology Review Cycle (currently scheduled for 2020-2021). If you feel that any of the comments provided in the attached PRC report are inaccurate or suggest a lack of information and/or understanding, you are encouraged to provide a response to the report that will be forwarded with the report to the CGPS and Home College Deans. You are also encouraged to keep in mind the PRC's comments regarding part-time versus full-time enrollment and also to continue to submit graduate assessment reports.

Additionally, Graduate Council is encouraging all programs to develop a strategic plan that focuses on increasing enrollments and enhancing student retention. Your plan might include how to attract Hoosier students to your program, or how to attract more full-time applicants. Please consult with Deans Harris, Maurer, and Brauchle when developing this plan. Also, consider discussing student recruitment with our Graduate Recruitment Director, Shauna Lehman. It is Graduate Council's hope that the feedback from the attached Program Review Report and the development of a strategic plan will assist you in further strengthening the MS/MA in Occupational Safety Management.

If you have any questions regarding the Program Review process of the PRC report, please feel free to contact me or current Graduate Council Chair Elizabeth O'Laughlin.

Sincerely,

A handwritten signature in black ink that reads "S. Aldrich".

Stephen Aldrich, 2016-2017 Chairperson
Graduate Council

CC: Dean Kara Harris, Dean Lynn Maurer, Dean Ken Brauchle



6 October 2017

Dr. Mehran Shahhosseini, Graduate Program Director
PhD in Technology Management
College of Technology
Indiana State University

Dear Director Shahhosseini,

I am writing to inform you of the results of the Graduate Program Review for the PhD in Technology Management. After considering the Program Review Committee's (PRC) analysis, and further discussion by Graduate Council there is no action required. The PhD in Technology Management was found to be in good standing and will need to participate in program review again during the next College of Technology Review Cycle (currently scheduled for 2020-2021). If you feel that any of the comments provided in the attached PRC report are inaccurate or suggest a lack of information and/or understanding, you are encouraged to provide a response to the report that will be forwarded with the report to the CGPS and Home College Deans. You are also encouraged to keep in mind that Graduate Council is likely to demand that a consortium agreement be available for review before the next review cycle.

Additionally, Graduate Council is encouraging all programs to develop a strategic plan that focuses on increasing enrollments and enhancing student retention. Your plan might include how to attract Hoosier students to your program, or how to attract more full-time applicants. Please consult with Deans Harris, Maurer, and Brauchle when developing this plan. Also, consider discussing student recruitment with our Graduate Recruitment Director, Shauna Lehman. It is Graduate Council's hope that the feedback from the attached Program Review Report and the development of a strategic plan will assist you in further strengthening the PhD in Technology Management.

If you have any questions regarding the Program Review process of the PRC report, please feel free to contact me or current Graduate Council Chair Elizabeth O'Laughlin.

Sincerely,

A handwritten signature in black ink that reads "S. Aldrich".

Stephen Aldrich, 2016-2017 Chairperson
Graduate Council

CC: Dean Kara Harris, Dean Lynn Maurer, Dean Ken Brauchle

APPENDIX F: CAPS MANUAL LANGUAGE FOR ACCELERATED
GRADUATE DEGREES

Minimum Standards, Policies, and Procedures for Accelerated Graduate Programs

Programs are free to adopt more stringent rules or procedures. These are minimum requirements and programs are NOT required to adopt an Accelerated Graduate Program model; Accelerated Graduate Programs are an opt-in initiative. Admission to an Accelerated Graduate Program is **NOT** a “fifth year” extension to the four year graduation guarantee; graduate study is not covered by that guarantee.

- Accelerated Graduate Programs must be considered by Graduate Council and Faculty Senate as part of the Curricular Process. Curricula will not be approved without evidence of rigor appropriate to a Master’s-level program.
 - o Programs interested in an Accelerated Graduate Program should consider modifications to their undergraduate programs so they articulate with their graduate curriculum.
 - o Programs can offer a regular AND accelerated graduate program option, but must submit regular and accelerated graduate degree maps to show the curriculum can be completed under both models.
- Accelerated Graduate Programs require a minimum undergraduate GPA of 3.0 at time of admission.
- Graduate admission is provisional until the Bachelor’s degree is awarded with a final cumulative undergraduate GPA of 3.0 (programs may set a higher limit, so students should check program requirements). All applicants to Accelerated Graduate Programs are subject to usual graduate admissions procedures.
- To be admitted, students must have completed at least 80% of the total credits needed to earn their undergraduate degree (e.g., 96 credit hours out of a 120 credit hour degree) by the start of their fourth year.
- Students may be dual enrolled (undergraduate & graduate) for their last two semesters of their undergraduate degree, but must complete a dual enrollment agreement in order to do so. Graduate Assistantships (GA, RA, TA, etc.) are not available to dual-enrolled students; to be a Graduate Assistant, students must have been awarded an undergraduate degree.
 - o While dual enrolled, student status will be undergraduate for the purposes of financial aid and registration and records.
- Students may count up to 9 hours of graduate courses (400/500 level) toward both degrees. The course must be taken at the 500 level to count toward undergraduate and graduate degrees.
 - o 500-level credits will be recorded on the undergraduate transcript and then transferred to the graduate transcript once the undergraduate degree is awarded.
- Students will also be allowed to take up to 6 credit hours of 600-level courses during their senior year of undergraduate study.
 - o Credits earned at the 600-level while dual enrolled will count only toward the *graduate* degree and be recorded only on the graduate transcript.

Graduate Council: 8-0-0, March 1, 2017; Executive Committee addition in red: 9-0-0, 3/7/2017, Faculty Senate: 30-0-0, 3/23/2017; Board of Trustees: Recommended for approval, effective Fall 2017 on May 12, 2017

APPENDIX G: APPROVED MEETING MINUTES

**Graduate Council
Minutes
8/31/16
[Approved 09/07/2016, vote: 7-0-0]**

Attendance: Rusty Gonser, Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Anna Viviani, Kandace Hinton, Katherine Lee, Alvaro Gurovich, Julian Winborn, Allison Ramsey, Bassam Yousif, Dawn Underwood, Lynn Maurer, Ken Brauchle, Troy Allen

1. Call to Order
 - a. 3:05 pm
2. Adoption of Agenda
 - a. Approved 9-0-0
3. Old Business
 - a. Program Review: CHHS wrap up.
 - I. Chair Gonser gives a report
 - i. CHHS OK, no major issues found
 - ii. Music needs a recruitment plan
 - iii. This year is College of Technology
 - b. Curriculum:
 - I. Needs to update Curriculog settings with new officers. It will be done this week.
 - II. For the next meeting: ARTH 581, 586; AVT 623,
 - c. Subcommittees:
 - I. Motion to accept the list of sub-committees slates (R. Gonser, 2nd L. O’Laughlin)
 - i. Discussion: Affan Badar (CoT) will not be on campus this year
 - ii. Vote 9-0-0
 - d. Dates for next meetings
 - I. 09/7 & 21, 10/05 & 19, 11/02, 16 & 30, and 12/08 (Stalker hall, room 211, 3 to 4 pm). An outlook calendar invite will be sent shortly
 - e. Members for Dean Maurer’s evaluation
 - I. Motion to approved 3 volunteers from Graduate Council (moved by R. Gonser, K. Hinton 2nd), approved 9-0-0.
4. New business
 - a. Election of officers
 - I. Description of the officer positions
 - II. R. Gonser moves : S. Aldrich (Chair), Liz O’Laughlin (vice-chair), A.Gurovich (secretary) (M. Schafer 2nd). Vote 9-0-0
 - b. Administrative (CGPS Dean, Registrar)
 - c. Graduate Student Representatives
 - I. Julian Winborn (president) and Allison Ramsey are the GSA representatives and they introduced themselves
5. Reports: No reports as this is the first meeting

- a. Administrative (CGPS Dean, Registrar)
 - I. Dean Maurer reported an increase in graduate students registration
- b. Faculty Senate Liaison
- c. Chairperson

6. Adjournment at 3:30 pm

**Graduate Council
Minutes
09/07/16**

Attendance: Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Kandace Hinton, Katherine Lee, Alvaro Gurovich, Julian Winborn, Bassam Yousif, Lynn Maurer, Ken Brauchle, Troy Allen, Jeff Kinne, Denisse Collins

1. Call to Order
 - a. 3:02 pm
2. Adoption of Agenda
 - a. Al Gurovich moved, second Liz O’Laughlin
 - b. Approved by acclamation
3. Approval of 8/31/2016 Minutes
 - a. S. Aldrich moved, second Jolynn Kuhlman
 - b. approved 7-0-0
4. Old Business
 - A. Curriculum:
 - a. Meredith Lynn gives insight of ARTH courses and program.
 - i. ARTH581: Main difference with undergraduate course is that graduate students will work on their project individually and not in groups.
 - ii. ARTH586: This is a new course that will replace existing “special topics” course, improving grad students curriculum flow
 - iii. Move t approve both as they are, Move Marion Schafer, second Liz O’Laughlin, 7-0-0
 - b. Steve Aldrich and Troy Allen give some insights about this course.
 - i. AVT 623: Motion to approve with recommendations that they include prerequisites to the course or permission from the instructor. Move Liz O’Laughlin, second Alvaro Gurovich, 7-0-0
5. New business
 - A. Faculty Senate Charges
 - B. Program Review Process Document, Minor Changes
 - a. Discussion about the changes. The document will be updated and sent via email for an electronic vote. Motion to make the corrections to the document, send to the voting member, and vote electronically (move, Jolynn Kuhlman, second Steve Aldrich) 7-0-0
 - C. Meeting time
 - a. 3:30 pm starting next meeting
6. Reports:
 - A. Administrative (CGPS Dean, Registrar)
 - a. Graduate Fair: October, 19th, noon to 2 pm and 5 to 7 pm.
 - b. Recruitment, Enrollment, and Graduation data of new programs
 - B. Graduate Student Representatives
 - a. First meeting, September 19th, 5 pm, HH 223
 - C. Faculty Senate Liaison
 - D. Chairperson

- a. Thank you
- 7. Adjournment
 - a. 3:58 pm

**Graduate Council
Minutes
10/05/16**

Attendance: Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Alvaro Gurovich, Julian Winborn, Bassam Yousif, Ken Brauchle, Troy Allen, Jeff Kinne, Denisse Collins, Dawn Underwood, Yassenka Paterson, Rusty Gonser, Lisa Phillips, Anna Viviane, Ashley Layman, Allison Ramsey

1. Call to Order
 - a. 3:30 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 09/07/2016 Minutes
 - a. Marion Schafer moved
 - b. Liz O’Laughlin second
 - c. Approved 5-0-0
4. Old Business
 - A. Curriculum:
 - a. No new curriculum ready for review
 - b. Sub-committees have convened
 - B. Certificates as Minors (informational/update)
 - a. Update on Minors: only 2 programs have expressed an interest in developing a minor in lieu of a certificate
5. New business
 - A. Graduate Recruitment (Guest: Shauna Lehman, Graduate Recruitment Director)
 - a. Electronic acceptance letters
 - b. Inquiry campaign (10 emails from different people every month)
 - c. Tracking international I-20s
 - d. Meeting with all graduate PD to help with recruitment
 - e. Application follow-up
 - B. Faculty Senate Charge: Enforcement Mechanisms for Grad Program Review
 - a. Initial discussion about the idea of suspending curriculum review by the Grad Council if the program review is not submitted or unacceptable
 - i. Will continue discussion at next meeting
 - C. Language for University Handbook section 310
 - a. Discussion about the language of ‘culminating experience’
 - b. Lisa Phillips will solicit feedback from Faculty Senate regarding intent/goal of the charge
6. Reports:

- A. Administrative (CGPS Dean, Registrar): no report
- B. Graduate Student Representatives: no report
- C. Faculty Senate Liaison
 - a. Senate has approved changes to the Program Review process
 - b. Senate recommendation is that the chair of the department (rather than program director) is ultimately responsible for verification that students applying for graduate have met all program requirements
- D. Graduate Council Chairperson: no report
- 7. Adjournment
 - a. 4:30 pm

Approved 10/19/2016, 6-0-0

**Graduate Council
Minutes
10/19/16**

Attendance: Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Alvaro Gurovich, Julian Winborn, Bassam Yousif, Troy Allen, Dawn Underwood, Lisa Phillips, Allison Ramsey, Katherine Lee, Lynn Maurer, Jeff Kinne

1. Call to Order
 - a. 3:34 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 10/05/2016 Minutes
 - a. Liz O’Laughlin moved
 - b. Marion Schafer second
 - c. Approved 5-0-1
4. Old Business
 - A. Curriculum:
 - a. No new curriculum ready for review
 - B. Enforcement language for program review:
 - a. Report from Senate liaison where there is an agreement on having Grad Council working on enforcement language.
 - b. Review of GC proposal for the language
 - i. Liz O’Laughlin moved to approve
 - ii. Alvaro Gurovich second
 - iii. Vote 6-0-0
 - C. Section 310.1 and 315.1.1.5
 - a. Discussion on GC proposal on new language
 - b. Jolynn Kuhlman move to table for next meeting.
 - c. Liz O’Laughlin second
5. Reports:
 - A. Administrative (CGPS Dean, Registrar):
 - a. Online graduation checkout
 - i. History of the process and moving from paper-based to online
 - ii. Dean Maurer shared some of the details when applying for graduation and checkout process being integrated.
 - iii. Grad fair tonight
 - B. Graduate Student Representatives:
 - a. GSA meeting this coming Monday
 - C. Faculty Senate Liaison
 - a. No more report
 - D. Graduate Council Chairperson:

- a. no report
6. Adjournment
- a. 4:40 pm

**Graduate Council
Minutes
11/02/16**

Attendance: Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Alvaro Gurovich, Dawn Underwood, Katherine Lee, Lynn Maurer, Ken Brauchle, Rusty Gonser, Yassenka Peterson, Donna Selman, Anna Viviani

1. Call to Order
 - a. 3:33 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 10/19/2016 Minutes
 - a. Marion Schafer moved
 - b. Stephen Aldrich second
 - c. Approved 5-0-2
4. Old Business
 - A. Curriculum:
 - a. No new curriculum ready for review
 - B. Update on Masters of Arts in Communication (Guest: Debra Israel, Interim Chair)
 - a. 4 new students
 - b. Fall, Spring enrollment
 - c. Better communication between faculty
 - d. Clarifying application process at program and CGPS levels.
 - e. Increasing recruitment efforts (6 applicants for this Spring)
 - f. Reviewing the curriculum and curriculog process has started
 - g. Building from the program/department strengths
 - h. including online courses
 - C. Dreiser representative from Graduate Council
 - a. Stephen Aldrich moves to nominated Jolynn Kuhlman
 - b. Marion Schafer seconds
 - c. Vote 7-0-0
5. Reports:
 - A. Administrative (CGPS Dean, Registrar):
 - a. Graduate fair and applications post fair
 - b. Donna Selman as new Associate Dean
 - c. K. Brauchle working on new online programs
 - B. Graduate Student Representatives:
 - a. No representative but email report about working together with other students associations.
 - C. Faculty Senate Liaison

- a. Nothing from Senate Exec
- D. Graduate Council Chairperson:
 - a. First draft of 4+1 accelerated grad programs
 - b. Confidential appeals processes on their way
- 6. Adjournment
 - a. 4:10 pm

**Graduate Council
Minutes
11/16/16**

Attendance: Stephen Aldrich, Alison Ramey, Marion Schafer, Jolynn Kuhlman, Rusty Gonser, Jeff Kinne (guest), Anna Viviani, Kandace Hinton, Lynn Maurer, Yassenka Peterson, Ken Brauchle, Bassam Yousif, Troy Allen, Katherine Lee

1. Call to Order
 - a. 3:32pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 11/02/2016 Minutes
 - a. Rusty Gonser moved/ 2nd by Marion Schafer
 - b. Approved 8:0:0
4. Old Business
 - a. Jeff Kinne will carry the CGPS banner for December Graduation
5. New business
 - a. Update on Data Science interdisciplinary Master's degree (preview of proposed program). Guests Jeff Kinne and Rusty Gonser
 - i. Growing interest in skills for analyzing "big data"
 - ii. Handout provided with an overview of the MS program
 - iii. Not yet decided where program would be housed (COT, CGPS, other college)
 - iv. Request for CGPS Council input on cross listed or co-located 500 level and 600 level courses (e.g., ANLY 610 and MIS 550)
 1. Would get more buy-in across programs/departments if courses are co-located, better use of limited resources
 2. Provides better protection that core course will be consistently offered
 - v. Anticipated start date would be Fall of 2018
 - b. Nominee for CNHHP Dean Search
 - i. Alvaro Gurovich (via email) and Kandace Hinton self-nominated
 - c. Discussion on 4+1 accelerated program policies
 - i. Guidelines would be included in CGPS catalogue as a separate section to provide guidance for programs considering a 4+1 program.
 - ii. Suggestion to add a statement to guidelines that all programs must be approved through the curricular process
 1. Currently 699 (Thesis) may not count (not clear on how this is handled) towards 50% of credit hours at 600 level; if we

revise this for 4+1 program, then we should perhaps revise this for all graduate programs.

2. Check with CGPS staff to confirm that 699 “rule” is in the current catalogue.
 - iii. Suggestion that only courses in which students earn a C or better can count towards both degrees (program requirement may be higher)
 - iv. If program requires a pre-req, could they take that pre-req at the 500 level?
 1. Program would need to work this out
 - v. Do we want to set a time limit on how long 500 level courses taken as an undergrad would count towards a graduate degree?
 - vi. How might dual enrollment impact student’s financial aid
 - vii. Associate deans will solicit feedback from programs that may be interested
6. Reports:
- A. Administrative (CGPS Dean, Registrar)
 - a. Down 120 students admitted for spring 2017 (compared to last year)
 - b. COT program review reports are going well, will get to CGPS by deadline
 - B. Graduate Student Representatives
 - a. No report; next GSA meeting is after break
 - C. Faculty Senate Liaison
 - a. Lisa Phillips unable to attend, communicated in advance that she had no report
 - D. Graduate Council Chairperson
 - a. Will bring revisions to 310;1.8 to meeting in December
 - b. Motion that Grad Council exec review and approve curriculum proposals that involve a change in pre-req only.
 - i. Marion Schafer moved, seconded by Y. Peterson
 - ii. Approved 7::0:0
7. Adjournment at 4:37pm

**Graduate Council
Minutes
11/30/16**

Attendance: Alvaro Gurovich, Liz O’Laughlin, Stephen Aldrich, Allison Ramsey, Marion Schafer, Jolynn Kuhlman, Rusty Gonser, Kandace Hinton, Yassenka Peterson, Troy Allen, Katherine Lee, Dawn Underwood, Lisa Phillips, Donna Selman, Cindy Otts (guest), Julian Winborn, Bassam Yousif

1. Call to Order
 - a. 3:30 pm

2. Adoption of Agenda
 - a. Per acclamation

3. Approval of 11/16/2016 Minutes
 - a. Stephen Aldrich moved/ 2nd by Liz O’Laughlin
 - b. Approved 7:0:1

4. Old Business
 - a. Continued Discussion on 4+1 Accelerated Master’s Programs
 - i. Deep discussion including 600-level courses and effects on financial aid.
 - ii. Move to table for next meeting (Steve Aldrich),

5. New business
 - a. Change to 600-level course enrollment restrictions
 - i. Motion is to approve the document as presented, 2nd by Marion Schafer
 1. 0-8-0 (Rejected)
 - b. Curriculum: May discuss the following (pending Curricular Affairs for Courses recommendations):
 - i. EDUC - 610 - Research in Education:
 - ii. EDUC - 611 - Measurement and Evaluation in Education:
 - iii. EDUC - 775 - Action Research in Education:
 1. Move to approve as a block (Marion Schafer), 2nd Steve Aldrich
 2. 8-0-0 (approved)
 - iv. EDUC - 660 - Curriculum Fundamentals:
 1. Move to approve (Liz O’Laughlin), 2nd Rusty Gonser
 2. 8-0-0 (approved)
 - v. HIST – 574 – World Empires
 1. Move to approve (Marion Schafer), 2nd Steve Aldrich
 2. 8-0-0 (approved)

6. Reports:
 - A. Administrative (CGPS Dean, Registrar)
 - a. No report
 - B. Graduate Student Representatives
 - a. No report
 - C. Faculty Senate Liaison
 - a. No report
 - D. Graduate Council Chairperson
 - a. Next meeting might be cancelled
7. Adjournment
 - a. 4:33 pm

**Graduate Council
Minutes
01/18/17**

Attendance: Alvaro Gurovich, Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Rusty Gonser, Kandace Hinton, Troy Allen, Katherine Lee, Lynn Maurer, Donna Selman, Ryan Donlan, Ken Brauchle

1. Call to Order
 - a. 3:30 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 11/30/2016 Minutes
 - a. Tabled for next meeting
4. New business
 - a. Curriculum:
 - i. Program: Communication MA
 1. Move to accept changes Rusty Gonser, second Liz O’Laughlin, 7-0-0
 - ii. Program: Doctorate of Health Sciences:
 1. Move to accept changes Liz O’Laughlin, second Stephen Aldrich, 7-0-0
 - iii. Program TESL and Linguistics:
 1. Move to accept changes Jolynn Kuhlman, second Marion Schafer, 7-0-0
5. Old Business
 - a. 4+1 Accelerated Master’s Programs (refresher discussion, no new comments)
 - i. Review of comments on next meeting
 - b. Handbook section 310.1
 - i. New discussion about the language and differences between ‘culminating experience’ and ‘scholarly project’.
 - ii. Moved to tabled (Stephen and Jolynn seconds).
6. Reports:
 - A. Administrative (CGPS Dean, Registrar)
 - a. 3-min thesis competition, 02-11
 - b. MAGS in Indianapolis April,
 - c. Grad student award breakfast 03-30 8:00 am
 - d. Writing retreat over Spring Break

- B. Graduate Student Representatives
 - a. No report
 - C. Faculty Senate Liaison
 - a. No report
 - D. Graduate Council Chairperson
 - a. Next curriculog queue
7. Adjournment
- a. 4:30 pm

**Graduate Council
Minutes
02/01/17**

Attendance: Alvaro Gurovich, Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Katherine Lee, Lynn Maurer, Donna Selman, Ryan Donlan, Ken Brauchle, Anna Viviane, Bassam Yousif, Yassenka Peterson, Julian Winborn, Allison Ramsey, Lisa Philips

1. Call to Order
 - a. 3:32 pm

2. Adoption of Agenda
 - a. Per acclamation

3. Approval of 11/16/2016 and 01/18/17 Minutes
 - a. 11/16/2016 move to accept Jolynn Kuhlman, second Stephen Aldrich, 5-0-1
 - b. 01/18/2017 move to accept Jolynn Kuhlman, second Alvaro Gurovich, 6-0-0

4. New business
 - a. Curriculum:
 - i. Program: Biology PhD
Sent back to the Department of Biology to reconsider and update the submission as it has been in Curriculog for more than 2 years.
 - ii. Program: Driver Education Training:
 1. Alvaro Gurovich moves to approve, Marion Schafer seconds, 7-0-0
 - iii. Program: Recreation and Sports Management MS:
 1. Marion Schafer moves to approve, Jolynn Kuhlman seconds, 7-0-0
 - iv. Courses: Computer Science Prerequisite Changes (15 courses)
 1. After giving some background, the idea is to approve them as one
 2. Some concerns about the A- pre-requisites.
 3. Motion to table from next meeting Alvaro Gurovich, Marion Schafer seconds, 7-0-0 (hoping some body from Computer Sciences can clarify some aspects).

5. Old Business
 - a. 4+1 Accelerated Master’s Programs (Final Comments from GC for integration)
 - i. Chair shared some meetings that he had had and others to come, especially with the registrar office and financial aid. Maybe will be ready for next meeting.
 - b. Handbook section 310.1

- i. Some discussion about some of the language of scholarly projects.
- ii. Jolynn Kuhlman move to table for next week with final version, Liz O'Laughlin seconds, 7-0-0

6. Reports:

- A. Administrative (CGPS Dean, Registrar)
 - a. 2017 Graduate Faculty Appreciation Reception, February 9th, 2017
 - b. February 9th, 7 pm 3-min thesis presentations
 - c. Deans were asked to nominate a program director to go to the Midwest Graduate conference in Indianapolis
 - d. Writing retreat, March 16-19th, Turkey Run State Park for spring break
 - e. Donna Selman will meet with all Colleges
 - f. New Dissertation Chair committee workshop
 - g. Spring registration dropped 5 students
- B. Graduate Student Representatives
 - a. No report
- C. Faculty Senate Liaison
 - a. Exec is expecting to see the changes on the Handbook and 4+1
 - b. Lisa has time conflict some meetings
- D. Graduate Council Chairperson
 - a. No report

7. Adjournment

- a. 4:32 pm

**Graduate Council
Minutes
02/15/17**

Attendance: Alvaro Gurovich, Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Lynn Maurer, Rusty Gonser, Jeff Kinney (guest), Ken Brauchle, Bassam Yousif, Yassenka Peterson, Randy Peters (guest)

1. Call to Order
 - a. 3:32 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 02/01/2017 minutes
 - a. 02/01/2017 move to accept with minor edits Marion Schafer, second Jolynn Kuhlman, 5-0-1
4. New business
 - i. Program: Technology Management MS:
 1. Some more information from Randy Peters; Jolynn Kuhlman moves to approve, Liz O’Laughlin seconds, 6-0-0
 - ii. Courses: Computer Science Prerequisite Changes (14 courses, Jeff Kinney, Guest)
 1. Significant discussion about the A- or higher pre-requisite on CS500
 2. Liz O’Laughlin moves to approve the proposal as it is, Rusty Gonser seconds, 4-2-0
 - a. Minority opinion will be communicated to Computer Science program.
 - iii. Program: HRD Certificate:
 1. Tabled
 - iv. Program: HRD MS:
 1. Tabled
5. Old Business
 - a. Program: Biology PhD (Update)
 - i. Tabled
 - b. 4+1 Accelerated Master’s Programs (CGE, Registrar, FinAid updates, further discussion)
 - i. Tabled
 - c. Handbook section 310.1
 - i. Tabled
6. Reports:
 - A. Administrative (CGPS Dean, Registrar)

- B. Graduate Student Representatives
- C. Faculty Senate Liaison
- D. Graduate Council Chairperson

- 7. Adjournment
 - a. 4:40 pm

**Graduate Council
Minutes
03/01/17**

Attendance: Alvaro Gurovich, Liz O’Laughlin, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Rusty Gonser, Bassam Yousif, Yassenka Peterson, Anna Viviani, Katherine Lee, Lynn Maurer, Ryan Donlan, Lisa Philips, Donna Selman.

1. Call to Order
 - a. 3:33 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 02/15/2017 minutes
 - a. Move to accept Marion Schafer, second Liz O’Laughlin, 6-0-2
4. New business
 - a. None
5. Old Business
 - a. 4+1 Accelerated Master’s Programs
 - i. Liz O’Laughlin moves to approve with friendly amendments, Rusty Gonser seconds, 8-0-0
 - b. Handbook section 310.1
 - i. Alvaro Gurovich moves to approve with friendly amendments, Liz O’Laughlin seconds, 8-0-0
6. Reports:
 - A. Administrative (CGPS Dean, Registrar)
 - a. Writing retreat, 3 spots left
 - b. Conflict resolution workshop, March 8th
 - c. Internal/external program review webinar, March 3rd
 - B. Graduate Student Representatives
 - C. Faculty Senate Liaison
 - a. No report
 - D. Graduate Council Chairperson
 - a. Program review evaluation from COT are received from the subcommittee
 - b. Graduate affairs committee and graduate students awards
 - c. Curriculum for next meeting
7. Adjournment
 - a. 4:25 pm

**Graduate Council
Minutes
03/22/17**

Attendance: Alvaro Gurovich, Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Rusty Gosner, Bassam Yousif, Yassenka Peterson, Katherine Lee, Lynn Maurer, Donna Selman, Ken Brauchle

1. Call to Order
 - a. 3:34 pm
2. Adoption of Agenda
 - a. Per acclamation
3. Approval of 03/01/2017 minutes
 - a. Move to accept Marion Schafer, second Jolynn Kuhlman, 5-0-0
4. New business
 - a. Curriculum:
 - i. Electronics and Computer Technology M.S.:
 1. Rusty Gosner moves to table for further discussion, Jolynn Kuhlman seconds, 5-0-0
 - ii. Dietetics (Name Change):
 1. Marion Schafer motion to approve, Alvaro Gurovich seconds, 6-0-0
 - iii. Human Resource Development (Certificate):
 - iv. Human Resource Development M.S.:
 - v. HRD - 588 - Ethics and Technological Advancement:
 - vi. HRD - 656 - International and Cross Cultural Teaching:
 - vii. HRD - 685 - Integrative Capstone:
 1. Alvaro Gurovich moves to approve items iii-vii as a block, Marion Schafer seconds, 6-0-0
 - viii. ATTR - 811 - Practice-Based Research (Name Change):
 1. Marion Schafer motion to approve, Alvaro Gurovich seconds, 6-0-0
 - ix. CS - 563 - Compiler Design (Banking):
 1. Marion Schafer motion to approve, Alvaro Gurovich seconds, 6-0-0
 - x. APN – 850 – DNP Scholarly Project Dissemination
 1. Rusty Gosner moves to approve the course name change with a suggestion that the name change be “DNP Scholarly Project Dissemination,” Marion Schafer seconds, during discussion Aldrich offers friendly amendment to the motion to allow approval if the department declines the suggestion, with graduate council's suggestion of preferred name recorded in Curriculog (accepted by Gosner)..... 6-0-0

- xi. APN – 890 – Nursing Practice Experience
 - 1. Alvaro Gurovich moves to approve, Stephen Aldrich seconds, 6-0-0
 - xii. Possible for consideration: TMGT - 697 - Major Project:
 - 1. Rusty Gonser moves to approve, Alvaro Gurovich seconds, during discussion : 6-0-0
 - b. Program Review Self-Studies
 - i. Report from chair suggesting to go to Blackboard and review the self-studies produced by the six graduate programs from College of Technology. Program Review Subcommittee Evaluations will be up on Blackboard on Friday.
5. Old Business
- a. None
6. Reports:
- A. Administrative (CGPS Dean, Registrar)
 - CGPS Dean: CGPS Awards Breakfast is next Thursday (March 30th). Award winners and their families, and advisors have been invited to attend.
 - B. Graduate Student Representatives
 - None.
 - C. Faculty Senate Liaison
 - None.
 - D. Graduate Council Chairperson
 - Handbook language and Accelerated Degree Programs will be presented to Faculty senate tomorrow (March 23rd).
7. Adjournment
- a. 4:40 pm

**Graduate Council
Minutes
4/19/17**

Attendance:

Members: Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Rusty Gonser, Katherine Lee, Liz O’Laughlin, Anna Viviani

Representatives: Bassam Yousif, Lynn Maurer, Donna Selman, Ashley Layman,

Guests: Randy Peters, Steve McCaskey, Shauna Lehman

1. Call to Order: 3:30pm
2. Adoption of Agenda: Jolynn Kuhlman/ Liz O’Laughlin 2nd
3. Approval of 4/19/2017 Minutes: Rusty Gonser/ Jolynn Kuhlman, 7:0:0 approved
4. New business
 - a. Program Review: MS Career and Technical Education (Guest: Stephen McCaskey)
 - i. Comments on Program Review Committee summary
 1. Program is online only (no on-campus students)
 - ii. Does higher number of part time students create a challenge for the program (e.g., taking more time to finish): Yes
 - iii. Changes in state licensure—what impact has this had? No additional pay for the Master’s so less incentive to get the masters.
 - iv. Is there a recruitment/marketing plan for the program? Target group are those with a bachelor’s (e.g., in agriculture) who are interested in teaching—masters would give them certification to teach. Only one TT faculty member, so not looking to greatly increase number of students.
 - v. On average on long to get part-time students through the program? 2 to 2 ½ years.
 - vi. Are classes at capacity? Yes, there is plenty of room in the classes for additional students. Program would welcome assistance from CPGS in recruiting/marketing the program.
 - vii. Suggestion that program talk with Dean Brauchle about possibility of getting funding for additional instructors if program grows enrollment.
 - viii. What size classes do you have, given that 9 students are at different places. Current class has 5 students in it. Hope is that class sizes will grow as program was revised significantly in F2015 and word is still getting out.
 - b. Program Review: MS in Technology Management (Guest: Randy Peters)
 - i. Comments on Program Review Document: no comments

- ii. Is there a student success plan for tracking part-time students? Students fill out a program of study and coordinator looks this over at the end of each academic year to see who is on track, who is ready to graduate, etc. Number of part-time students is going down, getting more full-time students.
 - iii. Have you worked on a recruitment plan? It has been a long standing issue that bachelor's in the program don't go on to the Masters as they can get jobs with good salaries with BA. Program has made several changes to make program more enticing. Have also made many classes 400/500 so they can offer to both U/G and grad students. Large number of international students who can take online a limited number of online courses, so try to offer classes that allow in person students to get classes needed for the specialization areas.
 - iv. Will recent curriculum changes address problems with frequent use of petitions? Yes
 - v. Question about "zero" number of students on dashboard data, zero numbers are due to program getting a new CIP code
 - vi. Program increased minimum GRE required for admission, this has improved quality of students.
 - vii. Is internal review mentioned in PR report your program assessment? Yes, students take a certified manager exam at the end of the program, allows us to assess strengths/weaknesses. Have you made changes in the program based on this assessment? Absolutely, as a faculty it lets us know if what we do in the classroom translates to performance on certified exam.
 - viii. Is recruitment an issue? Yes, we have capacity to have more students in the courses we teach.
- c. Possible Graduate Admissions Change (Guest: Shauna Lehman)
- i. English Proficiency: Have few options for graduate students—149 or higher on Verbal portion of GRE. GMAT—has no verbal portion. Consulted with Jeff Harper, they require that students be at 42% or higher. If performing at this level as an ESL student, this is good support for good English proficiency. Suggestion is that international students who perform at 42% or higher on verbal portion (score of 25 or higher) on GMAT, English proficiency requirement would be met (in addition to current TOFL and IELTS methods to meet English proficiency). The cut-off of 25 based on a conversion from minimum required on GRE Verbal.
 - 1. Motion to endorse GMAT equivalent (Rusty Gonser/Marion Schafer: Vote 7:0: 0
- d. Curriculum: Family Nurse Practitioner Master's Certificate:
- <https://indstate.curriculog.com/proposal:2575/form> (fixing credit counts)
 - i. Liz O'Laughlin/ Anna Viviani approved 7:0:0

- e. HIST621 – Research Seminar:
<https://indstate.curriculog.com/proposal:2178/form> (consolidating three courses into one, this is being renamed and will remain)
 - i. Rusty Gonser/ Steve Aldrich: Approved 7:0:0
 - f. HIST623 – Proseminar: Topics in History:
<https://indstate.curriculog.com/proposal:2181/form> (renaming the course to allow for more faculty to teach it)
 - i. Marion Schafer/Anna Viviani: Approved 7:0:0
 - g. HIST661 – Seminar: Europe:
<https://indstate.curriculog.com/proposal:2179/form> (consolidating three courses into one, this one will be banked)
 - h. HIST671 – Seminar: The Wider World:
<https://indstate.curriculog.com/proposal:2180/form> (consolidating three courses into one, this one will be banked)
 - i. Rusty Gonser/Marion Schafer —approve 2 banked courses (HIST 661 and 671):
 - 1. Approved 7:0:0
 - i. SOWK600 – Psychopathology in Social Work:
<https://indstate.curriculog.com/proposal:1866/form> (setting up corequisite of SOWK603)
 - j. SOWK601 – Rural Social Work Practice:
<https://indstate.curriculog.com/proposal:1867/form> (eliminating corequisite of SOWK603)
 - k. SOWK608 – Advanced Research I:
<https://indstate.curriculog.com/proposal:1869/form> (Fixes typos in corequisite field)
 Jolynn Kuhlman/Rusty Gonser—approve SOWK 600, 603 and 608 as a block
 Approved 7:0:0
 - l. Meetings for the rest of the semester: 4/26, 5/3
5. Reports:
- A. Administrative (CGPS Dean, Registrar):
 - a. Developed an Advisory Counsel of graduate students—got lots of good ideas
 - B. Graduate Student Representatives: not present
 - C. Faculty Senate Liaison: unable to attend
 - D. Graduate Council Chairperson: reminder that we have meetings on 4/26 and 5/3
6. Adjournment at 4:32pm

**Graduate Council
Minutes
4/26/17**

Attendance:

Members: Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Katherine Lee, Liz O’Laughlin, Anna Viviani

Representatives: Donna Selman, Ryan Donlan, Ken Brauchle

Guests: Mary Griffy, Bill Klyborn, Troy Allen, Xialong Li, William Clyburn, Jeff Kinne

1. Call to Order: meeting called to order 3:31pm
2. Adoption of Agenda: Marion/Anna Agenda approved with amendment (Ph.D. in Technology Management added to agenda) 6:0:0
3. Approval of 4/19/2017 Minutes: Liz/Marion: Approved 6:0:0
4. New business
 - a. Program Review: MS in Electronics and Computer Engineering Technology (Guest: Xiaolong Li, William Clyburn)
 - i. Guests agree that lack of faculty is a challenge, have lost 4 faculty over the past few years, 2 graduate faculty remaining. Have made offers for 2 new faculty and anticipate making a 3rd offer. Much of program enrollment is International Students, due to political changes there is less incentive for International Students to enroll in the master’s program.
 - ii. To what extent does having both online and in-person tracks contribute to difficulties related to limited resources? Information Technology (IT) is more in tune with distance delivery. One possibility is moving online program to focus more on IT. Have also considered changing the major project for the online program as this is a major stumbling block.
 - b. Program Review: PhD in Technology Management (Guest: Mary Griffy)
 - i. Any comments on the Program Review committee summary? Students have more than 5 points of contact with faculty. Faculty in the program are indirectly connected due to consortium. M. Griffy noted that this statement is not clear. She also noted that a list of all consortium faculty are listed on program web site and that there is a mix of faculty across 4 partner sites on dissertation committees, thus they do have interaction (via Skype/videoconferencing).
 - ii. D. Selman noted that it would be helpful to have a copy of the consortium agreement. M. Griffy responded that she has not been able to locate the original agreement. They are in the process of developing a new agreement that will go to an ad-hoc committee this summer.

- iii. Review mentioned faculty decline, can you comment on this? M. Griffy noted that they have lost faculty due to retirement and a few that left the university. Yes, this has impacted the construction program, we have just 3 faculty in that area.
- iv. The report mentioned concerns about assessment report. M Griffy noted that she has an appointment with Assessment Coordinator to clarify what they would like for annual assessment report.
- v. L. Phillips: What is the advantage of the consortium approach? M. Griffy: a broader approach, more range of experience and perspective. Makes program more novel also. Greater depth and breadth of knowledge and experience.
- vi. Since it is a consortium, how do you ensure quality control for dissertations as other programs may have different criteria. M. Griffy: Committees always includes at least 1 ISU faculty member, we ask students to use the templates provided by our graduate program. All graduation check out goes through Mary and final document also goes through chair and committee and final document cannot be uploaded to Proquest unless all levels of review approve document.

c. Curriculum: Computer Science M.S.

- i. J. Kinne provided an overview of the proposal. What kind of demand do you see for Bioinformatics degree? J. Kinne---we aren't sure but no additional courses/resources being used as all courses are being offered as part of existing programs.
- ii. K. Brauchle: how does this play into the proposed MS in Analytics? There is some crossover.
- iii. Liz/Marion Vote: 6:0:0 (R. Gonser recused)

5. Reports:

- A. Administrative (CGPS Dean, Registrar)
- B. Graduate Student Representatives: no report
- C. Faculty Senate Liaison
- D. Graduate Council Chairperson: will ask for feedback on Program Review reports at our next meeting and will also ask GC members to review letters to the program over the early summer if they are willing.

6. Adjournment at 4:36pm

Graduate Council
Agenda
5/3/17

Attendance:

Members: Stephen Aldrich, Marion Schafer, Jolynn Kuhlman, Liz O’Laughlin, Anna Viviani, Rusty Gonser

Representatives: Ryan Donlan, Ken Brauchle, Lisa Phillips PhD in Technology Management

Guests: Ernie Shelton, Cindy Crowder

1. Call to Order: Meeting called to order at 3:32pm
2. Adoption of Agenda (Rusty, Jolynn)
3. Approval of 4/26/2017 Minutes (Anna/Steve), approved 6:0:0
4. New business
 - a. Program Review: MS/MA in Occupational Safety Management (Guest: Ernie Shelton)
 - i. Program is now up-to-date on assessment (have submitted assessment report to Assessment Council).
 - ii. Low number of students that are doing a thesis versus placement; planning to submit a program proposal to eliminate the non-thesis option and switch MA to MS, so MS with thesis would be the only option. The change being suggested as what students are doing for field placement option is similar to what other programs are using for master’s thesis.
 - iii. Very few full time students, very few on-campus students, most students in program are part-time online students.
 - iv. What is the advantage of having both online and in-person tracks for the program? This impacts faculty as we end up having in-person classes that don’t count in our teaching load. Most of our students are non-traditional, so need flexibility of online program. Need on-campus classes to be able to accept international students. We make an effort to put our GA’s in in-person classes.
 - v. Do you have only 3 faculty? Actually 5, 3 are tenure track and 2 are on multiyear contracts. How do you keep track of 50+ students who are all at different places in the program? Administrative assistant keeps a spread sheet with information about student progress that is updated every semester.
 - vi. How are students able to address deficiencies? They can take class from another institution and send transcript. If a course is needed by several students, will make an effort to offer it. The majority of students have to take at least one deficiency class, many take both.

- vii. Program recently had accreditation review for the Master's program, it didn't go badly, a few issues, will need to follow up in two years.

5.

- a. Program Review: MS in Human Resource Development (Guest: Cindy Crowder)
 - i. C. Crowder: don't see anything inaccurate in the Program Assessment committee report
 - ii. Program is both online and in-person; in person does count as part of faculty load.
 - iii. Rise/fall of enrollment is related in part to the economy. Program got a Hoosier First grant last year and send a representative to HRD conference, hoping that will result in greater number of application. Could benefit from additional targeted marketing.
 - iv. What are your admission standards? Program raised minimal GPA to 3.0 (from 2.7) last year after noticing that students with lower GPA's weren't completing the program.
 - v. Observations for further consideration—student not admitted was from a non-accredited institution (not non-accredited U/G program).
 - vi. How many conditional admits do you have in a traditional recruitment cycle? If no U/G degree in HRD, need to take one deficiency course. Second reason would be falling below 3.0 GPA. 10-15% may be conditional admit.
 - vii. Question about alumni survey comment in program review report. Grad Council does not require an alumni survey for program review.
 - viii. C. Crowder noted program review report comment on limited resources. One of the limited resources is graduate assistantships, only had 4 this year, tough to carry high course load with only 4 GA's.
- b. Biology 681 (Rusty Gonser)
 - i. Genetic Counseling program requires that Bio 681 (Medical Genetics) content be a 3-credit course. Currently course is offered through IU Medical School as a 2-credit course. Suggested that course be offered 1-3 credits in one of three programs, to allow more flexibility. Genetic Counseling will offer its own 3-credit course in Medical Genetics
 - ii. Proposal for program change was approved by department in late fall, however it was not approved by curriculum committee until April 17th, making it too late to move through Curriculog in term to . Failure to make this change will impact students and program, since 3-credit requirement is part of accreditation criteria.
 - iii. Proposal is not yet in curriculog, however felt it was beneficial to discuss in CGPS today since this is our last meeting.

- iv. Pre-approval of changes to Bio 681 (Marion/Steve) Approved 5:0:0 (R. Gonser recused)
 - c. Recommendations by Graduate Council for Program Review memoranda
 - i. S. Aldrich: putting letters together now and will send out this summer. Do members of Grad Council feel that programs reviewed are all in good standing?
 - ii. R. Gonser—in the past Dean Maurer’s letter provided info about whether program was in good standing rather than Grad Council.
 - iii. R Gonser—recommend that we ask that all programs provide a plan for how students complete the program, especially part-time students.
 - iv. Dean Maurer: information in regard to lack of resources might be important for administration to be aware of
 - v. Proposal that MS in Electronics and Computer Engineering be placed on a shorter review cycle (2 years) due to concerns about lack of faculty resources impacting ability to deliver the program effectively (Liz/Jolynn) 6:0:0 MS in Electronics and Computer Engineering
 - vi. Proposal to approve remaining 5 COT programs as being in good standing (Jolynn, Liz) 6:0:0
- 6. Old Business
 - a. NONE
- 7. Reports:
 - A. Administrative (CGPS Dean, Registrar)
 - a. Some discussion about having a separate graduation ceremony for graduate students, but not change for this year, will have 2 ceremonies as we did last year
 - B. Graduate Student Representatives
 - C. Faculty Senate Liaison
 - a. Lisa Phillips communicated with Faculty Senate Exec her concerns about lack of affiliation agreement document for PhD in Technolog Management. Provost Licari is in communication with Susan Powers to address this concern.
 - D. Graduate Council Chairperson
 - a. Chair Aldrich has heard from LLL, who expressed concern that they were not involved in Grad Council discussion about approving a change in regard to English proficiency criteria for admission to a graduate program.
 - b. Received a request from a graduate student that Grad Council review/consider Health Care options for International students at ISU. Students on an F1 Visa are required to have insurance coverage, however ISU no longer offers health insurance for students.
 - i. Information will be provided to Office of Global Engagement PhD in Technology Management

8. Adjournment: 4:41pm