MINUTES
BSU Graduate Committee Meeting
Wednesday, March 3, 2010
11 am 314 Sattgast Hall

Committee Website:  http://faculty.bemidjistate.edu/ckippenhan/BSUGradCom/

Members Present:  Dianne N., Tim K., Hal G., Christel K., Patty H., Joan M., Pat R., Richard K., Patrick W.

Members Absent:  Louise J., Vince V., Mark C., Todd F.

Guests:  Marty Wolf

I. Approval of the Minutes of February 26, 2010 (attached)
Hal G. moved (Tim K. 2nd) to accept. Motion carried.

II. Reminder/FYI
   MAGS 66th Annual Meeting

III. Business
   1. HLC Graduate Studies:  The grad committee asked Marty what we should expect from the HLC visit:
      a. Know what we have in the current document
      b. Questions as to how this all came about
      c. How involved were those who gathered the data for self-study
      d. Where did the ideas come from for the next actions
      e. They may ask about what sort of planning takes place;
      f. What motivated that planning; I
      g. Looking for whether there is enough enthusiasm or willingness to move forward with the plan
      h. Are there people wanting to move forward with what we have in the document;
      i. Feedback from site visit chair on Grad Studies…the HLC moct visit seemed to be more interested in Lib Ed.;
      j. Not sure how much extra attention Grad Studies will get;
      k. Marty indicated that reading between the lines, the 3 emphasis areas have been addressed in the self-study and it shows we have a pretty good handle on those areas
      l. Other items will be given much more scrutiny than Grad Studies…this is Marty’s take on it
      m. Is the current document just a window dressing or is this a viable plan for us to work toward….the HLC team will need to know that we know what’s in this document
n. HLC meetings are normally not open to everyone, just those who have a vested interest

o. Marty is currently working the HLC schedule; nothing finalized yet; knows that almost all meetings will be on Monday; a few meetings on Tuesday morning; and student meetings late Tuesday afternoon; off campus on Wednesday morning.

p. The other thing you might prepare for during the site visit is to use the time with the consultant to ask questions as to how to move forward with the plan; quality assurance: how do other universities handle this; encouraged to ask the consultants questions.

Christel will make minor revisions and pass document on to Marty for posting on the HLC website and possible sharing with the HLC team; Marty will talk with Elizabeth concerning this. The committee agreed it should be sent prior to the HLC visit.

Marty indicated that some of the information in the document contradicts what is in “Bill’s” report. The committee addressed them by:

a. add “predominantly” undergraduate institution....

b. Undergraduate growth will be significantly reduced over the coming years....review these statements...change “will” to “may be reduced” and remove significantly.

2. Continued discussion of graduate catalog revisions (see Documents #3 & #4 of 2/26 meeting)

Option A- less significant moving around of information
Option B- major overhaul of the catalog

Patty prefers Option B...benefits of consistency with the information in the undergrad catalog.....

Christel also preferred Option B...

HTML vs. PDF of the catalog...something to look into; the possibility of having the catalog online in PDF....search just for the catalog....

Christel moved (Rick K. 2nd) to accept Option B. Motion Carried.

Concern with faculty being able to transition...Option B will have a clear outline as where to find information.
What is the next step? Patty will double check information that is in Option B and bring back to the committee....some things are policy changes....some policies are not working as they are but need to be changed to work more efficiently;

Christel moved (Tim K. 2nd) to have Patty check the entire Option B document (using the tracking system) and that the committee would review them in sections as time allows in future grad committee meetings. Motion carried.

3. Grad Faculty Criteria and IFO/MnSCU Master Agreement: Information from Doug Leif (attached)

Was attached to the agenda that was sent out...will address this at the next meeting.

Due to so many being gone for March 17, it was decided to cancel. The next meeting will be Wednesday, March 31.

Meeting was adjourned at 11:55 a.m.

Minutes submitted by,

Joan Miller

4. Continued discussion of the Grad Faculty Orientation
   A. Finish Grad Faculty Advising
   B. Grad Rep for Oral Defense

5. Other business