WAYNE STATE UNIVERSITY   **The Graduate Council**

Meeting of October 22, 2014, 2:00-3:30 p.m.
Adamany Undergraduate Library, Community Room

Agenda

I. Approval of Minutes: April 16, 2014*

II. Report of the Chair

III. Old Business

A. Background Check Policy Statistics*
B. Other Old Business

IV. New Business

A. Assessment of Graduate Programs*
B. Individual Development Plan Policy*
C. Approval of the Closure of the Graduate Certificate in Infant Mental Health*
D. Proposal to Revise and Rename the Graduate Certificate in Information Management for Librarians*
E. Liaisons to Academic Senate Committees*
D. Other New Business

V. Committee Reports

A. Executive Committee
B. New Programs Committee
C. Academic Standards Committee
D. University Libraries Liaison
E. Academic Senate Liaison

VI. Adjournment

* attachment

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Minutes of the
Regular Meeting of October 22, 2014,
2:00 p.m., Adamany Undergraduate Library, Community Room

Members Present: E. Ash, A. Biswas, K. Braunschweig, S. Brown, C. Chow, M. Clark, G. Deblase, H. Dillaway, P. Dubinsky, J. Dunbar, A. Feig, S. Firestine, W. Gibson-Scipio, C. Giurgescu, J. Green, B. Haynes, R. Holley, P. Khosla, K. Jackson, S. Lean, J. Martin, D. McGrann, J. Moldenhauer, K. Paesani, J. Pruchnic, L. Schwiebert, P. Sopory, S. Terlecky, D. Walster, D. Walz, A. Yaprak, D. Yingst

Members Absent
with Notice: C. Bell, D. Dungee-Anderson, T. Gates, A. Mathur, S. Ng, D. Patterson

Members Absent: R. Benkert, G. Kapatos, P. Samuel, A. Vallerand

Also Present: C. Barrette, J. Rankin, L. Romano, L. Sabapathy

The meeting was convened at 2:05 p.m. by Associate Dean Ken Jackson in the absence of Chairperson, Ambika Mathur

I. APPROVAL OF MINUTES

MOTION was made seconded, and passed to approve the minutes of April 16, 2014.

II. REPORT OF THE CHAIR

In Dean Mathur's absence, Associate Dean Jackson gave a brief introduction to the 2014-15 year.

III. OLD BUSINESS

A. Background Check Policy Statistics
   a. The University has provided a report to track the outcomes of year one of the new background check policy. The report shows that no graduate assistants were affected by this new policy. The report does not show, however, if any students declined admission in order to avoid being subjected to a background check.

The remainder of the minutes will be reported in the order of the original agenda as opposed to the order from the actual meeting.

IV. NEW BUSINESS

A. Assessment of Graduate Programs

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    a. Dr. Joseph Rankin, Associate Provost and Associate Vice President for Undergraduate Affairs, and Dr. Catherine Barrette, Director of Assessment, joined the meeting to discuss assessment of graduate programs.

    b. Every ten years, the university undergoes accreditation review by the Higher Learning Commission (HLC). Assessment has become its own criterion in the accreditation process.

    c. As shown in the provided document, student learning outcomes differ by degree level (i.e. master's and PhD). The HLC recently expanded assessment requirements to include certificate programs and service units.

    d. Dr. Rankin has created a simple guide for master's and PhD assessment based on a model used by Oregon State University. This guide is a suggested starting point; it is not official procedure.

    e. The current assessment process includes:
- i. An identified timeline
- ii. Mission statement
- iii. Learning outcomes
- iv. Assessment of learning outcomes
- v. Curriculum map

    f. For accredited programs, much of the information is transferrable and will only need to be reformatted for Compliance Assist (the University's assessment software). There is a greater difference between this process and the internal program review. Some of the information will overlap, but the extent of the overlap will vary program to program.

    g. Dr. Andrew Feig, Associate Dean for Data Management, is the Graduate School's liaison for assessment.

    h. Dr. Feig expressed concern that the official assessment timeline favored undergraduate programs. Dr. Rankin responded that the timeline was created to collect a large amount of data as fast as possible, and it was not intended to favor one program level over another.

    i. Committees are being formed at the program, department and college level to review submitted assessment information. This will allow for top to bottom communication on assessment efforts.

    j. For more information about assessment, faculty should contact Dr. Barrette.

B. Individual Development Plan (IDP) Policy

    a. Dr. Feig explained the rationale for the policy. IDPs will be required for all doctoral students. The documents are intended to assist doctoral students and postdoctoral trainees in developing career plans and trajectories. The IDP is designed to plan professional and career development activities as a companion to the Plan of Work which focuses on academic coursework and program milestones.

    b. The IDP form covers four areas: professional goals, talents or strengths, development opportunities, and focused objectives or action items.

    c. The PhD Annual Review will still be required as this is a report on progress toward degree requirements.

    d. The departmental graduate director will serve as an IDP advisor for any student who is not assigned an advisor in banner.

    e. A workflow is being established, and the formal process will be implemented by C&IT.

    f. The IDP Policy would be effective as soon as it is approved, and the first IDP deadline will be in April 2015. The worksheet and form are available on the Graduate School's website, and the IDPs can be submitted before the official workflow is established.

    g. There was a discussion about how the student/advisor relationship might be affected by the IDP process. The concern being if an advisor would continue to work with a student who no longer wants to pursue research instead focusing on nonacademic interests. Dr. Feig responded that the IDP will open a line of conversation between the student and advisor. The response and action taken as a result of any issues will vary from program to program.

h. <u>MOTION</u> was made <u>seconded</u>, and <u>passed</u> to approve the Individual Development Plan Policy.

C. Discontinuance of the Graduate Certificate in Infant Mental Health
   a. The Infant Mental Health Graduate Certificate was housed in the Graduate School and administered by the Merrill Palmer Skillman Institute. Following recommendations from the 2009 Academic Program Review, an admissions moratorium was placed on the IMH certificate program effective May 1, 2010. The last IMH certificate was awarded in August 2012, and no students have been enrolled since.
   b. <u>MOTION</u> was made <u>seconded</u>, and <u>passed</u> to approve the discontinuance of the Graduate Certificate in Infant Mental Health.
D. Proposal to Revise and Rename the Graduate Certificate in Information Management for Librarians
   a. SLIS has requested permission to delete "for Librarians" from the title of this graduate certificate. Since the SLIS prepares students to work in all types of information organizations (and not just libraries), the current name is too restrictive and is limiting enrollment.
   b. In conjunction with this request, SLIS would like to delete the following concentrations from the GCIML: Information Analytics, Systems Implementation, and Web Design and Development. Although these concentrations are coded in Banner and could be used to categorize students within a particular specialty area, this feature has never been formally implemented.
   c. The requested changes will have no direct effect on current students. The changes will enable the School to market the certificate more broadly and future students will benefit from the name change.
   d. <u>MOTION</u> was made <u>seconded</u>, and <u>passed</u> to approve the name change for and revisions to the Graduate Certificate in Information Management for Librarians.
E. Liaisons to Academic Senate Committees
   a. Dr. Lou Romano, President of the Academic Senate, has stated that it would be useful to have liaisons to the Budget Committee, Research Committee, and Curriculum and Instruction Committee. Council members have already volunteered for the Budget and Research committee, but we are searching for a liaison to the Curriculum and Instruction Committee.
   b. Dr. Jackson will act as liaison to the Budget Committee. Drs. Abe Biswas and Heather Dillaway will act as liaisons to the Research Committee.

V. COMMITTEE REPORTS

A. EXECUTIVE COMMITTEE

   a. Dr. Loren Schwiebert has been appointed as Interim Chair of the Department of Computer Science. Thus, he has stepped down as a College of Engineering representative to Graduate Council, which means that he will no longer be Chair of the Executive Committee.
   b. Dr. Steve Firestine has been appointed to replace Dr. Schwiebert on the committee. Dr. Pradeep Sopory has been named Chair of the committee. The College of Engineering will select a new representative to Graduate Council as soon as possible.

B. ACADEMIC SENATE LIAISON

   a. The University is preparing a new strategic plan. President Wilson will be holding a town hall meeting on November 11 to discuss the progress. More information on the strategic plan is available at http://wayne.edu/strategicplan.
   b. The SET form is being revised, and future scores will be made available to the public. Dr. Matt Ouellette has benchmarked an SET process published by Kansas State University.

      c. Academic Senate will be discussing the a new course matrix under which course start times would be at the hour or half hour and each contact hour would be 50 or 55 minutes.
      d. Faculty peer review will be rolled out this academic year. Departments will set up their own processes.
      e. Wayne State has submitted a capital outlay plan to the state government. The University has had success with past submissions, such as the proposal to build the Integrative Biosciences Center. This year's proposal focused on remodeling the Science and Engineering Library.

VI. ADJOURNMENT

The meeting was adjourned at 3:16 p.m.

Respectfully submitted,
David McGrann
Manager of Graduate Council