The Graduate Council met on September 15, 2005, at 2:30 p.m. in Devlin Hall 2nd floor conference room.

Members present: S. Kovar (Dean), D. Eichhorn (Int. Associate Dean), M. Alagic, B. Bahr, C. Claycomb, S. Coats, S. Farmer, K. Miller, R. Prezas (student representative), M. Schommer-Aikins, D. Soles, J. Watkins, and D. Wright.

I. Announcements
- Dean Kovar announced a time change for Graduate Council meetings would be taken into consideration because of a time conflict of one of the members. The meetings will now begin at 3:00 p.m.
- Dr. Krishnan (Engineering representative) has resigned from the Graduate Council due to time conflict. Dean Kovar announced a full election would take place for his replacement. Dr. Bahr will represent The College of Engineering until that election is complete.

II. Approval of Minutes (September 1, 2005)
- Minutes were approved as distributed.

III. Old Business
- Process for Graduate Faculty Leaving the University - Dean Kovar did not find many statements regarding graduate faculty leaving the university on other college web sites. KU had one statement in their Policy and Procedures manual indicating the faculty member would have to clear themselves through ORA also. The Graduate Council determined a statement would only be informational and not punitive. WSU regulations state a faculty member has to notify the chair of the department in writing of the resignation and the VPAAR also requires a resignation letter in order to officially accept it. Dean Kovar stated she would request to be on the list to be notified when graduate faculty leave the university. She will also work with chairs to get something in print.
- University Library Committee - The University Library Committee meets Wednesday afternoon at 3:00 p.m. once a month. The time was not convenient for Graduate Council members this year. Dean Kovar said she may seek out a graduate faculty member to serve on this committee.

III. New Business
- VPAAR Search - C. Claycomb is a member of the search committee and gave an update to the Graduate Council. The packet from the last search is now being reviewed by the search committee. The questions are being developed for the interview process and the questions used previously were read to the Graduate Council. Twenty-three questions were read to the Graduate Council to determine how graduate education would be addressed. The search committee meets again on September 12, 2005 at
2:00 p.m., please forward question suggestions to C. Claycomb to take to the search committee meeting.

- **Program Assessment at WSU**-Dean Kovar handed out a document to the Graduate Council regarding work that had been done in the recent past on assessment. This review is necessary to prepare the Higher Learning Commission visit in 2007. The faculty submit a descriptive and evaluative study for recommendation to a University level committee. The recommendations are either continue, discontinue or earmarked for additional support. After this determination the process does not move forward. During the next round of KBOR review Dean Kovar would like to implement a process where a meeting is scheduled with the coordinator and chair, possibly the Dean, to discuss these recommendations.

- Graduate programs at WSU have an old assessment plan on file in the Graduate School. Approximately 70% or programs have a new and improved assessment plan on file. If the program had a new assessment plan on file then a report is requested of them. The Graduate School is able to provide the majority of the information needed with only student outcomes left for the program to develop.

- Dean Kovar stated that she would accept assessment plans from programs that had program specific assessment accrediting agency reviews. These are not necessarily in a standardized format but have all the key pieces needed according to the handout.

- The Higher Learning Commission will be speaking with faculty as opposed to chairs and coordinators about assessment. Dean Kovar stated by doing the assessment yearly and having the faculty develop the plans this would prepare them for the visit in 2007. The visits are approximately every 10 years but can be more frequent.

- **Matrix Cube and Mission Statement**-The handouts are an evaluative instrument to see if the Graduate School is moving in the right direction. Dean Kovar would like to concentrate on cutting this document down and would like Graduate Council members to think about the goals for the Graduate School in the next five years. Please e-mail your suggestions to Dean Kovar so she may compile them for review at the next meeting in late October.

### IV. As May Arise

- As discussed at the early part of the meeting, Graduate Council will now be meeting at 3:00 p.m.
- Please send Mission Statement and Matrix suggestions to the Dean for our next meeting.
- The dean’s secretary will send a reminder out about the October 7, 2005 meeting being cancelled due to the concentration requested on the suggestions for the mission statement and matrix.

Adjourned at 4:05 p.m.