



Graduate Council
Metropolitan State University of Denver
June 23, 2016 at 11 am in SSB 324
AGENDA

Attending: John Hathorn, Lisa Altemueller, Kim Starr, Jinous Lari, Marlee Kobzej, Joan Foster, Linda Lang-Peralta, Amy Middleton, Bailee Bannon, Cipriana Patterson

I. APPROVAL OF MINUTES: April 28, 2016

II. ANNOUNCEMENTS

- A. Meeting schedule for 2016/17—fourth Thursday of the month 11-12:30, Marlee to set up and send meeting requests
- B. Director of Graduate Studies search—working with EO

III. OLD BUSINESS

- A. Performance monitoring policy
 - a. John made changes suggested at last meeting.
 - b. Do we need to change the handbook to make reference of cash funded programs' (not necessarily just graduate programs but any program that's cash funded) faculty and what happens to them if a program goes bankrupt? John to get HR director Josh Mackey's thoughts on this.
- B. Best practices regarding graduate teaching load
 - a. Included wording in Phase 1 of the graduate program approval process—each program will determine how much, if any, reassigned time tenure/tenure track professors who teach in a graduate program would get.
 - i. John to reconfirm with Bernice that President Jordan is on board with a reduced load
 - b. Would like an appendix of best practices instead of incorporated into the document
- C. Revision to the graduate program approval process to include wording regarding the college/school's financial responsibility
- D. Initiative to develop graduate learning outcomes - TABLED
- E. Employee tuition assistance policy. TABLED until we have information from ENG and MTH
- F. Proposal on profit sharing for all forms of graduate programs – TABLED until June per Middlemist request; meeting set up, John to report back next meeting
 - Determination of profit
 - How is the profit to be split?
- G. Graduate student representative on GC. If yes, change to Constitution – TABLED

- H. Pay scale for adjuncts teaching graduate courses
- I. HLC suggestions
 - Prior learning assessment
 - Prior graduate degree transfer policy

IV. NEW BUSINESS

- A. Does the English cluster need Faculty Senate (FS) Curriculum Committee and FS approval?
 - a. Regardless of classification of HLC, if MSU is not issuing a credential then it does not need to go through the full curriculum process. HLC didn't have any other category to classify courses that don't lead to a credential. John will add language to the graduate guidelines surrounding this. Math and English, since already in the process and approved in the cluster format, will not need to go through the full curriculum. APPROVED.
- B. Priority registration
 - a. Access Center, Veterans, and grad students all have priority reg. Access Center and Veterans are having difficulty getting into their courses due to a flooding of grad students. Bailee will bring this up in the next Graduate Banner Test Group meeting.
- C. Graduate Level Music Workshop
 - a. Graduate level summer music workshop with credits offered through extended campus as early as 2006. We were not approved to offer graduate level when this started so we developed an agreement with Adams State. The students enroll with us, our faculty teach, and then Adams State invoices us so we pay them to teach. 3 summers, two weeks, three levels. Need to know how many credits to see if it's a certificate through MSU or an outside body. Jinous and Karla Aguilar from music to discuss and determine which process, cluster or certificate; possible to get this cleaned up for next summer.

Budget Committee:

1. Overhead recovery rate

REPORT OF A REQUESTED FOCUSED VISIT FOR CHANGE, Advancement Section, February 1 – 2, 2010

From page 2-3:

Because of the high likelihood that present expectations for revenue generation in the Master of Social Work may likely fall short of program expenses at the start of the program, the administration of the College and the Department have agreed to develop a plan for sustainability, which will illustrate how MSW program expenses will be met if student enrollment and retention do not start off as robustly as predicted. This alternative graduate education support plan is an important element in preparing the College to successfully launch the MSW and other graduate programs.

This institution has moved with unusual rapidity to embrace and integrate graduate education into three of its current undergraduate programs. The three new proposed master's degree programs generated considerable discussion on campus, but consensus was reached very rapidly. While the institution is commended for being nimble and responsive to the needs of its constituent groups the institution should also recognize that there is a risk that any dissent that may be present may not have had an opportunity to be heard and addressed, and that pockets of concern and non-support may remain within the institutional structure in the process of implementation. This attention to airing and valuing diverse views on graduate education is particularly important, since there were indications that the College could consider other master's level programs in the future.

In this context, the College is encouraged to give additional consideration for how it will evaluate and report on the success of the MSW, MPAcc, and MAT programs, so that its experience informs future decisions, directions and processes. Again, resource planning for graduate programs is imperative...

A revised strategic plan needs to be prepared that plans for the College achieving the Hispanic Serving Institution status, developing graduate programs, establishing evaluation and reward system for faculty teaching in graduate programs, and for the President's "urban land grant" focus and direction for the college, including continued elimination of interim positions...

The team had concern that the professional development for faculty involved in graduate education has not yet been given enough attention. Faculty in the Department of SW for instance, are largely untenured, with minimal teaching experience at the graduate level. As the institution and department plan faculty hires in the near future, strong consideration should be given to hiring faculty at the associate level, who have a Ph.D. and teaching experience at the graduate level...

Faculty and administration are encouraged to continue the discussion about best practices for graduate education in terms of faculty workload, salaries and expectations of faculty associated with graduate education and to translate their awareness into informed actions. For example, they can create some policies to shape and drive decisions about faculty associated with graduate education so that Departments can attract and retain appropriately educated and committed individuals with enough expertise and talent to guide the graduate programs through what is a challenging and unpredictable startup period.

Higher Learning Commission Progress Report on Master's Programs Metropolitan State College of Denver September 1, 2011, page 9

The [visit] report goes on to say that the progress report should address the following issues: As the College continues to expand its graduate programming, a more expansive viewpoint will be needed to assure that graduate programs are consistently thought of as central to the educational mission and reflected in the strategic plan. As an institution that has traditionally focused on delivering high quality undergraduate programs to its service area with a faculty focused on teaching, the leadership of the institution must consider the additional needs of faculty involved in graduate programs, especially in terms of their involvement in scholarly and professional development activities. Proper supervision of graduate students can require special consideration to reduction in teaching to accommodate the added advisement and supervision that normally accompanies graduate teaching.