



Graduate Council
Metropolitan State University of Denver
October 27, 2016 at 11 am in SSB 330C
AGENDA

Attendance: Cindy Lindquist, Kim Bernie, Marlee Kobzej, Letitia Pleis, Nicole Vowles, Paula Martinez, Bernice Harris, Jinous Lari, Joanne Bailey, Cipriana Patterson, Cynthia Busch, Kim Starr

I. APPROVAL OF MINUTES: 8/24/16 and 9/22/16

- Minutes Approved

II. ANNOUNCEMENTS

A. Director of Graduate Studies search update:

- Interviews held on October 18 and October 28.

B. Webinar Graduate Enrollment and Degrees: <http://cgsnet.org/>

- Kim, Marlee, Cindy and Linda attended
- National look at enrollment
- Can go to website to look at former webinars—will need username and password

III. OLD BUSINESS

A. Policy development of conditional and provisional admission guidelines, vote of approval on proposed catalog language (See attachment: Catalog language for conditional and provisional admission)—Kevin

- Not ready to vote yet—need confirmation that it won't negatively impact students' financial aid. Will vote on this during November meeting.

B. Performance monitoring policy update vote of approval (See attachment: Performance monitoring for all graduate programs)

- Cipriana: The Performance Monitoring Process #1 :
 - i. Could it say that each year the 5-year rolling budget will be updated? Fall might be too early—wording it as “a minimum of once a year” might work better. Change wording to also explain that the Budget Office will forward the information to the Graduate Council.
- Cipriana: The Performance Monitoring Process #3:
 - i. Do you have to pay every year or after five years? Is #3 needed for new programs? There is a lot of confusion with the wording of this requirement. Take off last sentence from #3 in the “Performance Monitoring Process”.
- Nicole: Create a step #7 to complete current curriculum process to discontinue a current program.
- Nicole: Remove “Log Of” information listed in Bankruptcy Triggers chart.

- Cipriana: Remove “Based on MSU Experience” section and move “suggested ratio for MSU Denver” and “interpretation” to the previous page replacing fourth box “log of market capitalization” section
 - Everything should say MSU Denver—language should stay the same.
 - Will vote on updated Performance Monitoring document during November meeting.
- C. Revision to the graduate program approval process to include wording regarding the college/school’s financial responsibility vote of approval (See attachment: Acknowledgment of fiscal responsibility)—Michael
- Approved by Graduate Council

IV. NEW BUSINESS

- A. Assessment Committee request to review bylaws (See attachment: Constitution and bylaws assessment subcommittee)—Nicole
- Should it be student learning outcomes or programmatic outcomes?
 - Change Section 9 “Program Assessment Committee” to “Assessment of Student Learning Committee”
 - i. Change 9.1 and 9.2 to “Assessment of Student Learning Committee”
 - ii. Add bullet point to 9.2 Membership to include the Director of Assessment of student learning outcomes
 - All changes approved by committee.
- B. Curriculum guidelines, policies and procedures for graduate programs: expectations for non-degree submissions
- Timeline is the same for non-degree submissions
- C. Status of resubmissions for Phase I review
- 6 programs were not selected to move forward in the last review
 - i. Programs were contacted again to see if they wanted to re-submit
 - ii. Speech Pathology does not want to re-submit at this time. Two programs decided to re-submit.
 1. Master of Science in Clinical Behavioral Healthcare
 2. MFA in Public Interest Design
 - iii. Cybersecurity, Music Education, and Aviation plan on re-submitting.
 - Graduate Council will review proposals during the December meeting and rank programs accordingly. Meeting will be from 10:30 am-1:30 pm.
- C. December meeting and review of Phase I
(U drive, Graduate Council folder, Graduate programs proposals, Phase I/2016)
- D. Tuition benefits for employees –Marlee
- What do graduate programs want to do?
 - If we decide to offer tuition benefits for employees, we will need to contact Human Resources and Accounting because it will impact employees’ incomes.
 - If programs want to offer this benefit, the break-even analysis will need to be re-evaluated.
 - College of Business is pursuing a 10% discount for MSU Denver employees.
 - Will not be able to be a scholarship, but instead would be considered a tuition discount and would need to be approved by the Board.

- Tuition benefits for graduate programs will be up to the departments as it would be their decision to move forward with any employee discount.