



**METROPOLITAN
STATE UNIVERSITYSM
OF DENVER**

Graduate Council

Metropolitan State University of Denver

January 21, 2021

Virtual

11:00-12:30 PM

MINUTES

Shannon Campbell, John Rief, Ann Diker, Ingrid Carter, Erin Seedorf, A.J. Alejano-Steele, Letitia Pleis, Amy Middleton, Shaun Schafer, Kwang Cho, Crystal Annan, Connie Sanders, Kim Starr

I. Welcome (11:00-11:05)

a. Approval of Minutes

Motion by A. Diker, Second S. Schafer

Approved

II. New ALO and upcoming HLC Visit (11:05-11:25)

a. Shaun Schafer

Please be available April 26th and 27th

Kim Barron is leaving February 5, S. Schafer will be assuming her duties

March 28th the assurance argument is due. Currently reviewing all documentation.

- *Criterion 1 will be done on Jan 22.*
- *Draft of all 5 criteria will go out to the university for review on March 1.*
 - o *Two weeks for the university to provide feedback*
- *The HLC liaison will also review the documents*
- *HLC review team has been finalized.*
 - o *One person will be physically visiting the University*
 - *Kathy Kaiser Miller from Colorado Mountain College*
- *Reports due back to the University on June 1st*

Shaun is confident in our ability to successfully complete the required documentation

There were new guidelines handed down by the Dept of Educations that requires tracking of programs who made 25% changes from their original proposal HLC will need to be notified.

There are approximately 70 programs that will need to be submitted.

There are extra reporting requirements when we add new programs, we must be mindful of this as we approve new graduate programing.

III. Graduate Culture Subcommittee Update (11:25-11:35)

a. Led by John Rief

b. Joint venture with Student Affairs

- c. Surveys
- d. Focus group

Currently conducting a landscape survey on graduate student engagement that will be concluded in April. These information/recommendations will be shared with GC, Provost and VP- SA

- *Surveying current practices from SA- 17 responses are currently being analyzed*
- *GC, Grad Leadership, and GPCC will be survey will be going out soon ask about experiences with varying offices on campus.*
- *3-5 student lead focus groups to discuss access to resources. Currently working on hiring.*

Looking at inclusivity and engagement

SSI- Student Satisfaction Index will be going out to students soon. This information will be collected annually from students who have completed approximately half of their graduate course work. The information collected will provide valuable information on areas we are excelling and areas that we need to make improvements on. All information will be distributed after April and shared with all stakeholders.

IV. Graduate Catalog Approval Process (11:35-11:40)

- a. Meeting with APC Chair Tues.

APC has not yet met this semester. S. Campbell is scheduled to meet with R. Russell on the 26th to discuss the process of approval. S. Campbell will provide updates to GC after this meeting. S. Campbell will provide monthly updates on the progress to GC.

V. VGL Update (11:40-11:45)

- a. Jan. Mental Health Evening with an Expert is TONIGHT

This is continuing. This was formed to keep students connected at the program level and with the greater graduate student community.

- *This is not an area for faculty or staff.*
- *There is a mechanism to report anything inappropriate*
- *Will start the semesters "Evening with an Expert" focusing on Mental Health*
- *The lounge has been updated with all current registered students for spring as of last week.*

VI. Admissions Challenge (11:45-12:00)

- a. Led by Shannon Campbell and Crystal Annan

- b. Hiring timeline

- i. Positions
- ii. Duties
- iii. Preparation for growth

- c. Process evaluation

- d. Realistic timelines & expectations

Nate Wright- Graduate Recruitment and Admissions Coordinator left his position in December. OGS will be looking to start hiring someone in February and will also add a new position. OGS is positing itself for growth.

C. Annan is taking the lead on the admissions role, with support from C. Hagan and A. Perucca. C. Annan is handling the review of applications and admissions decisions with help from C. Hagan as needed. A. Perucca is helping with troubleshooting and answering questions. C. Hagan is handling transcripts. Will be looking to make improvements to improve user experience.

MSW gave a shout out to C. Annan, C. Hagan, A. Perucca for stepping up and completing their processing in as quick or quicker as previously done.

VII. Graduate Curriculum Subcommittee Update (12:00-12:05)

a. Duties for Spring 2021

The subcommittee will need to meet again in this semester.

The make-up of the committee was at the request of the Provost and Faculty Senate. Initial review of curriculum will be done by the subcommittee with input from the entire Council after. All faculty are members.

MEd was approved by GPC and is currently on the President's desk. Will be presented at the BoT meeting next week (Jan 28th). This program would like an early start.

VIII. Updates and new business (12:05-12:15)

a. TBD

OGS works hard for university oversight and programmatic autonomy. It is the job of OGS to protect the University and graduate enterprise.

- *Need to ensure we have accurate and complete records*
- *Need to continue the use of petitions*
 - o *Language that is used in petitions, needs to be what is put in the admission letters.*
- *Tracking of student transcripts*
- *Programs will be notified when a student drop below a 3.0 GPA*

Common Numbering for Independent Study and limiting hours

- *Discussed at last Council meeting. There will be a common number for all IS courses (6800) and students will be allowed to only take 6 credits. S. Campbell will notify E. Buckland that Council approves of this change.*

S. Campbell will also notify Grad Leadership

How are others handling budget constraints due to Covid-19?

- *How do we continue to support students?*
 - o *Enrollment and maintaining standards while dealing with budget cuts*
 - o *Limitations on cash funded programs*
 - o *Add to Retreat*

Will MSU Denver have doctoral programs?

OGS was looking at partnerships within the UK that were research based. These programs are shorter, more cost effective, and serve the BIPOC students well. MSU Denver serve as faculty mentors and provides stipends and travel to the UK.

Shannon will have a half hour meeting with the new Provost

- *Discuss support for graduate students having equal access to systems, processes and procedures.*
- *GC would like to know the vision and any changes to be made.*

IX. Discussion (12:15-12:30)

- a. Determine how we want to proceed with requiring undergraduate degree for graduate enrollment
 - i. Note: Programs would have option to opt in or out remember OGS sets the basement opportunities/requirements

This would happen at the University level. Programs would have to identify admission criteria should they want to utilize this as an option.

Motion to allow admission to students who done have an undergraduate degree.

Motion by S. Shafer, Second by C. Sanders

Approved

- *Impact in financial-aid*
- *Oversight on admission standards. Standards would be determined by the program with oversight by OGS*
- *What standards of measurements are being used by other institutions*
 - o *S. Campbell will provide this information.*

*Note if you are unfamiliar with the national PSM (Professional Science Masters) please familiarize yourself prior to our next meeting. CO is interested in leading the nation in development of a PAM (Professional Arts Masters). As an executive board member of WAGS, I have been asked to speak on behalf CO graduate schools at the WAGS board meeting in March. I am not only committed to representing ALL perspectives in the state but also at MSU Denver so please be prepared to discuss the PSM and your position regarding the need/desire for a PAM.