**MINUTES**

**Graduate Council Meeting**

Monday, February 15, 2016, 3:00 p.m.

UC Annex, Room 203

Present: **Irene Aiken, Nick Arena, Scott Billingsley, Ki Byung Chae, Leah Fiorentino, Roger Guy, Mary Klinikowski, Ann Horton-Lopez, Roger Ladd, Lisa Mitchell, Samantha Simon, Karen Stanley,**

Absent: **Sherry Edwards, Rita Hagevik, Karen Helgeson, Larry Mabe, Jose Rivera, Kim Sellers, Jennifer Twaddell, Jeffrey Warren, Joe West (MPA), Velinda Woriax**

**Guest: Yale Kodwo Nyameazea**

**Call to Order**

Dr. Irene Aiken called the meeting to order at 3:00 and announced that Joe West is now the program director for the MPA program. The agenda was approved as amended by unanimous consent. The minutes of the January 25, 2016meeting were approved by unanimous consent.

**Graduate Course/Curriculum Proposals:** The following proposals were considered and passed.

MSW- Program proposal: Add electives to MSW and Advanced Standing programs

Additional Elective Courses (all new courses)

SWK 5010: Foundation Field I External Supervision

SWK 5020: Foundation Field II External Supervision

SWK 5030: Concentration Field I External Supervision

SWK 5040: Concentration Field II External Supervision

SWK 6700: Integrated Health Policy and Services

SWK 6800: International Social Work and Social Development

Advanced Standing Additional Electives (new courses)

Social Work (M.S.W.)

Graduate Studies and Research

SWK 5030: Concentration Field I External Supervision

SWK 5040: Concentration Field II External Supervision

SWK 6700: Integrated Health Policy and Services

SWK 6800: International Social Work and Social Development

**Proposals from the School of Graduate Studies:**
Addition of time line to Grade Appeal Regulation: see appendix for the passed version

**Graduate Studies Report and discussions**

* Professional Development Series: Graduate School is starting a new Professional Development Series. The first session will be Tuesday, March 29, 4-5 pm., UC 251, title TBD but on selling yourself: Effective interview and presentation skills
* Graduate Research Symposium: Irene asked that PDs be working with their students to submit Symposium applications
* Persistence goals: The Graduate School has committed to a 10% increase in Graduate School persistence rate
* Graduate Exit Survey: We have the compiled data to send to you electronically for fall 15. Encourage your students to complete in the future as this data can help the program and the School. Data is reported to GA.
* Graduate Faculty Renewals: need materials (form and electronic CV) in March, vote in April
* Recruitment: Graduate School has results from a GRE search. We are sending out postcards, emails and letters. We will send the list to you to do similar recruitment for prospective students in your program.

**Announcements/Reminders**

* Grad Council Meetings for 15-16 (UC Annex room 203 at 3 pm) remaining: February 15, March 21 and April 18.
* Graduate Research Poster Session: April 5, 2016, 5:30 to 7:00 in UC Annex (set up at 5:00)
* Graduation Application Deadlines:

 March 1 for fall 16 graduation

October 1 for spring 17 graduation

* Graduate Studies Spring Commencement: Friday, May 6, 2016
* Spring New Graduate Student Orientation: Saturday, August 13, 2016 in the Annex
* Withdrawal deadlines: Check Graduate Academic Calendar

*Check Graduate Academic Calendar for dates of importance*

**Next Meeting: Monday, March 21, 3:00, UC Annex Room 203**

**Appendix**

***Highlighted portions sent to Joshua Malcolm for approval.***

**Grade Appeals**
Graduate students have the right to appeal a final grade received in a graduate course.  The student wishing to appeal a grade must have clear documentation that the grade earned was due to: 1) miscalculation, 2) material deviation from information published in the course syllabus [or online course delivery system] without adequate notice of change or 3) discriminatory or capricious academic evaluation on the part of the instructor. The student should be cognizant that a faculty member has the right and freedom to determine a professionally appropriate grading process for her/his course(s). Cases involving academic dishonesty are handled by the Office of Student Conduct.  A student grievance is handled by the Office of Student Conduct.

The process for a graduate student grade appeal is as follows:
1. Students with a grade dispute must first try to resolve the matter with the instructor in person and/or through official communication (university email) no more than 30 days following official final grade due date for the term. The instructor is to respond within 10 days.
2. If the matter cannot be resolved to the student’s satisfaction or the instructor cannot be reached, s/he may present an appeal to the chair of the department in which the grade was received (or the Dean of the School if the chair is the instructor) using the Graduate Appeal form within 10 days following receipt of the appeal, clearly presenting evidence of the problems with the grade in question.  The chair will seek to resolve the situation between the instructor and student and provide a written statement of the resolution to the student and faculty member within 10 days using the Graduate Appeal Form.
3. If the student finds the outcomes stated by the chair unacceptable, the appeal (with signatures of the instructor and chair) may be taken to the dean of the college/school in which the grade was received within 10 days following receipt of the chair’s resolution.  The dean will seek to resolve the matter and provide a written statement of the results to the student, instructor, appropriate program director and chair within 10 days, using the Graduate Appeal Form.
4. If the student finds the resolution of the school/college dean unacceptable, the appeal can be taken to the Dean of the School of Graduate Studies by **November 1 (fall) or April 1 (spring)** of the semester following the term in which the grade was received. The Dean of the Graduate School will take meritorious cases to a called meeting of the Graduate Appeals Committee (GAC). Both the student and instructor will be allowed to address the committee, but neither the student nor the faculty member may be accompanied or represented in the hearing by legal counsel or other advisor.

The GAC will not re-evaluate the student’s work to determine whether it agrees with the professional judgment of the faculty member who assigned the grade but will consider the materials and presentation by the student and instructor. The GAC will make a decision concerning the appeal and notify the student, instructor, appropriate program director, chair, and school/college dean within 10 days. The GAC decision is final and may not be appealed.

Students will not be allowed to enroll in courses while appealing a grade that would result in dismissal from the graduate program; however the Dean of the Graduate School may allow continued enrollment in unusual circumstances.

Grades not appealed 30 days following official final grade due date for the term become permanent.