

Graduate Council Minutes

Monday, November 6, 2023

Via Zoom

Attendees: Jennifer Ball (ex-officio), Leah Brown (ex-officio), Tracy Routsong, Jim Schnoebelen, Danny Funk, Zenova Williams, Tracy Davis, Becky Dodge, Sarah Holt, Dave Provorse, Michele Reisinger, Barbara Scofield, Michael Rettig, Pat Dahl, Lydia Diebolt

Not present: Emily Grant (ex-officio), Lydia Diebolt

Notes taken by: Beth Mathews

Guest: Sean Bird

The meeting was called to order by Jim Schnoebelen at 12:02pm.

- I. Approval of Minutes
 - a. A motion was made by Michele Reisinger and seconded by Sarah Holt to approve the October 2, 2023, minutes as presented.
 - b. Motion passed.
- II. Old Business - None
- III. New Business
 - a. Graduate Certificate in Communication and Leadership
 - i. Jim Schnoebelen presented the proposed program as outlined in CourseLeaf New Program Proposal which was attached to the agenda.
 - ii. After discussion, a motion was made by Tracy Routsong and seconded by Pat Dahl to approve the Graduate Certificate in Communication and Leadership.
 - iii. Motion passed and will now move through the governance process.
- IV. Discussion
 - a. Graduate student tutoring – Sean Bird
 - i. Sean Bird spoke to the committee about tutoring available for graduate students. They use Tutor Me (remote option). While the service is geared towards undergraduate needs, they are willing to set aside 25 hours for graduate students. If more is needed, the service and costs will be re-evaluated.
 - ii. Sean Bird emphasized that Math and English tutoring is done in the library but overseen by the respective departments.

- iii. Danny Funk shared that his MBA students utilizing tutoring is currently for foundation pre-requisites.
 - iv. Sean Bird shared students can obtain assistance from the librarians for APA style and formatting.
 - v. The library has email (refemail@washburn.edu) and chat options for students who are completely remote.
 - b. EN208 – Barbara Scofield
 - i. Barbara shared that she reached out to Melanie Burdick about utilizing EN208 for graduate programs.
 - ii. Dr. Burdick was receptive to the idea however, it would be the end of November 2023 before she could devote attention to the matter.
 - iii. Barbara Scofield will follow up with Melanie Burdick at that time and update the committee with additional information when it is received.
 - c. Administrative Withdrawals for Graduate Students – Zenova Williams
 - i. Zenova Williams asked the committee for ideas and suggestions for dealing with administrative withdrawals or potentially failing grades, especially for online programs.
 - ii. It was pointed out that Alerts are not done for graduate students. If it were added through Navigate there would need to be structure on implementation and management of alerts.
 - iii. Jennifer Ball addressed the difference between medical and administrative late withdrawals and referred instructors and advisors to use the dynamic forms on the Academic Affairs webpage. She also clarified that the forms could be used for one or more class withdrawals or for the entire semester.
 - iv. Dave Provorse shared his department uses end of semester faculty feedback and end of semester letters.
- V. Announcements
 - a. The next meeting is scheduled for Monday, December 4.
- VI. Adjournment – there being no further business to discuss, Jim Schnoebelen concluded the meeting at 12:42pm.