

**Adams State College**  
**Graduate Council**  
Meeting Notes Summary  
2:30 pm November 18, 2008

**Members Present:** Don Johnston, Gene Schilling, Mark Joyce, Ed Crowther.  
**Absent:** Don Basse and Tracey Robinson.

**MBA Program Review**

Committee members reviewed the MBA syllabi and curriculum.  
Comments/corrections suggested included:

- \*Catalog descriptions should be trimmed down.
- \*Item 10: Needs more generic language. If it's too specific the institutional syllabi will have to be changed every year. The syllabus needs to remain constant. Required readings should be split from recommended readings.
- \*Article 7.1: Creating Consumer Value – the wording needs to be corrected
- \*After 14: The ADA statement(2/1) It looks like something is there that should be in a different place. Needs to be labeled clearly. It shouldn't be added to institutional syllabus. Move it to 7 8 or 9. (this happens throughout entire binder)
- \*Managerial Statistics: Student learning outcomes. 2 &3 are yes/no. Need to tie to outcome.
- \*Elderly Managed Care – Outcomes- Students will be able to... Should be a successful completion. Too much non-performance (discuss). Objectives are not performance – not a transferable skill to the work field. Comprehensive – some are tasks, not reading.
- \*Thesis: Outcome=Success Distinguish Defensive
- \*Rubrics are good, but redundant – Its obvious they will be used for discussions.
- \*If rubrics are added to syllabus, the instructors will be tied to it
- \*View as a guideline more than prescriptive. If there is a reason to hold it constant, if its variable it should not be added to syllabus. Is it the intent to hold to instructors?
- \*Grading point scale should be fixed. Possibly use ranges for grade scale.
- \*The matrix should include course numbers
- \*Pre-req 3.0 or better. What about pre-req? Should it be changed to a B from C? Pre-req grades could be a barrier. What in undergrad work they will build on – should be last 30 hours of undergrad gpa. Gpa optional on pre-req courses?
- \*Continuance variable – Student Handbook. What is in place for dismissal of students. What are the policies? \*What review procedures are in place before a student is recommended for internship? \*Semester Review for students – they should be aware that changes will need to be made.

The committee approved the MBA program with corrections. Syllabi, with corrections should be submitted to the next council meeting for final approval.

### **Department Brochures**

Don J. asked the committee to review current brochures. If they need to be updated, Don asked members to review and submit any changes so they can be printed and necessary changes be included in the next year's catalog.

### **Program Reviews**

At a previous meeting, Don J. was asked to research and discuss the program review procedure to include an external reviewer for all program reviews completed in the Graduate School. Don J. reported he discussed the requirement with the Provost, Assessment Committee, as well as researched best practice and policy recommended by the Council of Graduate Schools. Don J. informed the council that all three sources recommended at least one external reviewer be included in all program review processes. Further, Dr. Mumper has agreed to fund the costs associated with the external review and visit to campus.

### **New Grad Programs**

Don J. asked the council to begin thinking about exploring new graduate programs. The college needs to begin thinking long term for ways to grow the graduate school programs and enrollments. Don asked all council members to share any new ideas related to long term growth.

### **Institutional Syllabi**

Don J. discussed the need for a policy and process to update and review Institutional Syllabi. The council was asked for past policies related to ongoing updating of institutional syllabi. Most agreed there was no formal updating process other than during the 5 year program review process. Don J. suggested the council develop a process especially given HLC will be visiting next year for the follow-up visit. Ed. C. suggested Don J. develop a proposal or suggestion for the next meeting on how to accomplish the task. There was also discussion regarding the need to explore the need to have separate syllabi for online courses. Further discussion on this topic will be included in future meetings.

### **Graduate Council Structure and Policies**

Don J. discussed the need to formalize the council structure and policies to conform with all other ASC committees. Council structure issues such as length of member terms, selection process within the departments and other policies related to the council need to be implemented. Council members were encouraged to submit suggestions to Don J. for further discussion.

### **Council of Graduate Schools**

Don J. asked the council members if they were familiar with the Council of Graduate Schools, (CGS) a national higher education association specifically focused on graduate school roles, structure, policies and goals. A copy of the "Role of Graduate School in the University" was distributed to the council members, published by the CGS. Don J. asked the members to read the handout and prepare to discuss at the next meeting.

Meeting was adjourned at 4:04pm.