

Graduate Council
March 17, 2008
#7

Present: David Glanzer, Beryl Brubaker, David Brubaker, Lynn Roth, Don Smeeton,
Tony Smith, Ron Stoltzfus, Ervin Stutzman, Dave Detrow, Don Steiner
Absent: George Nipe, Lonnie Yoder
Staff: Lois Shank

AGENDA:

I. Review Minutes

David asked for any corrections to the February minutes. The minutes were approved as recorded.

II. Dual Degree Application

Don Yoder reviewed the history of developing a dual certificate or degree application between the seminary and graduate programs. Don reviewed the following three recommendations regarding:

- 1) application fee
- 2) Copies and documentation needed
- 3) Required materials/actions needed

General discussion followed on clarification of the application process. It was acknowledged that this process is moving towards a general graduation program application; then applying to the actual program of interest. There was consensus that this process should be reviewed with the departments and come back to graduate council for final formal action. It was noted there are many commonalities between the programs.

III. AIER Process

BJ Miller gave an update on the AIER process and plans for integrating the outcomes to the institutional mission. The goal is a continuous loop of linking departmental planning with analysis and results. BJ reviewed several changes to the AIER report that will be in place for the next reporting cycle.

IV. Graduate Cut-Off Dates

Don Steiner reviewed the history and practice of determining the actual graduation date. The recommended proposal was:

Action/Policy: *If the student has completed all the requirements by a given diploma date, she/he qualifies for a diploma indicating that graduation date. If the student has not yet finished any final project or any other component of the curriculum, she/he automatically trips over to become a candidate for the next diploma date.*

Discussion followed. Graduate council supports this action/policy for all the graduate programs.

Discussion followed on the consequence of degrees not completed by students. Dave Detrow reviewed the actual graduation dates of December, April, June and August. It was noted that the difference between undergraduate and graduate students is that graduate students could be working with an employer.

V. Grade Concern

Dave Detrow reviewed the policy that C and D grades do not exist for the graduate programs. At this point, the registrar's office cannot distinguish on the computer that graduate programs do not get C's and D's. This affects the four graduate programs, but the seminary does allow for a D grade. Dave requested that graduate directors remind graduate faculty of the grade policy for the graduate programs. Dave will provide information on the graduate faculty that have been awarding these grades for follow up from the directors.

VI. Background Check for Faculty/Staff

Lois reviewed the new procedure for a criminal background screening check for all new hires of full-time faculty and staff. This was effective as of March 11, 2008. Lois noted the following points:

1. Mandate of the board of trustees
2. Applies to all full-time faculty/staff hired after March 11, 2008
3. Form either given by graduate department or by human resource office
4. Required to be filled out at time of interview
5. Required before offer of employment
6. Requires 2-4 days for results; no specifics given
7. Form is on the Z drive under HR: "Authorization for Release of Information"
8. Once procedure is established, this will include adjuncts and temp employees

It was noted that this is a criminal background check and not a credit check.

VII. Graduate Dean Leadership

David reviewed Graduate Council's recommendation that he serve as interim graduate dean for 2008-09. Dave shared his hesitations on serving in this role, but noted that the counseling faculty are very supportive for him to serve. It was suggested that graduate council help give feedback on the top priorities for David in this role. David indicated that he will accept the role of interim graduate dean for 2008-09.

Recorded,
Lois R. Shank
March 17, 2008