MINUTES

Members Present: Martin Cadwallader, Michael Bell, Duncan Carlsmith, Cynthia Czajkowski, Aparna Dharwadker, Norman Drinkwater, Mary Louise Gomez, Robert Howell (in at 2:55), Lea Jacobs, Daniel Kleinman, Gloria Mari-Beffa, Jose Pincheira, Pamela Potter, Fernando Tejedo

Members Absent: Steve Ackerman, Ted Golos, Lisa Martin, Donna Paulnock, Stephen Quintana, Kevin Shinners, Susan Thibeault

Guests: Barbara Duerst, Thomas Oliver, Jocelyn Milner

Staff: Judy Bauman, Wendy Crone, Alissa Ewer, Steve Hahn, Kelly Haslam, Michelle Holland, Elena Hsu, Jennifer Martin, Mary Butler Ravneberg, Linda Scholl, Alexandra Walter

Dean Martin Cadwallader called the meeting to order at 1:33 pm.

The minutes of May 10, 2013 were approved as written.

Information Items:

1. Dean Martin Cadwallader led introductions and gave a presentation on the following items:
   - The role and make-up of the Graduate School’s Academic Planning Council.
   - The three arms of responsibility within the Graduate School: Graduate Education, Research and Centers.
   - The associate deans and their roles within the Graduate School.
   - The steady influx of admissions over the last 30 years; enrollment among all ethnic minorities continues to rise; there is room for improvement.
   - UW-Madison Graduate School ranked well in the last NRC study, with representation from all four divisions of graduate study.
   - Details on how students are funded, including mechanisms used by the Graduate School to fund students and the distribution of funding sources.
   - Summary of GFEC functions – particularly its role in program reviews and approval requests.

2. Dean Cadwallader briefly described the Graduate Student Advisory Board (GSAB), a developing initiative from Assistant Dean Alissa Ewer and the Graduate School’s Office of Professional Development and Engagement. The initiative is routing appropriate campus planning assurances; Assistant Dean Ewer will give an update at a future GFEC in the fall 2013 semester.

Approvals:
1. Associate Dean Daniel Kleinman introduced the request to discontinue the Department of Educational Leadership and Policy Analysis’ Master Administrator Capstone Certificate (MACC). After the capstone certificate was reviewed at the October 2012 GFEC meeting, the GFEC recommended that the Department of Educational Leadership and Policy Analysis consider discontinuation of the MACC. At the time, the department elected not to follow the GFEC’s recommendation. Now the department wishes to discontinue the MACC. The capstone certificate program has no enrolled students; no current students will be affected by the MACC discontinuation.

**Action:** Moved and seconded to discontinue the Master Administrator Capstone Certificate. The motion was passed unanimously.

2. Associate Dean Daniel Kleinman and Thomas Oliver and Barbara Duerst from Population Health Sciences introduced the request to approve the capstone certificate in Leadership for Population Health Improvement. The capstone certificate is designed to provide online population health education and cross-sector leadership training for mid-career working professionals. Oliver described to GFEC the capstone certificate’s strength in applied projects and its expected level of online student-specific academic services.

**Action:** Moved and seconded to approve the capstone certificate in Leadership for Population Health Improvement. The motion was passed unanimously.

**Program Review Update:**

Associate Dean Daniel Kleinman introduced the program review follow-up update for the Horticulture MS/PhD program, in response to the program’s GFEC review on February 8, 2013. Kleinman is confident that Horticulture has committed to moving forward on GFEC recommendations, including development of a graduate student handbook, student grievance procedures, annual system of student review and the beginning of a program strategic plan, set to be finished this year. The GFEC is looking forward to learning of progress in the implementation of the program’s strategic plan in a follow-up at the May 2, 2014 GFEC meeting.

**Discussion Item:**

GFEC member Robert Howell updated the committee on recommendations developed by the GFEC subcommittee charged with reviewing policies and practices related to the Higher Learning Commission’s (HLC) criteria for campus accreditation; the subcommittee applied particular attention to the HLC’s new “assumed practices” of requiring 30 credits beyond the bachelor’s degree for master’s degrees and requiring at least 50% of credits applied to a graduate program be credits designed for graduate work. Through their work, other related policies were also affected, including credit policies for MFAs and doctoral degrees, prior course work, and maximum credit loads. Howell provided the subcommittee’s recommendations for Graduate School policies related to the following: minimum graduate residence credit requirement, minimum graduate degree credit requirement, minimum graduate course work requirement, prior course work and maximum credit loads. The GFEC will further discuss and vote on policy related to these matters at the October 11, 2013 GFEC meeting.