



Graduate Council
December 17, 2018
MINUTES

Present: Ellen Furman, Christine Michael, Rob Poole, Susanne Swanker, Christine Woodcock, Gail Stern, Christine Michael, Sylvia Mason, Tracy Brudvig, Laurie Bednarczyk, Karen Rousseau

New Business:

1. Minutes from October and November meeting
 - a. October and November minutes were accepted with corrections made to attendees.
2. Study abroad credit requirements (Kerry Cole)
 - a. This policy has been passed at the most recent CASP meeting for undergraduate students (FYI). AIC's current graduate transcript policy requires students to submit transcripts from all institutions attended, regardless of whether they earned a degree. Policy below:

“Official transcripts from all colleges and universities attended are required (regardless of whether or not a degree was earned), including proof of a baccalaureate degree. Transcripts from institutions outside the United States must receive a course by course credit evaluation through a recognized service. AIC accepts evaluations from all active members associated with NACES. For more information please visit: naces.org”

Due to the increasing numbers of students who have studied abroad, many domestic students are required to complete a full credit evaluation for courses taken during a study abroad semester. The Register's Office has allowed us to waive the transcript evaluation process if study abroad courses were clearly labeled on a student transcript and were formally articulated.

With the volume of study abroad questions increasing, I would like to create a formal study abroad policy.

- b. Graduate Academic Regulations. Section II. A.
Kerry will work on the appropriate section and submit for the next meeting.

Old Business:

1. Graduate Academic Regulations
 - a. Ellen has an upcoming meeting with Mika and will get feedback from her on the items to consider first.
2. New Program Template/Process
 - a. We will review the UCC form as well.
 - b. Sylvia also has a suggestion to share with us.
3. Continuation fee
 - a. Sue, Pam, and Laurie met to create a draft. They are meeting with Mika on January 4 for feedback and will have a report for the next Graduate Council meeting.
4. Grad level competencies
 - a. Handout (R Poole)... Rob, Allison, Christine (committee that developed this draft). Rob will send to Ellen electronically.
 - b. The suggestion was made to table any motion on these proposed competencies until the next meeting to allow committee members the time to read through and reflect on their fit with their programs.
 - c. Suggestions will be made at the next meeting.
5. Standardization of Dissertations
 - a. On hold waiting for Mika's thoughts.
6. Meeting was adjourned at 3:00 pm.

Respectfully Submitted,

Susanne Swanker, PhD
Dean School of BAS
Graduate Council Secretary