

Graduate Council

Meeting Minutes

Wednesday, September 10, 2008

Present: Dr. James Badger, Ms. Jill Brady, Dr. Susan Brandenburg-Ayers, Dr. Michelle Byrne, Dr. Elizabeth Combier, Mr. Andy David, Dr. Patricia Donat, Dr. Teresa Fletcher, Dr. Barry Friedman, Dr. Donna Gessell, Dr. Chris Jespersen, Dr. Mark Jordan, Dr. Georgia Mann, Dr. Stefanie Palma, Ms. Susan Perry, Dr. Linda Roberts-Betsch, Dr. Pamela Sachant, and Ms. Shawn Tonner.

Absent: Dr. Larry Berneking, Ms. Kristen Jagger, Dr. Richard Oates, and Dr. Grace Newsome.

Meeting commenced at 3:30 p.m.

I. Proposals for Course and Program Changes

A. School of Arts & Letters – Dr. Georgia Mann

1. Addition of HIST 6110, HIST 6150, HIST 6161, HIST 6180, HIST 6800, HIST 7000, HIST 7001, HIST 7002, HIST 7003, HIST 7004, HIST 7300, and proposal for degree requirements for MA in History.

- Proposal for MA in History almost ready to submit to BOR for approval. These are the foundational courses for MA in History. All courses were approved by Deans' Council on 9/8/08.
- HIST 6110, 6150, and 6161 are the specialty of Eugene Van Sickle, new faculty member.
- HIST 6180 has been taught for many years at undergraduate level and is now added as part of Military track.
- Would like to change name of HIST 6800 from "Third World History" to "History of Developing Nations" effective Spring 2009.
- There are thesis and non-thesis tracks in each of the Masters Thesis and Colloquium courses. One Colloquium offered each semester. "Masters Thesis Research" is the non-thesis route, in which research and a Capstone paper are required. The thesis option involves an oral comprehensive exam
- The degree will be in Dablonaga. Two courses are offered online. The number of online courses will gradually increase. Program will begin Fall 2009. Not planning to cohort initially.

2. Discussion

- It was decided to change the name of HIST 7000 from "Masters Thesis Research" to "Capstone Research" to eliminate confusion. Dr. Mann will submit revised outline and course proposal form to reflect this change.
- Dr. Roberts-Betsch will provide cover letter for the MA in History proposal to BOR stating that all courses have been approved.
- HIST 6180 will begin in Spring 2009 for MAT and MEd students.

- It was established that there is only one plan of study for the MA with two options.

3. Dr. Friedman made the motion to endorse the proposal. There was a second to approve. Unanimous vote to approve.

B. Proposals for MAT in English and MEd in English were tabled until next meeting due to absence of department representative.

II. New Business

A. Graduate Courses Not Part of Degree Program & Provisional/Irregular Admission

1. Dr. Roberts-Betsch discussed problem with offering graduate level courses that do not apply to an existing program. There have been cases in which students want to add these courses to a program that has not been approved.

2. Discussion

- Dr. Byrne discussed situations in nursing program in which students have taken classes without being admitted into a graduate program.
- Ms. Perry provided information about Deans' decision to restrict classes only to those admitted into a graduate program, yet this was not meant to prohibit anyone needing to take endorsement classes or get recertified. Recently, students want to be admitted as non-degree students to take classes toward a degree that has not yet been approved.
- Currently, there is a standard for post-grad admission that states students may take classes as non-degree if they already have a Masters degree.
- It may be necessary to introduce a policy for non-degree seeking status that includes a limit to the number of hours students can take in that status and later apply to a degree program, as well as course and program restrictions about which courses they could take. This would allow students with certain professional needs to take courses.
- Dr. Friedman discussed the importance of having a mechanism to ensure that all graduate students are assigned and consult with an advisor prior to registration.

3. Dr. Roberts-Betsch recommended that program coordinators establish policies for their programs and submit to Dr. Donat (copy Ms. Perry and Ms. Brady) by 10/1/08 for review. These will be discussed as a group at next meeting.

B. MBA Program, Provisional Status

1. Dr. Donat provided brief overview of revised MBA admission procedures. This will be officially presented at next meeting.

- Graduate Admissions obtains all required documents and sends complete file to the program with letter stating that student's materials are complete and ready for the program to review. The student is copied on the letter.

- A Banner report will be created so that programs have access to information about applicants prior to file completion. Thus, programs have the ability to contact potential students before materials are complete.
- Programs apply admissions criteria approved by program faculty and presented to Graduate Council.
- Once a decision has been made, the program sends official letter to student and copies Graduate Admissions.
- Graduate Admissions records changes in student status in Banner.
- This procedure clarifies roles of programs and Graduate Admissions. Programs will be responsible for applying admissions decisions. Graduate Admissions will provide record-keeping and auditing functions.

C. IP Grade Policy

1. Dr. Roberts-Betsch discussed IP grade policy approved by the Deans' Council:
 - Limit IP grades to three terms, unless the Dean recommends an extension due to extenuating circumstances. As with grades of Incomplete, the Dean is to notify the Registrar's office of an extension.
2. Dr. Palma made the motion to approve the policy effective Spring 2009. Dr. Byrne made the second. Unanimous vote to approve the motion.

Meeting adjourned at 4:40 p.m.

Respectfully submitted by Melissa Adams