

## **GRADUATE AFFAIRS COUNCIL**

Friday, November 2, 2012

1:00 p.m. – Heth 043

**PRESENT:** Dennis Grady (Chair), Roann Barris, Bob McCracken for Brad Bizzell, John Brummette & West Bowers, Matthew Brunner, Victoria Bierman for Virginia Burggraf, Joan Dickinson, Rana Duncan-Daston, Lori Elis, Rodrigo Hernandez, Kay Johnson, Diane Millar, Doug Mitchell, Chris Niles, Nora Reilly (*ex officio*), Ed Swanson, Chris White, Paul Witkowsky.

Staff: Julie Boone, Becca Conner, Jeanne Cox, Patricia Phillips (*recorder*), Ryan Phillips, Donna Spradlin.

### **1. CALL TO ORDER/INTRODUCTIONS**

The meeting was called to order at approximately 1:10 p.m.

### **2. MINUTES**

A motion was made and seconded to approve the minutes from the September 14, 2012 meeting. The minutes were approved by consensus.

### **3. ANNOUNCEMENTS**

**McConnell Scholars** – In previous years the number of awards projected was 10. This year the projected number of awards will be 6, with the amount of the award being equivalent to the amount of a graduate teaching fellow. Since we do not know the tuition increase for next year, the amount is still to be determined. The awards are for work stipends, 20 hours per week to work on scholarly and creative activity with a faculty mentor. The criteria for the award are: new full-time student, 3.5 undergraduate GPA, represent an underrepresented minority within a program, come from a school typically not recruited from and must have standardized test scores. This is not a directed study program. Deadline for nominations for this award is February 15<sup>th</sup>. A nominee's application to her or his graduate program will serve as the application for the award.

**Making Assistantship Offers** – Applications are starting to come in for assistantships. Coordinators can expect approximately the same amount of funding next year as was available this year. Please use your assistantship resources as a recruiting tool for your program. Final contracts aren't signed until spring, but any verbal commitments will be honored.

**ACALOG – catalogue review and process for making non-substantive corrections** – This is a work in progress. Mistakes are still being found and corrected. Please check the old catalog with the new on-line one. If mistakes are found, send an email to Patricia Phillips: state the mistake, provide the correction, and provide the URL to the page. A master log will be kept of all corrections made to the catalog.

**Deleting Courses** – There are courses listed in the catalog that have not been offered in six years and for programs that no longer exist. We need to accurately

describe our courses in the catalog. We have asked Matthew Brunner to run a report listing the courses that have not been taught within the last six years, by department. A list will be sent to the departments and they need to decide which courses no longer will be taught. After those courses have been identified, please follow the curricular process for deletion; submit one cover sheet listing the courses to Patricia, ACPR will review them, GAC will vote, etc... The courses can then be deleted from the next catalog.

**On-line Orientation For Grad Students – No Overrides** – Two thirds of the graduate students have completed the process and one third has not. As of Monday, they will be blocked from registering for classes. Please do not override this block.

**New Videos** – John Woody will be on campus next week shooting videos for recruiting in Psychology, Social Work, and International Education. A video will be shot for University Advancement focusing on fund raising for the Grad College. Final copies of the videos should be available in January. If you feel your department would benefit from the use of a recruiting video, please let us know.

**Design Thinking Launch** – The Design Thinking program has launched with eight students enrolled thus far.

**Two New Programs in Development** – There are two new programs being developed: an Ed.D. and an M.S. in Data Management. Estimated launch of both programs is fall 2014.

**Forms No Longer Being Used** – Lori Elis has been looking at the forms being used and finding if any can be eliminated. She found that four forms could be eliminated, and changes have or will be made to other forms being used. We are trying to reduce the paperwork burden on everyone.

**Electronic Thesis Submissions** – A step by step process has been implemented for submitting the thesis online. If you have students who are thinking about the thesis route, please direct them to the Library website. There seems to be a problem with Word documents being submitted, so there may be a change to submitting only PDFs to the Library. A suggestion was made for the library to conduct workshops for students who will be submitting theses.

#### **4. NEW BUSINESS**

- If a graduate student is accused of academic wrongdoing, they are brought before a Judicial Board composed of undergraduates. It has been recommended to the College that a board composed of graduate students be created so that peers would be judging peers
- Are there any policies in place for ensuring the integrity of online course examinations? We could look at programs that already have policies in place and see what those are. Having students sign in with their ID's is one method of security, as would be use of a secure online browser. The

Graduate College will look at best practices around the country and report at the next meeting.

- **Readmission process for any leave of absence:** Several questions arose regarding a leave of absence. How does a student request it? What is their status while on leave? How long do they need to not be taking classes to request a leave of absence? If a student wants to take a semester off, do they ask permission to do so? At what point does a student need to ask for a leave of absence?

Discussion commenced about where the responsibility lies with the student in keeping up with her or his program of study and completing the degree in the allotted years. The topic of a competency exam being administered to the student upon their return to the University for her or his respective program was also discussed.

Dean Grady suggested that, since each situation is unique in its own right, departments need to work with faculty to develop their own readmission policy for leaves of absence. Please send whatever policies a program may have to the Graduate College and they will be enforced at that level.

- **Readmission for medical University withdrawal:** Should there be a policy in place for students to get permission from graduate programs for readmission after a medical withdrawal?

## 5. SUBCOMMITTEE REPORTS

**Graduate Faculty** - A report of 11 graduate faculty applications processed since the last GAC meeting on September 14, 2012. The report was accepted as presented. (See attached).

**Academic Course and Program Review** – Dean Grady presented the report from the October 19<sup>th</sup> subcommittee meeting, as attached. There were a couple of revisions made as follows: the first two items under III. A. have been tabled for clarification. The report was approved as presented.

**Policies and Procedures Committee** - Dean Grady presented the report from the October 12<sup>th</sup> meeting, as attached. The report was accepted as presented

**Graduate Student Council (GSC)** – Dean Grady suggested that the GSC would like to have students from each program form an advisory group to the Graduate College instead of the current Graduate Student Council. The group would meet periodically with the Dean and Associate Dean of the Graduate College to give their perspectives on graduate student issues.

## 6. FOR THE GOOD OF THE ORDER

- Dr. Grady asked for a motion to send forward to the Policies and Procedures committee regarding the thesis award process as it currently exists. Motion was seconded and approved by consensus.
- The topic of continuous enrollment fees was brought forward and discussion ensued. Chris White made a motion to amend the continuous enrollment policy to eliminate the requirement that a student registered for continuous enrollment be eliminated from summer if the student is not graduating. This will be taken under consideration at the next meeting and voted upon at that time. The motion was seconded and approved by consensus.
- Date announcements: Winter Commencement will be on December 14<sup>th</sup> at 6:00 in the Bondurant Auditorium. Due date for RSVP's was October 30<sup>th</sup> and the deadline for names to be placed in the program was October 23<sup>rd</sup>.

## **7. ADJOURN**

Dr. Grady adjourned the meeting at 2:25 p.m.

**November 2, 2012**  
**Graduate Faculty Application Status**  
(Approved Since Last Graduate Affairs Council Meeting)

**Full Graduate Faculty Status - 5 year term**

Name	Dept	Limitation(s)
Cynthia Wynne	STEL	
Elizabeth Lyman	Sociology	
Mashooq Salehin	SOWK	
Jessica Doll	Psychology	

**Associate Graduate Faculty Status - 3 year term**

\* Designates Applications Recommended by the Graduate Faculty Sub-Committee

Name	Dept	Limitation(s)
Ann Benson	STEL	EDSP 669
Theresa Trent	SOWK	SOWK 641, 642, 791, 792
Diane Shelton	COSD	COSD 640
James Pritchett	SOWK	SOWK 631
Nara Brookes	COSD	COSD 640
Shara Lindsey-Walters	STEL - Special Education	EDSP 781, 782
Michelle Ghoston	Counselor Education	COED 641, 642

**MINUTES**  
**ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**  
**Friday, October 19, 2012**  
**1:00 p.m. - Lucas Hall Conference Room**

In Attendance: Matthew Brunner, Lori Elis, Roann Barris, Rodrigo Hernandez, Alison Armstrong for Kay Johnson, Virginia Burggraf, Nora Reilly (*ex officio* and chair), Patricia Phillips

**I. Art**

**A. Other Catalog Revisions**

ART 01-13-101612      Application Deadlines  
**Approved**

ART 02-13-101612      Catalog description  
**Approved**

ART 03-13-101612      Change to program description  
**Approved**

**II. Music**

**A. New Course Proposal**

MUSC 01-13-100812 MUSC 640 "Internship in Teaching Music K-12" **Approved**

**III. Nursing**

**A. New Course Proposal**

NURS 01-13-101512 NURS 825 "Doctor of Nursing Practice Nurse Executive Leadership Capstone -1"      **Approved with revisions to prerequisites and number of students taking the course.**

NURS 02-13-101512 NURS 826 "Doctor of Nursing Practice Clinical Capstone-2" **Approved with revisions to number of students taking the course.**

NURS 03-13-101512 NURS 827 "Doctor of Nursing Practice Nurse Executive Leadership Residency" **Tabled for further revisions.**

**B. Program Revision**

NURS 04-13-101212 "Doctor of Nursing Practice Nurse Executive Leadership Concentration"      **Tabled - New proposal required listing credit hours, course prefix and name, concentration name. Library assessment needs to be checked.**

**IV. *Social Work***

**A. New Course Proposal**

SOWK 01-13-101512 SOWK 680 "Disability in Human Services Policy, Theory and Practice"      **Tabled pending corrections; needs new course number.**

**V. *Theater***

**A. Course Deletion**

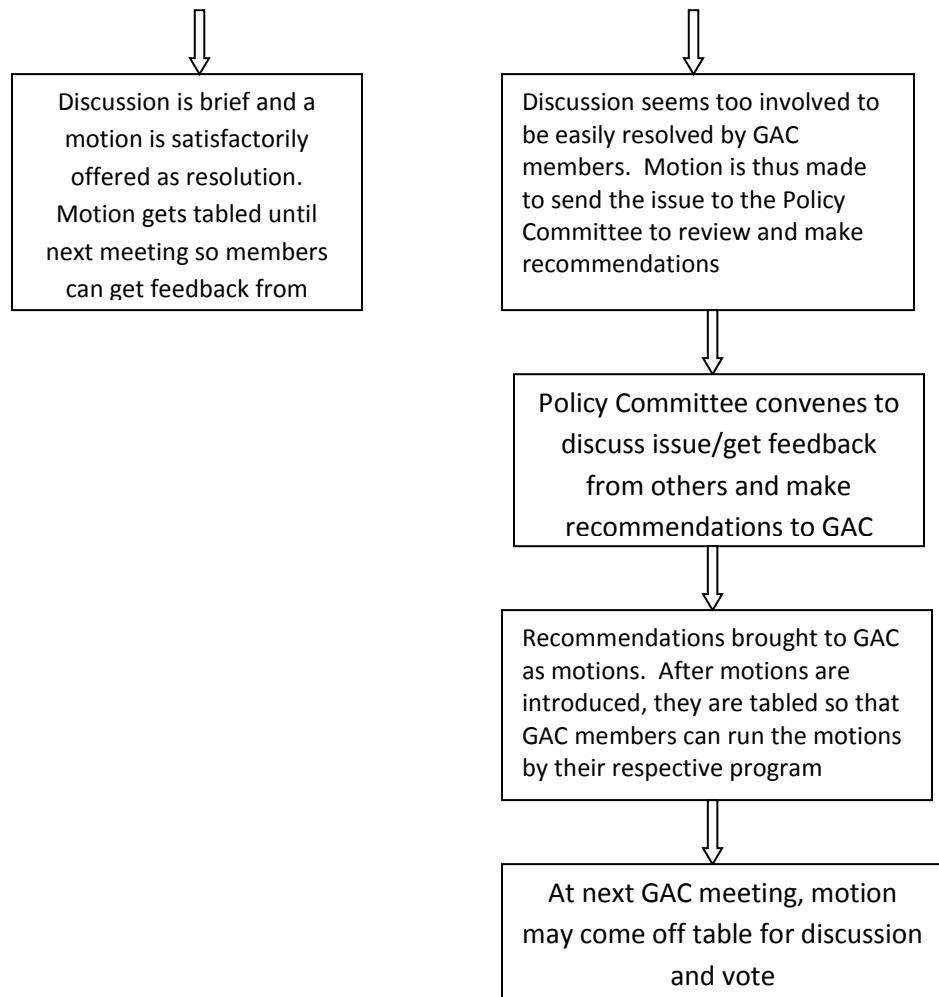
THEA 01-13-100812 THEA 511, 525, 550, 575, 576      **Approved**

Policy and Procedures Committee  
Graduate Affairs Committee  
October 12, 2012

In attendance: Rana Duncan-Daston, Ann Elliott, Kristan Morrison, Chris Niles (non-voting),  
Nora Reilly (*ex officio*), Chris White, Paul Witkowsky

1. The meeting was called to order at 1:05 by Nora Reilly.
2. Kristan Morrison was elected chair by acclamation. Nora Reilly volunteered to serve as recorder.
3. The charge of the committee was perceived as the following: if a motion is raised in GAC regarding policy and it is contentious, it will then be referred to the Policy Committee.
  - a. Kristan Morrison made a decision tree to reflect the procedures of the committee.

**Someone raises a policy concern in GAC and discussion ensues**



4. Possible issues for consideration by the committee:
    - a. Commencement awards
    - b. Continuous enrollment and graduation application: degree requirement?
    - c. Language regarding preliminary comprehensive exam: consistency
  5. Adjourned.