

# GRADUATE COUNCIL MINUTES

Monday, May 4, 2009

3:30 pm

## Council Members:

### COB

Nabarun Ghose  
Louann Cummings(A)  
John Wolper

### COE

Mary Cameron  
Gwynne Rife  
Chris Moser (A)

### COHP

Laura Schmelzer  
Jean Weaver\*  
Sharon Walsh

### COLA

Christine Tulley  
John Leach (A)  
Matthew Stolick

### COS

Timothy Murphy  
Bill Doyle (A)  
Mike Edelbrock(A)

**Chair:** Gwynne Rife

### Ex-Officio:

Tony Goedde, Registrar  
Tom Dillon, Graduate Dean  
Robert Schirmer, Library Director  
Grant Wilkinson, Parliamentarian  
\*Also Faculty Senate Liaison

Heather Riffle, Graduate and Professional Studies  
Jill Gear, Director of Grants and Contracts Administration (A)  
Sara Hingson, Director of External Academic Affairs  
Linda Osei, Graduate Student Representative

Chair, G. Rife, called the meeting to order.

G. Rife asked for a motion to approve the minutes of the April 20th meeting. T. Murphy made a motion to accept the minutes, seconded by J. Wolper. MOTION passed as noted.

## Report of the Registrar

T. Goedde announced final grades are due in to the Office of the Registrar by May 6th. He also reminded the council that the first New Student Registration session in on May 11th.

## Report of the Graduate Student Representative

L. Osei reported that she attended the Board of Trustees meeting that was held May 1st. The student satisfaction survey was unable to go out via email to the graduate students due to technical difficulties. Osei reported on some of the student concerns and major points that she has seen or heard over the past year from students. Some of those were that graduate students are impressed with the resources that are available to them. For example journals and articles and the new study rooms in the library. T. Dillon added that graduate students appear to have true academic concerns while undergraduate students seem to have concerns over parking, dorm rooms and dining hall.

Brian Reid will be the graduate student representative for the 2009-2010 year. He is pursuing a Master of Business Administration degree.

G. Rife and the council thanked Osei for all her hard work for the year.

## Report of the Library Director

B. Schirmer reported that he is following up with the consultant that was on campus last week. He is asking for additional information from the visit and hopes to have those questions answered in a report that will go out this week.

## **Report of the Director of External Academic Affairs**

S. Hingson reported that HLC has sent formal notification that the change from a bachelor's degree to a master's degree has been approved. Therefore, the current didactic student class will now be eligible to obtain a Master of Physician Assistant Studies. These students will be finishing their undergraduate classes this summer and receiving their bachelor's degrees. The students will continue with graduate-level didactic courses this fall followed by their graduate-level clinical rotations beginning in January 2010. The next incoming class will begin their didactic course work in January 2010.

HLC will be visiting campus on May 11 and 12th. Hingson noted some points to please be aware of for their visit. She asked for the council to review the student survey from 2008-2009 and to be aware of the student concerns and how each program can respond to those concerns. Enrollment information has already been provided to HLC by T. Goedde. Hingson also asked for the council to review the policies and procedures outlined in pages 16 and 17 of the faculty manual on getting a new program up from start to implementation. During the visit past and current graduate council chair and committee chairs will be asked to meet.

## **Report of the Director of Grants and Contracts Administration**

J. Gear was absent. No report.

## **Report of the Graduate Dean**

T. Dillon reminded the council of the HLC visit noted some additional points to think about. Think about all the work that the council and standing committees have done in the past three years when the current organizational structure was put in place. With the re-organization of the council we are on the right track for creating clear and coherent entity for graduate studies. Graduate and professional studies appear to be recognized on campus as a place for deans, faculty, and students to go for graduate related issues.

T. Dillon asked that the council also think about these changes and identify how things are different and if there has been an impact. Any feedback prior to the visit would be appreciated.

## **Committee Reports**

### **Curriculum:**

J. Leach was absent. No report.

### **Faculty Standards:**

M. Cameron reported the committee has a proposal to be brought for vote under new business.

### **Student Standards:**

N. Ghose reported that the committee has met to review multiple appeals.

One issue that the committee had to deal with was on academic dishonesty. A clear definition of plagiarism may need to be looked at being implemented. It appears that this definition is looked at differently among program, faculty, and student. Schmelzer added that within programs the definition needs to be outlined and clearly followed by the faculty. N. Ghose also added that the faculty need to be made fully aware that tools such as SafeAssign may not be fail proof in plagiarism cases against students.

### **Admissions and Recruitment:**

J. Wolper reported that the committee had met to review three new charges recommended to them by T. Dillon.

The first is that a graduate process for proposals be submitted to the committee for any change affecting graduate programs, in particular admission criteria. A template similar to the undergraduate proposal will be created. All deans will be contacted in order to ascertain any changes that have been adopted regarding admission actions. S. Hingson added that any proposal regarding admission criteria changes need to be brought to the admission committee after approval from the college.

J. Wolper also noted that the committee will be seeking more input on the material that promotes and markets our graduate programs. This will also involve more interaction with the deans and program directors as to the message and possible impact these documents may have. In addition, P. Gerdeman has been added as an ex-officio member of the committee to keep them up to date on international admission procedures.

A proposal for the College of Business to accept the GRE in addition to the GMAT for admission criteria to the MBA program will be brought under new business in the fall.

### **Research and Scholarship:**

S. Walsh reported that the proposal will be brought for vote under new business.

### **OLD BUSINESS**

No Report

### **NEW BUSINESS**

M. Cameron made a motion, seconded by Ghose, to accept the revised Graduate Faculty Standards guidelines for the appointment and re-appointment of graduate faculty. M. Cameron noted that changes in bold. One statement was added to clearly define the need of a scholarly plan. That was not made clear this year to applicants and was a point of question for the committee.

M. Cameron accepted the friendly amendment to change the word “formal” under Provisional Appointment to “formally”. N. Ghose asked for clarification on the Application Rubric document, under the High element for Plan of Scholarly Activity on the wording of “conferences”. M. Cameron accepted the friendly amendment to change the word “conferences” to “conference presentations” under the Plan of Scholarly Activity section.

G. Rife called for a vote. MOTION passes.

J. Wolper made a motion, seconded by T. Murphy to accept the change in the Extended Incomplete Grade policy to extend beyond 10 weeks.

T. Goedde noted the current policy states that the time limit may be extended up to one year following the end of the course session in which the incomplete was given. The proposed policy will state that the student may petition to the Student Academic Standards Committee for a longer period of time with approval from the advisor, instructor and dean of the college. The rationale is that this new statement clarifies the process for extending an incomplete grade beyond 10 weeks and will create an additional step for the student.

T. Murphy asked how any summer requests will be handled and if the committee will be meeting over the summer. T. Goedde clarified by responding that the Student Academic Standards committee will meet in the summer to handle the requests.

G. Rife called for a vote. MOTION passes.

S. Walsh made a motion, seconded by M. Cameron to accept the proposed Graduate Research Project Terms and encourages the consistent use of the terms across the campus.

N. Ghose noted that the time frames suggested may not be applicable for the College of Business. S. Walsh clarified that the terms weren't meant to apply to every college. The hope is that graduate programs will use these terms as defined here, providing clarity to the discussion of our many excellent graduate projects across the campus.

S. Hingson asked if the terms will be tied to a course title. S. Walsh clarified by stating no they will not. T. Dillon added that there are many variations for end projects and the effort is to have a common language.

J. Wolper asked for clarification on the first bullet item under Capstone Research Project. A friendly amendment was made suggesting removing the word “culminating” from the statement. S. Walsh accepted the friendly amendment.

T. Goedde added that these terms could be useful as guidelines for the Curriculum Committee when approving courses. S. Walsh noted that the terms are intended to be used as a tool for the campus.

G. Rife called for a vote. MOTION passes.

G. Rife made a motion to nominate a candidate for Graduate Council Chair for 2009-2010 year. M. Cameron nominated S. Walsh, seconded by J. Wolper. S. Walsh accepted the nomination.

G. Rife called for a vote. MOTION passes.

S. Walsh will be the Graduate Council Chair for 2009-2010 academic year.

G. Rife asked that H. Riffle continue to work with the Colleges to finalize council membership for next year.

### **INFORMATION ONLY**

Due to J. Leach's absence the item for discussion on the role of the Curriculum committee will be moved to the fall.

T. Murphy noted that he will begin to work with the Admissions and Recruitment committee regarding the issue on the deadline for graduate students to add a course. Any proposals or further discussion will be brought forth in the fall.

There was a motion to adjourn at 5:00 pm.



Dr. Gwynne Rife, Chair

May 6, 2009

Date