Minutes of the Graduate Council Meeting

The Graduate Council met on April 15, 2004 in the basement conference room of Devlin Hall.

Members present:  S. Kovar (Dean), P. Kahol (Associate Dean), C. Brooks, H. Cheraghi, D. McDonald, H. Popp, E. Steinke, J. Wolter (Student Representative)

I. Approve Minutes from April 1, 2004 Meeting
   - Minutes were approved with one minor correction.

II. Announcements
   - Congratulations to Dr. Cheraghi for receiving the Excellence in Research Award.
   - There has been a line added on the Plan of Study form. The new line will appear where the committee members are listed and will specifically identify the outside member on the committee.
   - The Dean updated the Graduate Council on the EEPS proposal. The faculty involved intend to revise the proposal and resubmit it to the Council for consideration at our May 6, 2004 meeting. Council members received via e-mail a summary the Dean wrote to Dr. Burke and Dr. Behrman expressing the concerns identified by the Council.
   - The Dean will meet with the new development officer next week. The Dean will send copies of approved fund raising efforts to Council members. The first effort Ms. Berry will address is funding for the Graduate School Research Symposium.
   - Dr. Cheraghi suggested an award be given at the Research Symposium that would be based on projects at the Engineering Open House. This idea will be explored as Dr. Kahol continues to work on the symposium.

III. Old Business
   - **Coop Courses for Credit in Graduate Programs**—The Dean updated the Council saying that there has to be some assurance of quality in the Coop experience. She will work over the summer with the programs who currently allow coop courses to count in their graduate degree programs.
   - **Guidelines for Development, Revision, Assessment, Review, and Approval of Graduate Programs**—The Dean updated the Council on some minor revisions. The revision she noted was originally stating the Graduate Dean would review the assessment plans developed for each program. The statement will now be that the Graduate Dean and the Assessment Committee will be reviewing the plans.
   - The Graduate Coordinators will receive information about assessment of their graduate programs at the May 5, 2004 Graduate Coordinators Meeting. They will also see two acceptable styles of assessment plans that may be submitted, a chart or text version.
IV. New Business

- **Graduate Certificate Proposal (Advanced Manufacturing Analysis)**—The proposal was briefly reviewed and was approved by the Graduate Council.

- **New Track in Special Education**—Not discussed as formal paper work for the new track has not yet reached the Dean’s office.

- **Outside Members on Committee** – Council members re-affirmed that the outside member on a committee should be a faculty member not in the student’s department. In general, full-time administrators serving on committees are considered “inside the department” members of the committee if they have tenure in the student’s department; although the Dean may make exceptions to this procedure.

- **Changing the Deadline (in Future Semesters)** – Dr. Shawver has been working with the Graduate School so that the Commencement program reflects (as much as possible) who really graduated that semester. She has also been attempting to save some of the cost of the program by not duplicating names that have appeared in previous programs. Dean Kovar asked the Graduate Council if there would be a problem moving the date back a week for when students had to have items into the Graduate School in order to graduate that semester. The Council strongly urged the Dean not to do this as students and faculty need that time to hold oral exams and defenses. The Dean will consider this information.

V. As May Arise

- Dean Kovar will send out a date for the Graduate Council dinner in the coming days. When this is sent out please check your calendars for availability.

Adjourned at 3:34 PM