Graduate Council Meeting Minutes

The Graduate Council met on May 6, 2004 in the upstairs conference room of Devlin Hall.

Members present: S. Kovar (Dean), P. Kahol (Associate Dean), C. Brooks, J. Bryant, H. Cheraghi, I. Gibson, D. McDonald, L. Mitchell, H. Popp, R. Scudder, E. Steinke, J. Wolff, D. Wright.

I. Approve Minutes from April 15, 2004 Meeting
   - Minutes were approved with minor correction.

II. Announcements
   - A Graduate Coordinators meeting was held on May 5, 2004. The only agenda item was the program assessment process. There was a comment regarding the assessment process described at the meeting in that it may become more time consuming to already over-burdened Coordinators. Two solutions that were suggested were 1) to offer more of an explanation, as to why this has to be done, to the Coordinators and 2) to offer a more streamlined assessment process. Dean Kovar responded that the coordinators were offered a very streamlined process including samples and templates. In addition, they were offered assistance from the Graduate School in preparing their initial assessment plan. Dean Kovar will again address why assessment is necessary at the first meeting of the graduate coordinators in fall 2004.

III. Guidelines for Development, Revision, Assessment, Review and Approval of Graduate Programs
   - Dean Kovar reviewed the minor changes that were made to this document. There was one sentence that required clarification and with this clarification the document was approved.

IV. Curriculum
   - Graduate Certificate in Composite Material and their Processing
     The motion was approved.
   - EEPS Proposal
     Dean Kovar and the Graduate Council reviewed the rebuttal offered in response the April 1, 2004 meeting review of this proposal. Graduate Council members and the Dean agreed the proposal still needed clarification. Dean Kovar will meet again with those involved to discuss the three main issues mentioned during the meeting.

V. As May Arise
   - The proposed new Special Education track is not ready for review yet. This will be one of the first items on next year’s agenda.
   - New Graduate Council members for next year will be Ray Hull for CDS/KSS, Mara Alagic for ACES/ C & I, and LaDonna Hale for Health Professions. Dean Kovar is still working with faculty in Fine Arts and Master of Business Administration to determine their representatives.
   - The Graduate Council dinner to thank members for their service will be on May 13, 2004, 5:30 P.M. at the Olive Tree. Please RSVP with the Dean or Annie.

Adjourned at 4:05 P.M.