MINUTES OF GRADUATE COUNCIL MEETING

The Graduate Council met on Thursday, September 4, 2003 at 2:30 p.m. in Devlin Hall in the second floor conference room.

Members present: Dean Susan Kovar, J. Bryant, H. Cheraghi, I. Gibson, P. Kahol (Associate Dean), R. Liera-Schwichtenberg, D. McDonald, L. Mitchell, H. Popp, E. Steinke, J. Wolff, J. Wolter (student representative), D. Wright.

I. Approve Minutes of May 1, 2003 Meeting
Minutes of the May 1, 2003 meeting were approved as distributed.

II. Announcements
- Fall data is just coming in regarding enrollment numbers. The numbers are down for the Graduate School. The twentieth day numbers will be more telling of the various populations that are down and those numbers will be analyzed.
- Mark Eby is looking for students to write a weekly or monthly column for the website and write about WSU. Please e-mail Dean Kovar with names of students who would work for this. They would write of their involvement in various groups, sports, etc.
- A student is needed to represent WSU, with remarks, for the National Advisory Council (Sept. 26, 9:00 AM). Please e-mail Dean Kovar with names of students for this too.

III. Updates and Reports
- Dean Kovar, Skip Loper and John Tomblin have permission to search for a Fund Raiser position. This position will not be based in the Foundation. It will physically be housed in NIAR most likely and work with these three people for high end fund raising in the areas of graduate education, research development and NIAR. There are goals established as to what needs to be accomplished, they will be reviewed at the next Council meeting. The fund raiser will coordinate with the Foundation. There will be monthly or bi-monthly meetings to discuss the progress and direction. An ad for the position will appear in the Wichita Eagle and The Chronicle.
- Dean Kovar gave an update on the Strategic Planning process and the meeting that will be held November 14 and 15 at the Airport Hilton. Kate Hawkins will lead the group in discussing the broad-based topics of where the Graduate School is and what direction it needs to be going. Representatives at the workshop will include representation from constituent groups: Sub-Council, Graduate Council, Faculty, Alumni, employers and students.
- Graduate faculty lists were handed out to each representative for their information and to update our files. Development of discipline criteria is still going on now. If criteria are not received by November 17, the Dean will probably begin to develop criteria for the departments in question. A way for the University community to access Graduate Faculty Status is currently under construction. It may take time but the goal is to have the status associated with personnel files.
- Terminal activity grades—the grade that is given, such as “A”, is attached only to the hours that are part of the program. If the student has additional hours of thesis or final project, those are given an “S” grade.
- Admission from a non-regionally accredited institution may have to be revisited by the Graduate Council. The Council decision made in 1992 was discussed. Options
were reviewed and a few questions were fielded by the Dean but the student is still not accepted even if the institution is under review for accreditation. Should Council review at a later time? No formal decisions were made at this meeting.

- The process for issuing I-20’s in the Graduate School has been an issue in some departments lately. The Graduate School waits until the eighth semester marks have been sent to us along with provisional certification of the bachelor’s degree, then issues the I-20. When the seventh semester marks are issued the application is sent forward to the department for review. Many institutions issue the I-20 after program approval with just seventh semester marks. The programs who question this are afraid that we are missing some great students because of this policy. We will revisit this at a later meeting.

- Dean Kovar gave a handout to the group showing which programs are submitting and receiving Graduate School Awards. It was also noted that the amounts of the awards are down this year (from $12,500 to $3700). Engineering would like more details from years past regarding awards; Dr. Kahol will provide that data.

- Summer graduate enrollment was down in the Non-degree A and B categories. These numbers were noted as important regarding credit hour production.

- A dismissal regulation handout was given to the group stating the policy in the bulletin. Dean Kovar is requesting a clarification of this policy that would not allow the dismissed student to repeat courses for which they have previously received graduate credit (while enrolled as an undergraduate). Further discussion will occur at the next meeting.

IV. Graduate Council Reps to other committees
- Senate Library Committee-Rosalind Scudder
- Awards Committee-Linda Mitchell
- Doctoral Program Sub-Council-David McDonald
- Assessment Committee-Jim Wolff
- Strategic Planning Committee-Harold Popp

V. Graduate Faculty Nomination
Fred Meyer, Electrical and Computer Engineering, was approved as a Full Member of the Graduate Faculty.

VI. Exception Request (faculty member requesting to obtain PhD at WSU)
Motion carried and approved with two provisions:
1. The individual may not take classes taught by a faculty member in the College of Health Professions.
2. The dissertation committee composition does not include anyone from the College of Health Professions.

The next meeting will pick up where this one left off on the agenda. Copies of draft By-Laws need to be distributed for everyone at the next meeting. Meeting adjourned at 4:10 P.M.