MINUTES OF GRADUATE COUNCIL MEETING

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

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

I. Approve Minutes of September 18, 2003 Meeting
Minutes were approved with minor grammatical corrections.

II. Announcements
- Thank you to Julie Wolter, our student representative, for her presentation at the National Advisory Council. It was very well received, and we appreciate her taking the time to do this.
- The Kansas Board of Regents approved the Masters in Physician Assistant program. This program will begin accepting applications for summer 2004. The AuD program is being evaluated by the Council of Chief Academic Officers and is in the process of its first reading.
- The search for a fund raiser has been halted. The ad has been pulled from The Chronicle. There is a meeting scheduled to discuss the situation with Dr. Kindrick and Dr. King.

III. Graduate School Policies
- An item was added to the agenda to discuss the imaging of dissertations and theses. The Graduate School currently pays the imaging costs of dissertations for the student. The imaging cost, per dissertation, is $95.00. This allows the dissertation to be viewed on-line to the WSU community. The Graduate School wants to add the imaging of theses. This would make the imaging of theses and dissertations required. There would be a fee of $65.00 for this and the student would be required to pay this as opposed to the Graduate School absorbing it. The fee would also be charged to the students for dissertation imaging. This would impact the students positively because their thesis/dissertation would be available for viewing and they could put this on their vita. The student would have to pay the fee plus a $10.00 charge out of pocket, which they did not have to do before. The impact on the Graduate School would be positive because it would show the research our students do and have it accessible to the WSU community. The negative side would be that even with the additional charge there would have to be some kind of support for this task. Dean Kovar would like some input regarding the imaging of theses and the new fee. The Coordinators Meeting will be one place that this will be addressed. Dr. Kahol is also going to address it at his Student Advisory Board when it is implemented. Also, if members of the Graduate Council would take this to their faculty meetings for input, the additional input would be appreciated.
- Issuing I-20’s earlier is still at the discussion level. The meeting with Ted Ayres has not been scheduled yet. It will be a Coordinators Meeting agenda item and a Student Advisory Board item. Student Government also has this topic on their agenda. Computer Science and Engineering would be the two programs most involved with this issue. The primary disadvantage of our current procedure is that we miss excellent students because we make them wait for the I-20 and other schools don’t. In addition, for students from some countries (e.g., India) the delay in receiving their I-20 results in at least a semester delay in beginning their education at WSU (from a fall to the next spring semester). Please take this matter to your faculty groups and we will continue this discussion when we have more input.
- The accelerated bachelors and masters programs are still being considered. When and if this is instituted, departments would still have to write a proposal, take it through curriculum review and then on to the Graduate School. The difference between an accelerated program and senior rule is that in senior rule there is no double counting the courses for undergraduate and graduate credit. In the accelerated program the student takes the course,
does graduate level work in them and the class is counted for undergraduate and graduate level credit. Advantages to the accelerated program are that the student can set up the supervisory committee early for advising and direction as they progress through the program and also the possibility of them graduating early. The Graduate School would just be making this choice available; it will not be a forced issue. The population of students that would be interested in this is small, and the Graduate Council members would like more input before a final decision. Please take some time to consider this issue. Dean Kovar will take the idea to Graduate Coordinators for input.

- The roles and responsibilities of coordinators as outlined by the Graduate School at the University of Missouri—Columbia, were discussed by the Council. The Director of Graduate Studies title and the language of the article were well received (see attached statement). The Coordinator may be overburdened with the title change along with the increased expectations and workload. The concepts of release time and additional support were discussed as ways of relieving the overburdened coordinator. If the coordinator is not tenured then this would be a difficult position to handle. The next step would be to draft a statement and take to the Deans then go to the Graduate Coordinators for input.
- Agenda item, on refinements to Graduate School criteria for graduate faculty membership, was moved to the next Council meeting.
- Follow-up for the next meeting—There are four programs undergoing KBOR program review this year. Plan on two meetings in November to discuss and consider these programs.

IV. Graduate Bulletin/Undergraduate Catalog

- The Undergraduate Catalog currently lists and describes the 800 and 900 level graduate courses. There is a cost saving element here by not having these graduate courses listed there. Most departments have agreed that it is not necessary to list these courses with only one department not seeing the benefit of removing them. We will recommend to Bill Wynne that 800 and 900 level courses not be included in the Undergraduate Catalog.
- Be sure the copy that Carrie (the new catalog/bulletin editor) gets is the current copy in the bulletin. She is currently trying to gather all the text from the bulletin to ease the editing process.
- Departments will edit a paper copy of their text when the time comes. The Graduate School will be checking to make sure changes are current and reflect what has gone through curriculum committee and been approved.
- Council members indicated that the FY03 Graduate Bulletin has numerous errors. For FY04, the editor will begin with FY03 copy, so you'll need to designate all the errors you find.
- Hopefully, by the October 16 meeting Dean Kovar can distribute the newly developed timeline for producing the Catalog and Bulletin which indicates departmental/college expectations.

V. As May Arise

- There are four programs under review this year: Anthropology, History, Nursing, and Studio Arts. The Dean has read two drafts already.
- Six-year time limit rule as stated in the Graduate Bulletin was clarified. The time starts at the time of the oldest class on the plan of study. If the course was taken at WSU within 10 years it can be validated and placed on the plan of study. Include the validation form with the plan of study when it is submitted to the Graduate School. The six-year limit is stated on page 21 of the Graduate Bulletin. Please read and see if this is clear to a person reading it for the first time. If other faculty have the same response and need clarification, we may need to re-write it.

Meeting adjourned at 4:03 p.m.