MINUTES OF GRADUATE COUNCIL MEETING

The Graduate Council met on Thursday, October 16, 2003 at 2:30 p.m. in Devlin Hall in the basement conference room.

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

I. Approve Minutes of October 2, 2003 Meeting
Minutes were approved with minor grammatical corrections.

II. Graduate School Policies and Procedures
- Dean Kovar reviewed the Criteria for Graduate Faculty Membership. The definitions of Regular Faculty and Adjunct Faculty were reviewed. The other definitions that were discussed were Research Faculty, Practicing Professional, and Clinical Educator. The role of the person should fit the title they are associated with. Graduate Council members decided that examples of title and role would help establish the definition. Dean Kovar will draft definitions of types of faculty then bring them to the Graduate Council to decide what tasks should be associated with them. Dean Kovar will also revisit the University definition of Adjunct Faculty. The Graduate Council would like some examples of Non-Regular Faculty within the University.
- Dean Kovar brought some rewritten samples of the 6-year limit rule. If a student believes that they will exceed the 6-year time limit the first step is to attempt to get the outdated courses validated. Next, if validation is not an option based on the professor leaving or no one in the department being able to validate the outdated courses the student would file an exception. If the exception is not approved through the Associate Dean or the Dean of the Graduate School the Graduate Council is the governing body that would make the final decision. The definition (of the 6-year limit rule) must mention the plan of study, the current definition in the Graduate Bulletin does not. The 6-year limit rule should state a clear starting point and a clear ending point to the student reading it. Dean Kovar will have an e-mail sent out with the draft statement on it. Please take this 6-year rule definition sample to student and faculty groups for review.

III. Organization for FY04 KBOR Program Review
- There are 4 programs going up for Program Review. Dean Kovar may have the Nursing and Anthropology packets sent out for your review as History and Studio Arts have yet to send in final documents. There will also be an evaluation comment sheet included for you. Dean Kovar asked the Graduate Council if they would like to have representatives from the programs being reviewed to make a brief presentation to the Graduate Council. The Graduate Council decided that they would like to make this an option. When programs come up for review, so as not to be picking and
choosing, there would be the option of having them come in to make a presentation and be available for questions. Please let Dean Kovar know if you would like any of the current programs up for review to send representatives to a Council meeting next month.

IV. Bulletin/Catalog Production Timeline

- The Graduate Bulletin may be called the Graduate Catalog in the future. The word bulletin may indicate that it is an addendum to the Undergraduate Catalog instead of a separate entity. The Registrar has indicated that they will use an outside vendor to put the catalogs on-line at some point. The issue of not printing the Graduate Catalog has not been addressed yet. Chairs are not aware of the deadline sheet that Dean Kovar handed out at this meeting and you may share this with them if you wish.

V. As May Arise

- Dr. Scudder noted that the AuD passed through the Council of Chief Academic Officers (COCAO).
- A list of current members of Graduate School Committees was handed out for the current year.
- The Strategic Planning Workshop is November 14th and 15th.
- The fund raising position search being halted was discussed at a recent meeting. There is currently a contract being drawn up that states the development office will house this position and how the position will be funded.
- The Graduate School Hooding Ceremony will be held December 14, 2003 at 12:30 p.m., in the Hughes Metropolitan Complex. Graduate Council members in the past have served as faculty hosts in their designated program room. If there are stray students without an advisor to hood them the faculty room host does it. If you cannot attend, please give Dean Kovar the name of someone who could attend in your place.
- Dean Kovar would like to have a graduate faculty meeting toward the end of the semester for approval of the By-Laws. These would be informative meetings and the vote would be by mail after these informative meetings. The days and times that seem to work would be Monday and Friday afternoons. There may be more than one meeting so that as many graduate faculty as possible may attend. Please announce this at your respective college meetings. The voting would take place in early December.

Meeting adjourned at 3:44 p.m.