Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, October 17, 2013 at 3:00 p.m. in Lindquist Hall 200.

MEMBERS PRESENT: Dean A. Masud, Associate Dean Wilks, W. Baldridge, B. Bolin, R. Hull, M. Schommer-Aikins and S. Skinner.

I. Preliminary Items

• Minutes of the September 5 and September 19, 2013 meetings were approved as distributed.
• Dean Masud noted that the Graduate School has hired a temp person to help with processing of the increased number of international graduate applications.
• Dean Masud is researching software options for electronic processing of graduate applications from beginning to end for simplification and time efficiency. At a recent Kansas Dean’s meeting, other regent institutions indicated success with electronic processing.
• Dean Masud noted that select offices around campus, including Graduate School, are now open from 5-7 p.m. Monday thru Thursday of each week.

II. Today’s Business

a. Review of Graduate Faculty Categories

The draft document proposing new categories for holding Graduate Faculty membership has come back with changes from Ted Ayres office and Dean Masud plans to meet with him to discuss/ finalize the document.

b. Clarification of 60% Rule and Transfer Credits

Council approved the following revision to page 25 of the Graduate Catalog:

“All master’s degrees require a minimum of 30 credit hours, with some programs requiring more. At least 60 percent of the total credit hours required by the degree must be 700 level and above.

The total credit hours required for a doctoral degree varies with the degree programs. At least 60 percent of the doctoral credit hours, beyond the master’s degree, must be 800 level and above. However, in doctoral programs that require only a bachelor’s degree for admission students must complete 60 percent of total hours at the 700 level or above, and the majority of total hours (50 percent plus one hour) must be 800 level or above.

Transfer hours cannot be used to satisfy the course level requirements stated above unless transfer hours are of appropriate level from Kansas Board of Regents institutions. Workshop hours may not be used to satisfy the course level requirements. Specific program requirements are listed in the individual program’s section of the Graduate Catalog. Transfer credit policies are listed in the appropriate section of the Graduate Catalog.”

c. Proposed CLES Certificate in Higher Ed Leadership

Jean Patterson joined Council to answer questions about the proposed certificate in Higher Ed Leadership. Following discussions, Council approved the certificate which will now go onto VPAA.

d. Maximum Work Hours for Assistantships

Council approved the following draft revision for the university policy and procedure manual:

“Students, domestic and international, may work no more than 20 hours per week while classes are in session and no more than a total of 40 hours per week during finals week and break periods. The total of 20 hours per week consists of any combination of graduate assistantships- research, teaching, and staff.”

Meeting adjourned at 4:30 p.m.