Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, October 7, 2010 at 3:00 p.m. in RSC 305.


I. Approve Minutes of September 16, 2010 meeting
Minutes of the September 16, 2010 meeting were approved as distributed.

II. Old Business
a. Exit Exam limits
Associate Dean Masud indicated he has received emails from several departments regarding their governing policies for examinations. Once the information from all departments is received, it will be implemented into the Graduate Catalog.

b. Minimum Credit Hour Requirement for thesis/dissertation
Associate Dean Masud asked Council members to confirm the minimum hours their departments require for thesis/dissertation enrollment. This information will also be added to the Graduate Catalog under each program.

c. Frequency of Graduate Assessment Report Submission.
Council members continued discussion on how often Assessment Reports should be submitted to the Graduate School and how to maintain the importance of utilizing report objectives and outcomes for making improvements within programs. Several suggestions were put forward for developing a more detailed template for creating reports, and how to involve more program faculty in their creation, as often reports are generated by only one program faculty member. Members asked for more guidance for non-accredited programs that are not normally required to put together assessment information, and suggested utilizing current accreditation criteria for creating a core set of guidelines for preparing assessment.

III. New Business
a. Commencement (Marshall, banner bearer)
Council’s student representative, Melinda Mueller agreed to be the Graduate School banner bearer at the fall Commencement ceremony.

b. RCR/Scholarly Integrity
As students come from many different disciplines and environments, Council members discussed if training should be developed for them regarding responsible conduct of research and scholarly integrity. Keeping cost in mind, members suggested utilizing what processes are already in place within programs, and to work with the Office of Faculty Development and Student Success to create training. Members stated that it could also be a helpful training for new faculty as they come out of a PhD program. Associate Dean Masud asked members to put ideas forward to him via email, and may form a committee to develop a plan. Currently, ORA offers CITI software training for students.

c. Revoking Graduate Faculty status
Associate Dean Masud asked Council members to consider whether or not a procedure should be developed for revoking Graduate Faculty status. He noted that being proactive and having a process in place would help with consistency when exceptional situations arise. Members
thought it would be good to define trigger events, and to look on-line to review other university’s policies that are in place to help with developing guidelines.

IV. As May Arise

• No items were brought forth.

Meeting adjourned at 4:15 p.m.