Graduate Council Meeting Minutes

The Graduate Council met on December 2, 2004 in Devlin Hall second floor conference room at 2:30 p.m.

Members present: P. Kahol (Associate Dean), M. Alagic, H. Cheraghi, S. Coats, R. Hull, P. Rillema, N. Van Dyke (student representative), D. Wright

I. Approval of Minutes from November 18, 2004 Meeting
   - Minutes were approved as distributed.

II. Old Business
   - Graduate Faculty Categories—Associate Dean Kahol noted the changes in italics. Dr. Wright made a chart out of the Graduate Faculty Categories handout and distributed it to the Council. The Graduate Council reviewed the “qualified to bear all relevant academic responsibilities” and “substantial interest in graduate education” statements under “Experience Level and Need” section. The Graduate Council also discussed including the bottom section of duties (listed on Dr. Wright’s chart) with the Graduate Faculty Categories handout as it would clarify expectations.
   - Catalog Section of Committee Structure—The Graduate Council discussed the statement in the catalog and constructed the following statement to replace the current catalog content:

     **Committee Structure**

     Committees for program completion examinations are recommended by the major department and approved by the dean of the Graduate School.

     In master’s programs, final oral examinations are required of all students presenting thesis or research projects. A thesis committee is composed of a minimum of three and a maximum of five graduate faculty, with at least two having full membership, including the chairperson who must be a full graduate faculty member. At least one committee member, the graduate dean’s representative, must be from an academic department outside the major department. A majority of the committee members must be from the major department.

     In doctoral programs, the Supervisory (Dissertation) Committee is composed of a minimum of five graduate faculty, with at least four having full membership, including the chairperson who must have authorization to chair doctoral committees. At least one committee member, the graduate dean’s representative, must be from an academic department outside the major department. A majority of the committee members must be from the major department. In addition to guiding the student to successful completion of the dissertation, this committee conducts the final oral examination.

     Associate Dean Kahol stated he will take this to Dean Kovar for review.
   - Raising Minimum Stipend Levels—Hold over to the next meeting.
V. New Business
- Certificate Program Review—The Graduate Council discussed and approved the certificate program with the following changes: (i) in section V.A. “Admission” is changed to “Eligibility;” and (ii) in section VI.B. list the steering committee members who will manage the certificate program.

VI. As May Arise

Adjourned at 3:40 p.m.