Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, March 4, 2010 at 3:00 p.m. in RSC 207.


I. Approve Minutes of February 18, 2010 meeting
Minutes of the February 18, 2010 meeting were approved as distributed.

II. New Business
a. Assessment Committee Report
Elaine Bernstorf joined Council to report on the Graduate Program Assessment Committee meetings held during the spring 2010 semester. Council members received a final report which included a list of best practices for designing assessment plans, and a copy of the updated rubric for review/scoring of plans. The committee also created a template/definition of terms which will be sent to graduate program chairs to help as they prepare assessment plans that are due this fall. The Assessment Committee will begin review of plans in the fall 2010 semester, and will begin review of assessment reports in the spring 2011 semester.

b. Plagiarism Follow-up Discussion
Dean McDonald announced he will create a taskforce to help the College of Engineering prevent reoccurring issues with plagiarism in thesis/dissertation work. He will ask the committee to address characteristics of students in Engineering, their technical writing abilities, and recommend how to proceed with and interpret the use of SafeAssign. At this point, he intends to ask that Dean Toro-Ramos and Associate Dean Rokhsaz serve on the taskforce, and it was suggested by Council that one of the faculty outside of Engineering, on the original plagiarism reviewing committee, also be included. The group will report their recommendations to the Dean, and updates to Council will follow as needed.

c. Revised Recommendation for Degree form
The final draft of the revised Recommendation for Degree form was provided to and approved by Council members. Members suggested the form be circulated via email to graduate faculty members to allow for comments. Revisions included changing the text of Outside member to External member, and the Source/Content Analysis section as follows: “As this student’s Committee Chair, I hereby confirm that I have to the best of my ability, examined the entire content of this thesis/dissertation submission. I find that this thesis/dissertation submission does not contain plagiarized material, and may now be accepted in satisfaction of degree completion requirements in accordance with Graduate School standards. The following method was utilized to check for plagiarism: SAFE ASSIGN Other ________”.

d. Accepting C- on Plan of Study
Council discussed the current policy of not allowing a C- on a graduate plan of study. Concern was raised about how to deal with students needing to repeat required courses, and what to do if those courses are being offered only once a year or less. Members agreed the current policy should remain in place.

III. As May Arise
• Associate Dean Masud noted that agenda items can be brought forth by Council members as items arise in their program areas.

Meeting adjourned at 4:00 p.m.