Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, April 6, 2006 at 2:30 p.m. in Devlin Hall 2nd floor conference room.


Dean Kovar introduced and welcomed, Carol McCall, the new Secretary to the Deans of the Graduate School; and Kerry Wilks, the new representative for the area of Humanities who replaced Deborah Soles on Graduate Council.

I. Approve Minutes of February 16, 2006 meeting
Minutes of the February 16, 2006 meeting were approved as distributed.

II. Announcements/Updates
   o Dean Kovar noted that when Gary Miller, the new VPAAR, begins work in late June that each college will be scheduled to give unit presentations. Graduate School will be scheduled sometime in July.
   o Dean Kovar also noted that David McDonald is currently working along side Skip Loper in order to be ready for his new position as AVPAAR when Skip retires in June.
   o Dean Kovar announced that Pamela Bernard has been hired and is doing well in her position as the new Graduate Student Recruitment Officer.

III. Request to Schedule Oral Defense Form
   ▪ Dean Kovar provided a revised Request to Schedule Oral Defense form which contained new text regarding the oral examination. The new text was approved by the Council with a couple of minor changes. The revised form with corrected text is attached. The revised form will be implemented immediately.
   ▪ Members also discussed that if a member of a theses/dissertation committee had to be replaced at the last minute due to illness or emergency circumstances that it behooves the committee chair to be sure that the substitute selected has appropriate Graduate Faculty status to serve on the committee. If not, the student would be required to complete the defense again.

IV. Evaluation of Oral Defense Process
The Dean provided a final copy of the Evaluation of the Final Oral Examination form recently developed and approved by the Council and SubCouncil. The form was recently mailed to Graduate Coordinators. They were asked to share the form with their graduate faculty and to request that faculty pilot the instrument during this spring semester. Since the form is being piloted during the spring 2006 semester, it is optional for the outside member of a theses or dissertation committee to complete.

V. Accelerated Bachelor’s to Master’s Program Guidelines
Members were given a draft document for concurrent/accelerated guidelines which Council discussed. It was suggested to call it a “concurrent” program rather than “accelerated” program. Other issues were raised, and Dean Kovar is obtaining information needed to make decisions regarding those issues.

VI. Review Draft of FYO7 Matrix
Dean Kovar will mail the Matrix to Council for review before the April 20th meeting.

VII. As May Arise
   • Dean Kovar announced that the 2006-2007 Graduate Catalog has arrived and will be mailed to graduate faculty and office staff in the next few weeks.
   • The Dean will be checking on the International application process and will email Council with the current status on the backlog.

Adjourned 3:30 p.m.