Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, September 16, 2004 at 2:45 p.m. in Devlin Hall 2nd floor conference room.

MEMBERS PRESENT: Dean S. Kovar, Associate Dean P. Kahol, M. Alagic, C. Claycomb, H. Popp (for S. Coats), H. Cheraghi, L. Hale, R. Liera-Schwichtenberg, D. McDonald, P, Rillema, J. Wolff, D. Wright and student representative N. Van Dyke.

I. Approve Minutes of September 2, 2004 meeting
Minutes of the September 2, 2004 were approved with spelling correction.

II. Roles and Responsibilities of Graduate Coordinators
A second draft document explicating the roles and responsibilities of graduate coordinators at WSU was reviewed by the Council. This second draft contains revisions based on input from graduate coordinators and the academic deans. The Council made one change in the document and voted to move the document through another round of reviews.

III. Accelerated/Concurrent Bachelor’s to Master Program
Council members reviewed a second draft of a proposal to provide an umbrella structure for program areas to submit proposals for instituting an accelerated/concurrent bachelor’s to master program within their already approved programs. This draft addressed a number of issues raised by Council members last year. Council members agreed:

a) To allow only 9 hours of graduate credit to count in both the undergraduate and graduate program regardless of the total number of hours within the graduate program.

b) To drop the word “accelerated” from the proposal title. So the title now reads “Concurrent Bachelor’s to Master Program”.

The following issues were also identified and must be addressed:

c) How will the Graduate School track the progress of undergraduates in the concurrent program?

d) How to alter the current practice of counting graduate credit hours taken as an undergraduate (Senior Rule cases) in the credit hour production of the academic college rather than the Graduate School.

e) When can students begin to take thesis hours?

IV. Electronic Thesis/Dissertation Project
During the 2003-04 academic year, the Graduate School and the Libraries developed the mechanics necessary to allow electronic submission of theses and dissertations. These mechanics need to be shared with the graduate education community on campus for their input. Margaret Wood will update the Council on this project at the October 7, 2004 meeting. The goal of this project is threefold:

a) Make WSU research at the master’s level available to the research community worldwide through distribution via ProQuest (formerly UMI). ProQuest provides the academic community with dissertation and thesis archiving, reference and on-demand copy services.

b) Decrease the cost of document production for graduate students.
c) Allow WSU “to enter the electronic age” in the production, storage and retrieval of research produces by our students.

V. Cooperative Education Courses
Dean Kovar indicated that all programs currently offering cooperative education courses at the graduate level (781) have been asked to include within the course description in the Graduate Catalog if the course may be used to complete degree requirements, and if so, to indicate the maximum number of hours that may be used toward degree completion. Council approved several clarifications to the Graduate Catalog regarding cooperative education at the graduate level. They are:
   a) Only 6 hours of work graded S or Credit may be used toward degree completion.
   b) The 6 hours mentioned above excludes any dissertation, thesis or other independent study activities that are terminal degree requirements.
   c) The Catalog should include a statement indicating that programs may differ regarding this 6 hour limit.

Thus page 19, second paragraph of the section titled “Satisfactory/Unsatisfactory Graded Courses” of the 2004-05 Graduate Catalog will now read as follows:

“No more than 6 hours of work graded S or Credit may be used toward the requirements of a graduate degree (excluding dissertation, thesis, and other independent study activities that are terminal degree requirements). Refer to individual program areas as they may differ regarding this 6-hour limit.”

VI. Graduate Faculty Categories
This agenda item was held over for the next meeting.

VII. As May Arise
   a) The College of Education is undergoing NCATE an accreditation visit in October, and the team members wish to meet with representatives from the Graduate Council. Several Council members are needed to meet with the team on Monday, October 11, 2004 from 2:50-3:20 p.m. in Hubbard Hall 328. LaDonna Hale, Mara Alagic, Harold Popp and Ramona Liera-Schwichtenberg agreed to attend the meeting. The team will be interested in information related to governance, program quality, faculty qualifications, and possibly resources.
   b) Dean Kovar distributed a notice of a grant writing workshop sponsored by CTRE to be held September 24th from 2:00-3:30 p.m. in 128 Jabara Hall.
   c) Dean Kovar distributed and briefly discussed the new TOEFL test that will be available in September 2005. The test will measure four skills: speaking, reading, writing and listening. The new scoring system will necessitate that the Graduate School as a whole and programs individually determine new minimum requirement scores for admission to programs.
   d) Dean Kovar announced that, at the next meeting, enrollment data in graduate programs for fall 2004 would be presented.