Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, September 16, 2010 at 3:00 p.m. in RSC 207.


I. Approve Minutes of September 2, 2010 meeting
Minutes of the September 2, 2010 meeting were approved as distributed.

II. Old Business
a. How to handle UG students in 700 level course
Council members reviewed and agreed on the following revision to page 19 of the Graduate Catalog: “Courses numbered 700 to 799 are structured primarily for graduate students, but upper-division undergraduate students may be admitted if they meet course prerequisites. All students in these courses are expected to perform at the level of graduate students (Graduate I students). Students receive graduate credit if the student was admitted to the Graduate School prior to enrollment; undergraduate students receive undergraduate credit unless the student was approved for senior rule or dual/accelerated Bachelor’s to Master’s program in which case the student may receive graduate credit. In such mixed classes, a discernibly higher level of performance is expected from graduate students, with the nature of this differential performance set by the professor.”

b. Statement on retaking a UG course for graduate credit
Council members agreed that the following statement should be inserted in the Graduate Catalog: “Any course taken as part of an undergraduate degree may not be repeated for graduate credit except when the course contents are substantially different (as indicated by the instructors).”

c. Statement on Exit Exam limits
Associate Dean Masud provided a statement that will be sent to programs for compiling how each program incorporates governing policies for examinations. Members agreed to revisions of the statement which will be emailed to graduate programs. Programs with established policies will be asked to send their policy to the Graduate School. Programs without formal policies in place will be asked to develop a policy, and then submit the policy to the Graduate School.

III. New Business
a. Elect Council Reps to other committees
The following Council members were approved to serve as the Council’s representative to other committees:

- Elizabeth Behrman will serve on the Doctoral Program Subcouncil.
- Twyla Hill will serve on the Graduate School Awards Committee.

b. Dual/Accelerated Bachelor’s to Master’s Program in English
Council members reviewed and approved the proposal for the Dual/Accelerated Bachelor’s to Master’s Program in English.

c. Minimum credit hour requirement for thesis/dissertation
Council members reviewed a table previously distributed via email listing current program hour requirements for thesis/dissertations. Members were asked to clarify the requirements of their program areas, so the information can be listed in the Graduate Catalog.
d. Frequency of Graduate Assessment Report submission
Currently, Graduate Assessment Reports are submitted each fall to the Graduate School, and following review of the reports by the Assessment Committee, they are sent onto the Provost's office. Associate Dean Masud asked Council to consider whether annual submission is still needed, and look at the possibility of changing to every two to three years. Members agreed they would like to move submission to two to three years, but were concerned with maintaining the importance of the reports as time passes between reporting dates, and how to engage faculty to look at program/learning objectives, and student outcomes regularly to determine how much is being accomplished and where improvement is needed.

e. Council Representation
Associate Dean Masud indicated that the guideline for determining the number of representatives from each college on the Graduate Council was established back in 1975. He asked members to consult with their faculty groups to determine if there is still a need for more than one rep from each college on the Council. The item will be brought back for discussion at the next Council meeting.

IV. As May Arise
• Associate Dean Masud encouraged Council members to bring agenda items to Council as they see necessary throughout the year.
• The committee formed at the request of Provost Miller to look into decreased international student enrollment, is developing an outline with recruitment/enrollment ideas to submit to the Provost.

Meeting adjourned at 4:10 p.m.