Minutes of Graduate Council Meeting

The Graduate Council met on Thursday, September 18, 2008 at 3:00 p.m. in Devlin Hall 2nd floor conference room.

MEMBERS PRESENT: Dean D. McDonald, Associate Dean A. Masud, Assistant Dean M. Alagic, C. Claycomb, S. Coats, S. Farmer, Z. Jin, J. Price, G. Rimmington, K. Rokhsaz, M. Schommer-Aikins, D. Wright and student representative Cora Duerksen.

I. Approve Minutes of September 4, 2008 meeting
Minutes of the September 4, 2008 meeting were approved as distributed.

II. Old Business
a. Elect Council Reps to other committees
The following Council members were appointed to serve as the representative for the following:
- Sylvia Coats will serve as the Graduate Council representative on the Assessment Committee.
- Jay Price and Steve Farmer will stand in as marshals at fall Commencement in December.
- Cora Duerksen will serve as banner bearer for the Hooding Ceremony and Commencement.

b. KBOR Review
Associate Dean Masud provided a handout indicating which sub-group each Council member has been assigned to, and which programs each group will review this fall for the 08-09 KBOR Program Review (due December 12th to Provost Miller’s office).

c. Thesis/Dissertation Copyright Issues
Council members were previously emailed section 9.10 of the University Policy and Procedures manual regarding Intellectual Property. Associate Dean Masud highlighted the following paragraph (#3 in the section) which clearly addresses student ownership of thesis/dissertation research:

“Student Academic Creations: The ownership of student works submitted in fulfillment of academic requirements shall be with the creator(s) with the following exception: upon request of the creator(s), the University shall determine ownership of works created from research or developmental activities that are collaborative efforts involving students, faculty, or staff, or spanning several semesters. The student, by enrolling at Wichita State University, gives the University a nonexclusive royalty-free license to mark on, modify, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in this policy or in the course syllabus. The University does not have the right to use the work in any other manner without the written consent of the creator(s).”

Dean McDonald will also create a guideline document to help faculty define the different levels of involvement/ownership of thesis/dissertation research (co-creator, co-author, etc.). Council members agreed it is imperative that faculty/student discussions occur at the beginning of the research process while documenting changes along the way.

d. Final Semester Enrollment Requirement
Council members continued discussion of the final semester enrollment requirement for graduate students (1 hour for masters/2 hours for doctoral). Associate Dean Masud reviewed the deadlines students must meet for degree audit processing (application for degree, defense, etc.), as well as deadlines for degree completion with the Registrar’s Office. After much discussion, it was determined that the current process of filing an exception would remain in place for students seeking to waive the final semester enrollment requirement if all degree requirements are completed. Exceptions will be handled on a case-by-case basis.
III. New Business
   a. Update on Admissions Processing
   Associate Dean Masud noted that a graduate assistant has been hired in the Graduate School to help with the processing of admissions materials, and work is being done to create a report to pull what is missing on a student's application, which would allow departments to contact the student to acquire the missing items.

   b. Hooding Ceremony
   Dean McDonald asked for Council input as to whether or not they felt the Graduate School Hooding ceremony is needed as it duplicates much of what is done at the University-wide Commencement ceremony. The Dean is looking into the option of hosting a reception only event rather than hosting the full ceremony. This topic will be further discussed in the next meetings.

IV. As May Arise
   The next Council meeting on October 2nd is in RSC 305, rather than in Devlin Hall.

Meeting adjourned at 4:15 p.m.