Graduate Council Meeting Minutes

The Graduate Council met on September 2, 2004 in the upstairs conference room of Devlin Hall.

Members present: S. Kovar (Dean), P. Kahol (Associate Dean), M. Alagic, H. Cheraghi, C. Claycomb, S. Coats, L. Hale, D. McDonald, P. Rillema, N. VanDyke (student representative), D. Wright

I. Welcome and Introductions
   - Dean Kovar welcomed new members and previous members to a new academic year.

II. Approve Minutes from May 6, 2004 Meeting
   - Minutes were approved as distributed.

III. Announcements and Reports
   - Dean Kovar reviewed the Graduate Council election process.
   - Graduate School Data—Dean Kovar distributed a performance measures summary sheet and noted to the members that David Wright serves as the data manager for the Graduate School. The majority of departments have this information available for their specific department if requested from David Wright.
   - FY 04 Awards Summary—Associate Dean Kahol reviewed the awards data for FY04 with the Graduate Council. Graduate Council members received information regarding the new Anderson fellowship as well as existing fellowships the Graduate School has available. Graduate Council members discussed the Travel Awards given to students and what criteria were used to determine single authorship when a professor was listed with the student as author. Dr. Kahol agreed to take this issue to the Graduate School Awards Committee for discussion. Dean Kovar reminded Graduate Council members to nominate students for the upcoming awards.
   - Program Assessment Summary—Dean Kovar updated members on the significant work the Assessment Committee did last year. A Graduate Coordinators Meeting was held at the end of the spring semester detailing the information that would be needed for assessment plans. This summer and fall will be spent updating the existing plans. In the fall of 2005 a report will be due and will start a yearly cycle of assessment plans.
   - Strategic Planning Summary—Dean Kovar reviewed the progress the Strategic Planning Committee had made in the past year. The committee members helped to develop draft mission, vision, and value statements. This summer, Dean Kovar and Associate Dean Kahol worked on tying information together from 1) the fall 2003 Strategic Planning workshop, 2) the committee’s spring 2004 work, and 3) the Graduate School Matrix. This fall the committee will again examine the information before submitting it to the Graduate Council for review.
   - New Graduate Council members received the Graduate School Bylaws and the Graduate Program Guidelines. Other members were reminded that this information is available on the Graduate School website.
   - Fund Raising Summary—The Graduate School has a shared development officer who is working on fund raising. Karen Veronica, the development officer, will attend a future Graduate Council meeting to summarize the activities currently in progress.
   - Graduate School Website—Dean Kovar updated the Graduate Council on the website and the information that is available to them. The newest item is that forms have been updated to not include the social security number. Graduate Council minutes are available as well as the current agenda for the upcoming meeting.
IV. Old Business

- **Roles and Responsibilities of Graduate Coordinators**—This document will be brought back to the Graduate Council as it has been reworked since the last version.
- **Electronic Theses and Dissertations Project**—The goal of the electronic theses and dissertations project is to have the process be fully electronic within a year’s time (thus eliminating the need for bound paper copies).
- **Accelerated/Concurrent Bachelor’s/Master Program**—This will be brought back to the Council. Two major issues will be addressed:
  - Can we do this with the current technology that WSU has?
  - Do we want to recruit quality students in this manner?
- **EEPS Proposal**—This proposal was officially disapproved last spring by the Graduate Council. There have been significant changes to this proposal since it was last seen by the Council and will be going through all the steps in the approval process once again.

V. New Business

- Dean Kovar asked the Graduate Council for nominations for Council members to serve on other committees that need Council representation on them. This was the result of the discussion:
  - David McDonald—Doctoral Program Subcouncil
  - Paul Rillema—Graduate School Awards Committee
  - Jim Wolff—Assessment Committee
  - Mara Alagic—Strategic Planning Committee, Education Rep.
  - Mara Alagic—Faculty Senate Library Committee
- **KBOR Review for 2004-05**—Two graduate programs will be reviewed this year, Public Health and Physician Assistant. The Graduate Council meetings in the month of November will be dedicated to this review.
- **New Track in Special Ed.**—A proposal will be coming this fall for the Council to review.
- **Issues Related to Oral Defense**—The Graduate Council will be discussing oral defense guidelines, duties of the outside member, does there have to be unanimous vote, and may the exam occur without the chair present.
- **Revisions to Graduate Faculty Categories**—The Graduate Council will be addressing the need to standardize the umbrella categories for awarding graduate faculty standing so that all category descriptions contain two elements: 1) the criteria used to determine if a faculty member is qualified to be granted that standing and 2) once the standing is granted, what does this entitle the faculty member to do.
- Cooperative Education issues will also come up on the agenda this semester.

VI. As May Arise

- The issues of recruiting WSU’s best and brightest undergraduates came up. The Graduate School is willing to meet with graduate students (in departmental groupings) to discuss Graduate School possibilities in their future.

Adjourned 4:00 pm