Graduate Council Minutes

The Graduate Council met on May 5, 2005, at 2:30 p.m. in Devlin Hall basement conference room.

Members present: S. Kovar (Dean), P. Kahol (Associate Dean), M. Alagic, C. Claycomb, S. Coats, L. Hale, K. Krishnan, P. Rillema, and D. Wright.

I. Approval of Minutes from April 22, 2005
   - Minutes were approved with one addition to who was in attendance.

II. Old Business
   - **Data on WSU Doctoral Programs**—Dean Kovar distributed Doctoral Program data (fall enrollment and degree production) for the last 12 years. D. Wright pulled this data and gave a brief overview of it. Dean Kovar would like to discuss this further at the first fall meeting of the Graduate Council.
   - **Doctoral Program Subcouncil Report**—Dean Kovar asked the Graduate Council to review the minutes from the Doctoral Program Subcouncil meeting of April 12, 2005. The minutes included proposals and recommendations for the Graduate Council to review and act on.
     - Subcouncil recommended the following addition to the Graduate Catalog (page 20, section “Committee Structure”): Once the committee has approved the thesis or dissertation proposal (via the proposal form submitted to the Graduate School), changes do not normally occur in the committee structure. If committee membership needs to be altered after proposal approval, the committee chair requests such a change via memo to the Graduate Dean indicating the membership change and the rationale for such a change. The concern addressed with this addition is that currently committee membership is change often based on the request of the student without an adequate rationale for doing so. With this addition to the catalog, when committee changes are necessary, the committee chair must come to the Graduate Dean for approval. The Graduate Council considered the recommendation from the Doctoral Program Subcouncil and moved approval with one change -- remove the word “thesis” so that the recommendation applies only to doctoral students. Currently thesis students do not submit a proposal form, so the recommendation does not work for them. The motion was approved as amended by the Council. Dean Kovar will consider taking the thesis issue back to the Doctoral Program Subcouncil for suggestions. The thesis issue will be re-considered by the Council next academic year.
     - Subcouncil recommended the following addition to the Graduate Catalog (page 20, section “Committee Structure”): In general, once a major advisor (committee chair) has been identified for the student (via Plan of Study or other document sent to the Graduate School), that advisor stays in place for the duration of the thesis or dissertation. Students considering a change in their major advisor should consult departmental guidelines for
Students changing major advisors would likely need to submit a new proposal. This statement is needed so students realize the importance and expectation that the thesis/dissertation chair will stay in place for the entire duration of the student’s research. Motion was made to approve the recommendation with the clarification that “students changing major advisors would likely have to submit a new proposal (at the doctoral level) or change the area of research (at the master’s level). The motion carried.

Subcouncil recommended the following addition to the Graduate Catalog (page 20, section “Committee Structure”): The oral defense of the thesis or dissertation is scheduled (via the Request to Schedule Oral form submitted to the Graduate School) when the committee chair makes the determination that the student is ready to defend. The thesis or dissertation manuscript must be delivered by the student to the committee members at least two weeks before the date of the oral defense. This statement clarifies for the student that scheduling of the oral defense is the responsibility of the committee chair/advisor and is done when the committee chair believes the student is ready to defend. The motion was made to approve this recommendation. Motion carried.

General Discussion of Proposed Graduate Certification Program—Dean Kovar asked for a general discussion regarding a proposed certification program from a program/discipline that does not have a graduate program. There are undergraduate programs on campus that have graduate faculty as these programs do offer courses at the 500-799 level which can be taken for graduate credit. Such faculty do serve on thesis/dissertations committees outside their departments when called upon. If a certificate program was to be housed in a department without a graduate program, the management of the program would have to be assigned to graduate faculty in the department. Students would have to be admitted (degree bound or non-degree A) into a graduate program in order to pursue the certificate. Council members agreed that the formation of a certificate program in a department without a graduate program would need to be considered on a case-by-case basis to ensure the quality of the certificate program.

III. New Business

Council representatives from the College of Education—Dean Kovar distributed an e-mail from Dean Engelhardt from the College of Education regarding a recommendation for Graduate Council representation. The Department of Communication Sciences and Disorders is moving from the College of Education to the College of Health Professions. In addition, in the College of Education, the ACES Department is splitting into two departments: CESP (Counseling, Educational, and School Psychology) and EL (Educational Leadership). These changes necessitate re-configuring the representation on the Graduate Council for the College of Education. Currently, M. Alagic represents ACES/C&I, and R. Hull represents CDS/KSS. The College has proposed the following representation areas: CESP/KSS and CI/EL. Motion was made to approve the proposal. Motion carried. New Council election material will be
sent out to elect a CESP/KSS representative. M. Alagic will continue as the CI/EL representative.

- **Evaluation of the oral exam process**—Dean Kovar distributed a form specifying the oral exam process and the role of the outside member in the oral exam process. The form was developed and brought forward by the Doctoral Programs Subcouncil. The form which would be given to the outside member for definition of their role (page 1) and for evaluation of the oral process (page 2). When the Graduate School would have enough of these from a given department, the department would get feedback from the questionnaire. The Doctoral Program Subcouncil also discussed having the entire committee complete the questionnaire as well as the student. This will be discussed further in the when the Graduate Council reconvenes in fall 2005.

IV. As May Arise

- **Results of the Graduate Council Elections**—Elections are still going on, and Dean Kovar will notify Graduate Council members with results when it is complete.

- **Results from the Graduate Faculty Meeting**—The Graduate Faculty meeting was very well attended and very good questions were asked. The minutes of the meeting are posted on the Graduate School website (in the area of the Graduate Council minutes). Dean Kovar will notify the Graduate Council via e-mail when the results of the ballots are in.

- **Thank you dinner with Dean Kovar**—Dean Kovar would like to take Council members to dinner on May 11, 2005. An e-mail to the rest of the group will go out to check availability.

*Adjourned at 3:40 p.m*