I. Graduate Faculty Membership Categories

- In the document entitled “Graduate Faculty Membership Categories”, the Council tried to standardize the information in each category, so that each category indicates the responsibilities, criteria and length of standing for each category. Not all of this information is present in the current category descriptions. In addition to standardizing the information in each category description, the Council added a new category (Practicing Professional). Changes were indicated in italics in handouts sent to graduate faculty before the meeting.

- Dean Kovar clarified a few points when questions were raised by the faculty attending the meeting. The Adjunct Faculty (in Acting Ad Hoc category) would have to possess the academic degree as well as the academic and professional experience of the course level they would teach. Graduate Faculty Affiliate and Practicing Professional differ in the level of research/scholarship/creative activity they must possess. Graduate Faculty Affiliate must have the same level of research/scholarship/creative activity that a Full member would have. A Practicing Professional does not have that high level of research/scholarship/creative activity; however, the practicing professional has a high level of expertise and experience in the field.

II. Committee Structure

- The addition of the new graduate faculty category will necessitate changes to the thesis and dissertation committee structure. The materials previously sent out indicated in italics the changes needed to page 20 of the Graduate Catalog. The changes clarify the following:
  - Faculty holding Acting Ad Hoc standing may not serve on thesis or dissertation committees except in special circumstances approved by the Graduate Dean.
  - Thesis and dissertation committees may contain only one graduate faculty member with standing as a Graduate Faculty Affiliate or a Practicing Professional.

A faculty member attending the meeting asked for clarification on the role of the outside member on thesis and dissertation committees. Dean Kovar indicated that the outside member is the Graduate Dean’s representative. Although the outside member’s area of expertise may not directly pertain to the defense topic, his/her role is very important. As an outside member, the primary responsibility is one of oversight on behalf of the Graduate School assuring that the thesis or dissertation meets the standards of graduate scholarship, that committee members and the student abide by Graduate School regulations, and that the committee treats the student appropriately during the oral defense (e.g., asking questions only germane
to the topic, treating the student professionally). Currently, the Doctoral Programs Subcouncil is developing a one-page survey that might be issued to the outside member before they attend the defense occurs. The survey would contain questions regarding the student presentation and the oral defense process. The purpose of the survey would be to clarify the outside member’s duties on the committee and for the outside member to:

- Evaluate the final exam as being conducted in an orderly manner.
- Evaluate the oral examination process as being fair and reasonable.
- Evaluate the quality of work as being consistent with institution-wide expectations and standards.
- Evaluate the candidate’s performance and cast a vote.
- Complete and submit “Evaluation of the Final Examination” form.

The faculty will be kept informed as this project moves along.

III. Voting Process

The minutes of this meeting will be placed on the Graduate School website for graduate faculty to consult if they could not attend this meeting. Ballots will be distributed via campus mail to full and associate members of the graduate faculty to vote on the category changes and the committee structure changes.