The Graduate Faculty met on Monday, November 24, 2003 and on Tuesday, November 25, 2003 at 3:30 p.m. in 208 Hubbard Hall. Two meetings were held in order to provide a number of opportunities for graduate faculty to attend based on their teaching schedules.

The only agenda item for this meeting was to consider a document establishing Bylaws for the Graduate School. Dean Kovar emphasized that currently the Graduate School operates without Bylaws in place. So the purpose of the current document is to describe how the Graduate School currently operates – not to make changes in how it operates. If graduate faculty approve the document, it provides a basis on which the Graduate School must operate, and then allows for various constituents to come forward and make changes in the way the Graduate School operates.

As part of the general introduction, Dean Kovar indicated the process by which the document being discussed today was developed. In September of 2001, the Dean established a Graduate School Bylaws Committee consisting of 10 graduate faculty representing the various colleges/schools. Dr. Harold Popp chaired the committee. Working throughout the fall 2001 semester, the Bylaws Committee discussed and determined how the Graduate School was currently operating. Two previous documents were considered in determining current operating procedures: 1) “Statement on the Organization of the Graduate School” adopted by the Graduate Faculty on March 7, 1963, and 2) “Graduate School Handbook” developed by the Graduate School in April, 1973. The Graduate Council considered and tweaked the document over a three-semester period (spring, 2002; fall, 2002; and spring 2003).

Dean Kovar indicated that the Graduate Council approved this document (April 17, 2003), and thus it comes to the Graduate Faculty for action. The dean also announced that the minutes of this meeting will be posted on the web for faculty to review as they decide whether to approve or disapprove the document. The web address will be provided on the ballot. The ballots will be dispatched (via campus mail) within the next two weeks to graduate faculty for voting.

The document was reviewed during the meeting section by section. Much discussion ensued. Dean Kovar answered questions and spoke to concerns raised by those present. Faculty expressing concerns about some of the procedures in the document were assured that those procedures are current practice. Once the document is approved as the basis for operating, then faculty have a way to come forward to make changes in procedures.

Meetings adjourned at 4:45 p.m.