

# Meeting of the Graduate Council

## November 6, 2006

### Minutes

#### Present

*Councilors:* Arts and Sciences— Jon Bloch, Paul Best, Ken Florey, Ross Gingrich, Gerry Lesley, Virginia Metaxas, Dina Moore, Lori Verplaetse, Charles Wieder; Business— Omid Nodoushani, Durga Prasad, James Thorson, Scott Graves, Peter Sakalowsky; CLIS—Hak Joon Kim, Chang Suk Kim, Jane McGinn, Hrvoje Podnar; Education— Robert Axtell, William Diffley, Suzanne Duke, Ruth Eren, Joy Fopiano, Adam Goldberg, Bernard Hayford, Norris Haynes, Mike Martin, Joel Meisel, David Squires; HHS—Mary Bellandese, Eileen Crutchlow.

*Guests/Observers:* Provost & Vice President for Academic Affairs Selase Williams, Dean Sandra Holley, Associate Dean Roseann Diana, Assistant Dean Lisa Galvin, Maria Diamantis, Education/Strategic Planning, Barbara Lynch, Marriage and Family Therapy.

1. Call to Order Gerry Lesley

Chairperson Gerald Lesley called the meeting to order at 1:06 pm.

2. Disposition of Minutes of October 2, 2006.

A motion was made to approve the minutes of October 6, 2006 with the following revisions: p.5 paragraph 2: Lickert changed to Likert; p.5 under Graduate Program Review: “Dr. Perkins is currently teaching a survey research course this Fall ...” changed to read “ Dr. Perkins will be teaching a survey research course the Fall of 2007...”. With these revisions, the motion passed unanimously.

3. Announcements

- a. *Office of the Provost* Dr. Selase W. Williams

Dr. Williams reported that he had informed the Graduate Coordinators and Program Directors during their recent meeting with Dean Holley that his office had received several student complaints about conflicting information given to students from faculty regarding departmental policies and procedures. He suggested that all new faculty be oriented to department policies and procedures so that students receive consistent information.

Dr. Williams distributed the draft Strategic Plan including the Mission and Vision Statements, The Core Value Statements, and the Overarching Goals. After reviewing these with the counselors and indicating that a time table to implement this plan still needs to be developed, Dr. Williams invited comments from the councilors. A discussion of the Plan ensued.

A very successful Graduate School Open House was held on Thursday, October 26 in Adanti Center. Three hundred ninety persons signed in at the registration desk. Dr. Holley thanked all who participated in making the event a success. Dr. Holley announced that the next Graduate School Open House will be on Thursday, April 19, 2007, and that a goal will be the attendance of 400 prospective students.

Notice of the 8<sup>th</sup> annual Graduate Commencement was sent last week to all matriculated graduate students, graduate program coordinators, and chairpersons. Councilors were requested to remind all eligible students of the two-stage process regarding application for the degree and application to participate in the Graduate Commencement.

The meeting of Graduate program chairs, coordinators, and directors was well attended and received. A most interesting presentation was given by Suzanne Tucker, Dave Denino, and Marcia Smith-Glasper. The topic focused on accommodating graduate students with psychological disabilities. A continuation of the dialogues is planned for next semester.

Registrar Lynn Kohn asked Dean Holley to remind graduate faculty advisors of the December 8 deadline to review the files of their graduate students who anticipate completing their degree requirements in May 2007. She stated that the Registrar's office will be sending letters out on December 15th so that students can be informed if they are lacking credits for graduation, thereby allowing them sufficient notice to register for the Winter Intersession or Spring Semester. In the past, they have sent letters out after the semester began and students complained, rightly so, that they received them too late and could not register for all of the courses needed.

Dr. Holley requested that departments work to complete the processing of application files expeditiously so that the students may register as matriculated students and be eligible for full-time status. She also stated that acceptance letters from departments should read "recommending admission to the Graduate School" and not that the student has been admitted to the Graduate School.

#### 4. Reports

a. *Academic Standards*

Ken Florey

Dr. Jon Bloch, chair of the Special Projects subcommittee, reported that a questionnaire had been sent to all graduate departments and programs on campus inquiring about their Special Projects procedures. To date, they had only received 10 responses. Several councilors reported that they had not received the questionnaire so this will be sent out again in order to elicit a better response. The subcommittee is scheduled to meet in 2 weeks.

Dr. William Diffley, chair of the Program Survey subcommittee, reported that the Office of Assessment had purchased the license for the SNAP survey, which can be sent electronically and saved as an SPSS file for analysis. The committee expects to have a draft survey ready to present to the Council for the next meeting.

*b. Procedures*

Jane McGinn

Dr. McGinn, Chair of the Procedures Committee, announced that the Graduate Council Procedures Committee had reviewed and approved three nominations to the graduate faculty, that of Deborah Newton from Special Education and Reading, Daniel Swartz from Exercise Science, and Ronald Tamura from Special Education and Reading. The motion to approve the nominations of all three faculty members passed unanimously.

*c. Curriculum*

David Squires

Dr. David Squires, Chair of the Graduate Council Curriculum Committee (GCCC) indicated that the Committee did not meet as there were no programs or courses to review this month.

5. Old Business

Dr. Lesley made the following announcements:

1. The draft of the changes to the Rules of Order will be submitted at a meeting of the Ad Hoc Committee on Graduate Council Rules of Order this Friday.
2. The cut-off dates for materials to be considered by either the Curriculum Committee or the Procedures Committee will be the third week of the month.

Dr. Lesley requested a volunteer from Graduate Council for the task force that will examine Guidelines for Undergraduate Curriculum Review. The meetings scheduled to date are: November 10, 30, and December 15.

## 6. New Business

### *a. Graduate Program Review*

Ken Florey

Dr. Florey introduced Dr. Barbara Lynch, who presented the report for the Marriage and Family Therapy graduate program. Dr. Lynch summarized the history and strengths of the program as well as its weaknesses. Dr. Florey reported that although the Marriage and Family Therapy program is an excellent program, the report submitted to Academic Standards both was missing a significant amount of material and contained out-of-date information, and , consequently, the Committee could only recommend Conditional Approval. A motion to approve the ASC's recommendation for Conditional Approval of the Marriage and Family Therapy graduate program passed unanimously.

### *b. University Police*

Chief Dooley

Chief Dooley was unable to attend today's meeting. He indicated he would be able to attend the meeting of the Graduate Council in December.

### *c. Discussion of Midterm Grade Reporting*

Gerry Lesley

A discussion regarding midterm grade reporting at the Graduate level was held. Councilors indicated that best practice suggests that students should be given routine feedback regarding performance; however mandatory midterm grade reporting was not consistent with graduate education. A motion "Midterm grades are not required in Graduate courses." passed unanimously.

## 7. Adjournment

Chairperson Lesley adjourned the meeting at 2:45 p.m.

Respectfully submitted,  
Mary H. Bellandese, Secretary