Graduate Council Meeting
April 8, 2014
3:30 p.m.
CETES 207

Co-Chairs: Dean John Camey Dean Howard Kuchta

Council Members: Dr. Jennifer Dennis Dr. Mary Dzindolet Dr. Jim Hawkins
Dr. Dwight Hite Dr. John Hodgson Dr. Ken Masters
Dr. Lynda Robinson Dr. Michelle Smith Dr. Derik Steyn
Ms. Nichole Cooper

Ex officio Members: Mrs. Zoe DuRant, Ms. Claudia Edwards, Ms. Mandy Husak, Ms. Suzy Jouben, Ms. Linda Phillips

MINUTES

Members Present: Dean John Camey, Dean Howard Kuchta, Dr. Jennifer Dennis, Dr. Mary Dzindolet, Dr. Jim Hawkins, Dr. Dwight Hite, Dr. Lynda Robinson, Dr. Michelle Smith, Dr. Derik Steyn, Ms. Nichole Cooper, Ms. Claudia Edwards, Ms. Mandy Husak, and Ms. Suzy Jouben

Others Present: Kelli Peterson (for Linda Phillips)

I. Dr. Camey called the meeting to order at 3:30.

II. Dr. Steyn moved to approve the minutes of the March 11, 2014 meeting. Dr. Dzindolet seconded. Motion passed.

III. Business

A. Old Business

1. Minutes are posted online at http://www.cameron.edu/graduate_council.

2. Dr. Robinson presented a change to the proposed membership structure for Graduate Council. It was brought to the attention of the Faculty Senate that several other departments on campus have graduate level courses in the catalog. The Senate proposes that the membership description read as follows (adding the word “active”):

   Faculty: All Department Chairs in departments where active graduate courses are offered. Three faculty members from each department that offers a graduate degree (Business, Education, Psychology).

   This change will allow only Chairs of departments who are currently offering a course to serve on Graduate Council.

   Dr. Dennis made a motion to approve the amended proposal. Dr. Robinson seconded. Motion passed.

B. New Business
1. The School of Business submitted the following proposed dates for the 2014-2015 Comprehensive Exams: October 24-25, 2014; February 20-21, 2015 and July 17-18, 2015. Dr. Hite made a motion to approve the dates. Dr. Dennis seconded. Motion passed.

2. Review of the Graduate Catalog:
   a. General Information, Graduate Council: Quorum. While we do require a quorum for Graduate Council, the details are laid out in the Faculty Handbook and do not need to be added to the catalog.
   b. Academic Regulations, retention Standards: Suspension length. This item was tabled for discussion until we are able to obtain details about what other regional universities’ policies are on suspensions.
   c. Academic Regulations, Enrollment: Three week deadline for online courses. Different departments have different needs regarding enrollment deadlines. Dr. Robinson made a motion to change the wording to allow departmental discretion on this topic. Mandy will adjust the wording and send it out to the Council for feedback and approval. Dr. Dennis seconded. Motion passed.
   d. Academic Regulations, Incomplete Grades: Grades of “I” are not counted in GPA calculations. It was mentioned that some schools change grades of “I” to a letter grade at the end of the one year deadline. No action was taken.
   e. Academic Regulations, Course Load: The definitions of half time, three quarter time, etc. are not in terms of three hour courses. Some departments do offer one or two hour courses; the definitions of the different loads need to remain. No action was taken.
   f. Academic Regulations, Transfer of Credits: For clarity, the School of Business would like to adjust the wording in this section to read: “A student may request that a maximum of twelve (12) semester hours of graduate credit earned at regionally accredited institutions of higher education be transferred to a graduate degree program at Cameron University.” Dr. Hite moved to remove the word “other” from this sentence. Dr. Steyn seconded. Motion passed.
   g. Academic Regulations, OSLEP seminars: This topic was discussed. No action was taken.
   h. Academic Regulations, Thesis: Grades of S/U rather than letter grades were discussed. There was also discussion around how students are charged for these courses and why continuous enrollment is necessary. No action was taken.
   i. Academic Regulations, Academic dishonesty: The procedure for academic dishonesty is more clearly defined in the faculty handbook. Individual departments may have their own policies on how these are tracked. No action was taken.
   j. Dr. Hite would like to see the Admissions section of the catalog have information on program-level admission.

IV. Dr. Dennis would like to add the Graduate Admissions Coordinator to Graduate Council as an ex-officio member. Dr. Robinson said she would present this to Faculty Senate.

V. The meeting was adjourned at 4:13 p.m.