Graduate Council Meeting Minutes
September 30, 2009 11:00 a.m.
CETES Conference Room B
(Approved)

Council Co-Chairs present: Dr. Buddy Odom and Dr. Ronna Vanderslice

Council Members present: Dr. Jennifer Dennis, Dr. Jim Hawkins, Dr. Marge Kingsley, Dr. Ken Masters, Dr. Lynda Robinson, Dr. Michelle Smith, Dr. Ali Soylu, Dr. Lawrence Weinstein, Ms. Claudia Edwards, Ms. Bernadette Lonzanida, Ms. Linda Phillips

Guests Present: Dr. Ric Jerez

Council Members absent: Ms. Rosalyn Cash, Ms. Zoe Durant

Proceedings:
The meeting was called to order by Co-chair, Dr. Ronna Vanderslice at 11:00 a.m.

Dr. Jennifer Dennis moved to accept the minutes from the April 29, 2009 meeting with one minor correction; Dr. Lawrence Weinstein seconded the motion. Motion carried.

Old Business:
1. Second Master’s Degree policy - recommendation sent to Dr. McArthur - no update
2. Admission Terminology Change - sent to Dr. McArthur - no update
3. English Proficiency Policy - sent to Dr. McArthur - no update
4. New technology research class for MSEL program- no update

New Business:
1. Council membership was discussed. Voting membership includes the following:
   Faculty: The chair of each department that offers a graduate program
   One member from each school that offers a graduate course
   One member from each department that offers a graduate program (Master of Business Administration, Master of Education, Master of Science in Behavioral Sciences, and Master of Science in Educational Leadership)

   Students: A graduate student from each school that offers a graduate degree

   Ex officio, nonvoting members include the following:
   Co-chairs of the Graduate Council, the Dean of the School of Business and the Dean of the School of Education and Behavioral Sciences
   Director of Admissions
   Registrar
   Graduate advisor from each school that offers a graduate program.

   There was discussion as to whether the terms should be staggered as they are in Faculty Senate. Members will consider the staggered membership at another time if needed.
2. Copies of the Graduate Catalog were given to the graduate advisors to proofread. Each advisor was to forward it to the chairs of their respective departments for further revisions. Revisions are due October 28, 2009.

3. Dr. Ric Jerez outlined the Department of Psychology and Human Ecology’s proposed program modification to eliminate the “Psychology” and “Alternate” options of the Master of Science in the Behavioral Sciences. Instead, the degree would include three (3) new options:
   a. Counseling
   b. Marriage and Family
   c. General Psychology

Rationale for these changes was discussed. Student surveys showed that the new options proposed provide content that better meets the needs of students in the program. Course changes for PSY 5703, PSY 5713, and PSY 5743 and additions for PSY 5033 and PSY 5753 were discussed. Since some of the paperwork was incomplete, the program changes and course changes/ additions were tabled until the next meeting.

4. The wording regarding the successful completion of an incomplete (I) grade at the undergraduate level is different from the wording of completion of the “I” at the graduate level. The new wording is to read:

   An “I” is a neutral grade given at the discretion of an instructor to a student whose grade average is passing but who did not complete a course in the allotted time. The instructor must indicate to the student the work required to complete the course and provide a deadline by which all assignments must be submitted.

   It is the responsibility of the student to satisfy the requirements specified by the instructor at the time of the assignment of the “I”. It is the responsibility of the instructor to submit a “Grade Correction” form to the Registrar. Students who receive an “I” will have no more than one year from the end of the semester in which the course was taken to complete the required work for the course. If, by the end of the year, no change in grade has been submitted, the grade of “I” will become permanent. In no case will an “I” be changed to a grade of “F” after a student has graduated.

   Dr. Robinson moved to accept the change. Dr. Weinstein seconded. The motion passed.

5. Graduate faculty requirements (status) were discussed. The motion was made to table this topic until the next meeting so all members would have an opportunity to see the exact wording of the proposed guidelines. Dr. Vanderslice will email the proposed wording to council members so they will have the opportunity to review it before the October meeting.

6. Due to the time, the requirements for participation in the hooding ceremonies (specifically the policy concerning the completion of the comprehensive exams) was tabled until the next meeting.

Announcements

7. Dr. Vanderslice called for recommendations for student representatives.

8. The next meeting will be October 28, 2009 at 11:00 a.m.

Meeting was adjourned at 12:40 p.m.