

Minutes
Graduate Council
August 30, 2007

Members Present: Neslihan Alp, Boris Belinskiy, Hinsdale Bernard, Roger Briley, Tom Buggey, Joe Dumas, David Edwards, Ahmed Eltom for Foster, John Freeman, Gale Ilse, Michael Long, Jonathan McNair, Vicki Petzko, Mark Schorr, Cathie Smith, Chris Smith, Joyce Smith

Members Absent: Nicolas Boer, Edwin Foster, Kristi Gibbs, Pamela Guest, Linda Fletcher, Brian O'Leary, Kim Turner

Ex-officio Members Present: Deborah Arfken, Stephanie Bellar Yvonne Kilpatrick

Ex-officio Members Absent: Theresa Liedtka

Guests Present: Linda Orth

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| Summary of Actions |
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| This was an organizational meeting and no actions were taken. |
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Opening of the Meeting and Minutes:

Vicki Petzko, called the meeting to order at 3:15 p.m. The minutes of the April 12, 2007 meeting were approved with the following correction: add Linda Hill as guest. Members were welcomed to the 07-08 Graduate Council and brief introductions were made.

Items of Concern:

Vicki Petzko explained the items of concern were possible agenda items and not listed in any particular order; it was up to the council to determine at what meeting to discuss the item.

- ✓ *Electronic thesis/dissertation (ETD): copies for Lupton Library; effective date for mandatory submission of ETD*

Deborah Arfken said the ETD Web site was up and running and the first student would submit his thesis electronically soon. She continued by explaining there are issues for the council to determine, such as how many paper copies will be required for the library and when electronic submission should become mandatory.

- ✓ *Review of certificate programs: viability, use of transfer credit, expiration date*
After a discussion, it was determined that a task force should be formed to review certificate programs and the findings would then be brought before the council.

- ✓ *Banked hours for thesis, dissertation hours: how are colleges using this plan?*
The Council may want to take a position on banking thesis/dissertation hours. The policy currently in effect is from the 1990's and needs to be reviewed and possibly revised.

✓ *Continuous enrollment in thesis hours*

This process protects professors and students and ensures students working with their committees are registered. Is there another way, or does the current process serve its purpose?

✓ *Process of submitting curriculum proposals*

A special urgency was noted for the Council to discuss this item since all proposals must be to the Provost by November 15. It was noted that the Curriculum Committee did a wonderful job last year in reviewing proposals which served as the first reading and then bringing them forward to the full council for the second reading. Deborah Arfken stated the Graduate School had been working on a procedure that encompasses the proposal process from origination to submission and would present that to the Council. Vicki Petzko placed this item on the September 13 meeting agenda.

✓ *Review of cumulative GPA for admission to Graduate School*

Deborah Arfken stated that this review would be for the general admission to the Graduate School and not the individual programs. The current general admission GPA requirement is 2.5, and UTC is one of very few graduate schools with requirements that low. She also said that the Graduate School is putting together information for the Council to review.

✓ *Alternative reasons for conditional admission – other than GPA*

Yvonne Kilpatrick said there are times when factors other than the GPA are used to give conditional admission and the Council might want to consider drafting a formal statement concerning whether there are exceptions.

✓ *Deadlines for applications other than stated by programs*

Several issues were cited as to why there should be a deadline for applications to the Graduate School. Also discussed was whether the date should be concrete or a priority deadline. It was clear there are many factors the Council will consider.

Vicki Petzko asked for other items that need to be addressed by the council and stated that the agenda will remain open and any member can bring forth an item.

Committee Membership:

The following committees and members were selected:

Admissions (Program) Requirements

David Edwards, Chair
Ed Foster
Brian O'Leary

Curriculum Committee

Boris Belinskiy
Hinsdale Bernard
Kristi Gibbs
Theresa Liedtka
Jonathan McNair, Chair
Yvonne Kilpatrick, *ex-officio*
Linda Orth, *ex-officio*

Graduate Faculty Committee

Nesli Alp – Chair
Roger Briley
Pam Guess
Mike Long
Stephanie Bellar, *ex officio*

Petitions Committee

Tom Buggy
Kim Turner
Cathie Smith
Stephanie Bellar, *ex officio*

400 Level Courses Committee

John Freeman – Chair
Gale Iles
Brian O’Leary
Mark Schorr
Stephanie Bellar, *ex-officio*

Grade Appeals Committee

[To be selected from the entire body]

Certificate Task Force

Joe Dumas
Vicki Petzko
Chris Smith
Joyce Smith, Chair
Deborah Arfken, *ex-officio*
Yvonne Kilpatrick, *ex-officio*

Schedule of Meetings:

Below is the list of dates and meeting locations.

| <u>2007</u> | <u>2008</u> |
|--|---|
| August 30-Foundation Room, U.C. | January 10 (Classes begin Jan. 7) Foundation Room |
| Sept. 13-Foundation Room | January 24 – Heritage Room |
| Sept. 27-Foundation Room | Feb. 14 – Foundation Room |
| Oct. 11-Foundation Room | Feb. 28 – Foundation Room |
| Oct. 25 (fall break is the 22 nd and 23 rd) Begin at 3:30 p.m. in Foundation Room | March 6 (this is the 1 st Thursday, but spring break is the 10 th -16 th) – Foundation Room |
| Nov. 8-Foundation Room | March 27 – Foundation Room |
| NOT Nov. 22 (Thanksgiving) | April 10 – Foundation Room |
| Last day of classes Dec. 3. | Last day of classes April 21 |
| Nov 29 if needed - | April 24 if needed – Foundation Room |

Deadlines for Curriculum Proposals:

New guidelines and admission standards will be discussed more at the next meeting.

Announcements and Adjournment:

The information items from School Psychology were noted, and the meeting was adjourned at 4:36 p.m.

Respectfully submitted,
Janice Uhles
Administrative Assistant
The Graduate School

Approved September 13, 2007