

**Minutes**  
Graduate Council  
September 13, 2007

**Members Present:** Neslihan Alp, Hinsdale Bernard, Nicholas Boer, Roger Briley, Tom Bugey, Joe Dumas, David Edwards, John Freeman, Kristi Gibbs, Pamela Guess, Gale Iles, Jonathan McNair, Brian O’Leary, Vicki Petzko, Mark Schorr, Cathie Smith, Chris Smith, Joyce Smith

**Members Absent:** Boris Belinskiy, Linda Fletcher, Ed Foster, Michael Long, Kim Turner

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

**Guests Present:** Matt Matthews, Sandy Zitkus

**Summary of Actions**

1. Electronic thesis/dissertation submission will continue to be voluntary through the fall 2007 semester and will be mandatory in the spring 2008 semester; approved by verbal count.
2. The student will be required to continue to submit 3 paper copies to the Lupton Library, but binding fee will be waived; approved by verbal count.
3. List of Graduate Faculty applications (submitted by September 7); approved by verbal count.

**Opening of the Meeting and Minutes:**

Vicki Petzko called the meeting to order at 3:18 p.m. The minutes of the August 30, 2007 meeting were approved with the following correction: add Joyce Smith as present.

**Curriculum Proposal Process:**

Vicki Petzko stated the item to discuss the process of submitting curriculum proposals had been withdrawn. She asked the Council to disregard the information sent as an email attachment because it may be modified. A new copy of the proposal process will follow when the item is placed back on the agenda.

**Electronic Thesis/Dissertation:**

Deborah Arfken opened the discussion on electronic thesis/dissertation (ETD) submission. She stated the ProQuest/UMI Web site, authored by B-Press, is now operative and the Council needs to determine when to make electronic submission of thesis/dissertations mandatory and how many hard copies to require the student to submit for archival in the Lupton Library and the student’s department. She said the electronic

submission process allows the student's work to be published and distributed worldwide. The full text is accessible to anyone authorized by the University free of charge.

After a discussion, the Council approved by voice count that 1) electronic submission will continue to be voluntary through the fall 2007 semester and will be mandatory in the spring 2008 semester. 2) The student will be required to continue to submit 3 paper copies to the Lupton Library, but the binding fee will be waived.

**Recommendations for Graduate Faculty Membership:**

Stephanie Bellar distributed the list of graduate faculty membership applications received through 9/7/07, which had been reviewed by the graduate faculty committee. Vicki Petzko reminded the Council that the committee's review is considered the first reading and if the list is approved by the Council it would move forward to the graduate dean and the provost. It was noted the final date to submit graduate faculty applications is September 28. After discussion a verbal vote confirmed the list of names for membership.

**Process for Extending I/IP Grades:**

Yvonne Kilpatrick brought forward the request to add procedures for making first and second requests for extensions of incomplete and in-progress grades for the 2008-09 Graduate Catalog. After a discussion, the Council requested the language to be re-worked and brought back for review.

**Review/Amend Committee Assignments:**

Vicki Petzko stated there were openings on some committees and that Nicholas Boer had agreed to be on the petitions committee. Linda Fletcher will be on the admissions (program) requirements committee, and Brian O'Leary will serve on the 400 level courses committee.

**Other Matters; Adjournment:**

Stephanie Bellar asked the Council to remind their students and others of the Writing Workshop on September 20.

She also reminded the Council that the next five or six weeks is a heavy recruitment period and to send The Graduate School department materials they would like distributed.

Vicki Petzko adjourned the meeting at 4:29 p.m.

Respectfully submitted,

Janice Uhles  
Administrative Assistant  
The Graduate School

Approved September 27, 2007

