

**Minutes**  
Graduate Council  
October 11, 2007

**Members Present:** Boris Belinskiy, Hinsdale Bernard, Nicholas Boer, Roger Briley, Joe Dumas, Edwin Foster, Gale Iles, Jonathan McNair, Brian O’Leary, Vicki Petzko, Mark Schorr, Cathie Smith, Chris Smith, Joyce Smith, Kim Turner

**Members Absent:** Neslihan Alp, Tom Bugghey, David Edwards, John Freeman, Linda Fletcher, Kristi Gibbs, Pamela Guess, Michael Long

**Ex-officio Members Present:** Deborah Arfken, Adam Cava, Yvonne Kilpatrick, Theresa Liedtka

**Ex-officio Members Absent:** Stephanie Bellar

**Guests Present:** Karen Adsit, Charles Nelson, Linda Orth, Craig Reddock

<p><b>Summary of Actions</b></p> <p>Process to appeal incomplete and in-progress grades; Approved by hand count of 15-0-0.</p>
--

**Opening of the Meeting and Minutes:**

Vicki Petzko called the meeting to order at 3:15p.m. The minutes of the September 27, 2007 meeting were approved with the following change: correct the date curriculum proposals are due to the Graduate Council to November 10.

**The UTC Strategic Plan:**

Karen Adsit and Charles Nelson, co-chairs of the University’s Strategic Plan shared an overview of the recommendations with special emphasis on how they relate to graduate education.

**Report of the Curriculum Committee :**

Jonathan McNair stated that there had not been any curriculum proposals submitted for the committee’s review.

**Review of the Curriculum Process:**

Deborah Arfken, while distributing the copies of the proposal, stated it had passed the first reading at the previous meeting and that she had made the recommended changes. Members agreed with the process but recommended continued simplification of the forms. Dean Arfken offered to postpone the proposal, make the recommended changes in the forms and re-submit at the next meeting.

**Review of the I/IP Grade Process:**

Yvonne Kilpatrick brought forward the proposal to add procedures for making first and second requests for extensions of incomplete and in-progress grades for the 2008-2009 Graduate Catalog. After a brief discussion, which noted how easy it will now be to remember that the deadline will always be two weeks prior to the last day to submit grade changes, a motion was made to vote on the approval of the process. The hand count vote was 15-0-0. The process will go into effect spring 2008 after being publicized on the Graduate School Web site.

**Other Matters; Adjournment:**

Yvonne Kilpatrick thanked the departments for sending emails to prospective students from Kennesaw and Lee College with whom she had communicated on her recent recruitment trips. She said that she very much appreciated the department's support and reiterated that the communication with the students will make a great impact.

Yvonne also announced that she brought copies of the new 2007-2008 Graduate Catalog and asked for each department to pick up a copy. She also stated that for departments that did not pick up catalogs, a copy would be sent to them via inter-office mail.

Vicki Petzko asked that everyone reserve the November 29 meeting date on their calendar just in case a meeting is necessary.

Vicki Petzko then adjourned the meeting at 4:25 p.m.

Respectfully submitted,

Janice Uhles  
Administrative Assistant  
The Graduate School

Approved October 25, 2007