

**Minutes
Graduate Council
March 26, 2009**

Members Present: Neslihan Alp, Nicholas Boér, Tom Buggey, Monte Coulter, Ahmed Eltom, John Freeman, Diane Halstead, Gale Iles, Brian O’Leary, Mike Owens, Vicki Petzko, Cathie Smith, Chris Smith, Joyce Smith, Greg Thibadoux, Li Yang

Members Absent: Boris Belinskiy, Hinsdale Bernard, Roger Briley, David Edwards, Kristi Gibbs, George Helton, Joey Shaw

Ex-officio Members Present: Stephanie Bellar, Joe Dumas, Yvonne Kilpatrick, Theresa Liedtka

Ex-officio Members Absent: Rhett Smith

Guests: Linda Orth

Summary of Actions

1) First reading: motion to discontinue using 400-level courses for graduate credit effective fall 2010; passed 14-0-0.

2) List of recommendations for Graduate Faculty; passed 13-0-0.

Opening of the meeting and approval of the minutes:

Council Chair, Vicki Petzko, called the meeting to order after which the minutes from the February 26 meeting were approved as submitted.

Update on 400-level courses/syllabi:

Joe Dumas said there were 327, 400-level courses listed in the Graduate Catalog of which there were only 130 syllabi on record and of those, only 25 listed the extra work required for graduate students. He said it was possible that students were not taking the 400-level courses for graduate credit, but if the course was listed in the catalog, The Graduate School needs a syllabus on record showing graduate work expectations to comply with SACS.

Stephanie Bellar said that “what is best practice” could be explored. She continued by saying that she and Theresa Liedtka were on the SACS certificate committee and suggested that maybe the most effective way to manage the situation was to give notice to the deans and ask that by April 9 they either submit syllabi or remove the courses. Vicki Petzko was concerned that would not be enough time and asked if Graduate Council had to approve each syllabus and wondered if the list could be modified and submitted to the Graduate School by June 1. In response, Dean Bellar said that the courses would have to be vetted and was not sure the Graduate School would have sufficient staff over the summer. The discussion also included the effect of not having 400-level courses for graduate credit on some programs.

Linda Orth reminded the council that the current timeline would be for fall 2010; the fall 09 classes were already on the schedule. Joe Dumas said the two forms that are currently on line could be used until fall 2010.

Monte Coulter expressed his concern for the Music department. They require any student taking a 500-level course pass a jury review and this could be a hardship for many of their Music Ed. students who take the 400-level for graduate credit. It was suggested that the department look at their admission standards and possibly use parallel courses.

Vicki Petzko asked if there was a motion to ask department heads to either have a syllabus on file by June 1 or the course would no longer be listed in the catalog. Then, if a student wanted to take a class that was not approved for graduate credit, they would fill out the necessary form and it could be handled as students registered.

John Freeman asked if for the sake of cleaning up the currently approved classes, if an updated syllabi could be waived.

Stephanie Bellar indicated that the current system might need to be used for next year since students were already engaged in priority registration.

Vicki Petzko asked if the 400-level classes on line are eligible for graduate credit to which Linda Orth replied, theoretically, yes.

Yvonne Kilpatrick said that if the decision were postponed, in August programs would have to have the 500-level courses ready to be approved by November to be ready for fall 2010.

Ahmed Eltom asked if the syllabi had to be reviewed by Graduate Council and in response Yvonne Kilpatrick read from page 25 of The Graduate School catalog:

...If the course has received prior approval, is listed in the graduate catalog as an approved course, and has a current syllabus on file, the student should submit the Status of 400-Level Course Form before the end of the first week of classes... She then stated that the conversation was leading back to keeping 400-level courses and that a decision needed to be made so that faculty could be informed.

The discussion circled back to “if and how” Banner would handle the 400-level courses, with Linda Orth stating that Banner would not change academic policy but will change processes. She encouraged the Council to think in terms of programs. She said that if 400-level courses for graduate credit went away there were other options: 1) create 500, 600, or 700-level courses 2) have special topics where course descriptions could be given to the Graduate School and the registration could be limited 3) use the College of Business as a model. She continued that Banner is not capable of charging fees at credit level.

Diane Halstead asked if there was any reason to continue the current practice of offering 400-level courses for graduate credit. A discussion ensued covering many topics: how to teach graduate and under graduate students in the same class, whether to use special topics courses, what are the financial aid implications, and how much faculty time would be involved to clean up 400-level courses. Also discussed, was the question of whether, if new courses were created, could they all be under one cover sheet. Linda Orth said yes, but there should be an approval trail showing signatures.

Vicki Petzko said there were two issues, either to discontinue offering 400-level courses for credit in 2010, or how to expedite the process to clean up the 400-level course syllabi issues.

Diane Halstead motioned, which was seconded, to discontinue offering 400-level courses for graduate credit effective fall 2010. The motion passed 14-0-0.

Library Budget Cuts:

Theresa Liedtka said the Library budget had been cut by \$100,000. She said they had identified that electronic journals were being used more than printed (99-1) so that is an area that would be cut. She continued that they were looking at all areas, from reducing hours of operation to personnel cuts. She said they would be holding meetings and eliciting input from all areas of the campus to help determine where cuts could be made with minimal impact to the people they serve.

Graduate Faculty:

Joe Dumas distributed a list (without names) of three people who had applied for graduate faculty status of “Special” and one who had applied for “Full Master’s status explaining that the department head, dean, and the Graduate Faculty committee had approved the list and the Council would be reviewing for the second reading. The list was approved as submitted by a vote of 13-0-0.

Other Matters:

A motion was made and seconded to adjourn at 5:01.

Respectfully submitted,

Janice Uhles, CPS
Administrative Specialist
The Graduate School

Approved April 9, 2009