

**Minutes
Graduate Council
April 9, 2009**

Members Present: Neslihan Alp, Hinsdale Bernard, Monte Coulter, David Edwards, John Freeman, Kristi Gibbs, George Helton, Gale Iles, Mike Owens, Vicki Petzko, Joey Shaw, Cathie Smith, Chris Smith, Joyce Smith, Li Yang

Members Absent: Boris Belinskiy, Nicolas Boér, Roger Briley Tom Buggiey, Ahmed Eltom, Diane Halstead, Brian O’Leary, Greg Thibadoux

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

Ex-officio Members Absent: Theresa Liedtka, Rhett Smith

Guests: Sandy Zitkus

Summary of Actions

- 1) **Second reading: motion to discontinue using 400-level courses for graduate credit effective fall 2010; passed 14-0-0.**
- 2) **First group of graduate faculty recommendations; passed 14-0-0.**
- 3) **Second group of graduate faculty recommendations; passed 13-0-1.**
- 4) **Re-elected Vicki Petzko 2009-2010 Graduate Council Chair, 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 March 26 meeting were approved as submitted.

Reports from all standing committees:

Each chair reported on the work in their respective committee after which Vicki Petzko thanked everyone for involvement and work in their committees. Please see attached list of “Summary of Actions” for accomplishments of the Council for the year.

Second reading of: Discontinuing 400-level courses for graduate credit beginning fall 2010:

Joe Dumas submitted the proposed language for discontinuance of graduate credit for 400-level classes for the second reading. After a discussion the language was accepted by a 14-0-0 vote.

Graduate faculty applications:

Joe Dumas brought forward the graduate faculty applications that had been submitted. The council decided to divide the applications into two groups to be voted on separately. After a discussion, the first group passed 14-0-0 and the second group passed 13-0-1.

Election of 2009-2011 Graduate Council Chair:

Kristy Gibbs reported that after a search the committee nominated Vicki Petzko and she accepted to continue for an additional two years as chair. The motioned was seconded by Hindale Bernard and the Council elected Petzko with a vote of 13-0-0.

Report from Stephanie Bellar:

Stephanie Bellar recognized and thanked Vicki Petzko for her work and gracious attitude throughout the year as the chair of the Council. She also thanked Joe Dumas and Yvonne Kilpatrick for their work and dedication to the Council and the Graduate School.

She reminded members and asked for their support for the Graduate Honor's Day and stated that Debbie Ingram would be the guest speaker.

Bellar also reported that the Graduate School had been well represented at "Graduate Education Day on the Hill" by Vince Betro a student from SimsCenter.

A motion was made and seconded to adjourn at 4:50 p.m.

Respectfully submitted,

Janice Uhles, CPS
Administrative Specialist
The Graduate School

Graduate Council
2008-2009 Summary of Actions

1. Approved second reading of proposal #08-0045G creating MS in Mathematics, pending approval by the Graduate School and the Records Office of syllabi for courses 546, 555, 570, 590, 591R and 592; 19-0-0.
2. Approved changes to curriculum proposal guidelines (except requirement for addition and deletion of course prerequisites to be done with full proposals) presented by Graduate Curriculum Committee; vote was 16-0-1.
3. 09-0001G CHEPS-GSD: Teachers and the Law passed; 14-0-0.
4. 09-0002G GSD Counselor ED: New Couples and Family courses passed; 14-0-0.
5. 09-0003G MPA: Changing POLS 590, and making the MPA paper an elective passed; 14-0-0.
6. Amended the *Graduate Catalog* list of full-time enrollment equivalencies, effective fall 2009 passed; 13-0-0.
7. 090004G MPA , Addition of a Concentration in Local Government Management to the Master of Public Administration Degree Program; Passed, 17-0-0
8. 09-0006G GSD, MED in School Leadership revisions to meet new state standards; passed, 17-0-0
9. 09-0005G GSD, Modification to Reading Specialist; passed, 17-0-0
10. 09-0011G ESC, Deactivate ESC 533 and new course proposal, Environmental and Ecological Genetics; passed, 17-0-0
11. 09-0012AG Anthropology, New course, ANTH 510 Medicine and Disease: A Cross Cultural Perspective; passed 17-0-0
12. 09-0012BG HHP, New course, HHP 555 Introduction to Epidemiologic Methods; passed 17-0-0
13. 09-0014G Physical Therapy, Deactivate Courses PHYT 503 and PHYT 513 and create PHYT 507 Therapeutic Exercise and PHYT 521 Kinesiology and Applications of Exercise; passed 17-0-0
14. 09-0015G GSD, Deactivate EPSY 512, Learning and Education and create EPSY 565, Examination
15. Approved changes to *Graduate Catalog* Language Regarding TOEFL/IELTS Requirement and Exemptions; 15-0-0
16. Discontinuation of 400-level courses for graduate credit beginning fall 2010; passed 14-0-0
17. Approved/recertified Graduate Faculty memberships.

Proposed Language:

Discontinuance of Graduate Credit for 400-level Classes (Second Reading)

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Effective with the Fall 2010 semester, the University will no longer award graduate credit for any courses with numbers below 500 (or 5000 in the new, four-digit numbering system being developed for implementation in Banner). To reflect this policy change, the following language (from pages 25-26 of the 2008-09 Graduate Catalog) shall be deleted from the 2010-11 and subsequent Graduate Catalogs:

“Undergraduate Courses for Graduate Credit

“Selected 400 level courses may be taken for graduate credit. In such cases, the course requirements for the graduate student will be suitable to the graduate level and include additional work. There must be a substantial difference in expectations and work performance for graduate students. Graduate students will be challenged to read more extensively, to integrate the material more thoroughly, and will be graded with higher standards and expectations than are undergraduate students. The syllabus of courses offered for combined credit must contain a statement or statements describing specifically what will be required of graduate students. Syllabi of courses offered for combined credit must be reviewed by a Graduate Council committee. No more than nine hours of graduate credit earned in 400 level courses may be included in any master’s degree program. 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.

“If the course has not been approved, the student is responsible for obtaining the form entitled Graduate Student Requirements in 400 Level Courses from the Graduate School Office or its website, have the instructor complete and program coordinator sign the form, and return it to the Graduate School Office for approval before the end of the first week of classes. Students are cautioned the course must be approved by the Graduate School before graduate credit status is official.”

In addition, all courses numbered below 500 and currently listed in the “Course Descriptions” section of the Graduate Catalog as “400-level Courses [That] May be Taken for Graduate Credit” will be deleted from the 2010-11 and subsequent Graduate Catalogs.

Impact on Students:

This policy change will **not** restrict the ability of students who took 400-level courses for graduate credit prior to Fall 2010 to apply those courses toward a graduate degree awarded after the change takes effect. Such courses may be listed on the student’s *Application for Admission to Candidacy for the Degree* and/or *Application for Revision to Candidacy* forms, subject to the same conditions and restrictions previously in effect (e.g. the nine-hour limit and the candidacy time frame limitation), with the student retaining the same right presently enjoyed to petition for exceptions to those conditions and restrictions for extenuating circumstances. Students will also still be able to use transfer courses from other institutions that award graduate credit for courses numbered in the undergraduate range, provided those courses are clearly identified on the transcript as having been awarded graduate credit, and subject to the existing candidacy approval process and transfer credit limitations.

Students who are admitted to candidacy prior to the effective date of this change and who list one or more 400-level courses in their candidacy program, but who do not take those courses before graduate credit for

400-level courses is discontinued, will need to submit an *Application for Revision to Candidacy* form to replace the course(s) in question with appropriate graduate courses at the 500 (5000) level or above.

Impact on Departments:

The impact on individual departments and graduate programs will vary depending on several factors, including whether or not the department offers graduate degrees of its own and/or courses that may be taken by graduate students from other departments, and to what extent those students have historically taken 400-level courses for graduate credit. Overall impact is likely to be minimal, as historically only a few (2-3 dozen) graduate students typically take 400-level courses each semester. However, certain particular departments and programs may be affected more significantly than others.

In order to minimize impact, and particularly to reduce the amount of effort required on the part of departments and individual faculty members to accommodate this policy change, the following procedure will be used regarding courses that are currently listed in the Graduate Catalog as “400-level Courses [That] May be Taken for Graduate Credit”:

Departments will be provided a list of 400-level courses that are currently approved to be offered for graduate credit. Department heads, in consultation with graduate program coordinators, should review this list and determine which courses, if any, still need to be available for graduate credit after Summer 2010. It is anticipated that the current list of “400-level Courses [That] May be Taken for Graduate Credit” can be triaged into the following categories:

1. Courses that routinely need to be offered for graduate credit
2. Courses that only occasionally need to be available for graduate credit
3. Courses that do not need to be available for graduate credit

For courses that fall into category 1, departments will have the opportunity to submit these courses for an expedited curriculum review process (see below) for the purpose of creating a new course number at the 5xx (5xxx) level. Any courses that the department determines to fall into categories 2 or 3 (and thus no longer need to be routinely available for graduate credit) should be so indicated, and will not be included in the expedited review process. These courses will be removed from the *Graduate Catalog* and will subsequently be available for undergraduate credit only. It is anticipated that courses in category 2 can effectively be handled under the existing graduate Special Topics/Group Studies/Individual Studies rubrics. Graduate requirements for these courses will be established in the course syllabus (for group offerings) or the individual studies contract (for individual offerings).

Departments with graduate programs should also review any 400-level courses that their graduate students typically take outside the department – particularly if those courses reside in departments that do not have a graduate program and/or do not currently teach graduate courses. The departments in question will need to come to an agreement about whether and how those courses will be offered in the future; this discussion will need to include staffing considerations, *e.g.* the need for graduate faculty membership on the part of the course instructors.

400-level courses that have not been pre-approved by the Graduate Council, and thus are not listed in the current *Graduate Catalog*, but which have occasionally been taken for graduate credit by special permission of the Graduate School, will not be included in the expedited review process. To be available for graduate credit after Summer 2010, these will have to be offered as Special Topics/Group Studies/Individual Studies courses; or a full graduate curriculum proposal will have to be submitted and approved to create a new course at the 5xx (5xxx) level.

Expedited Review Process for Creation of 500-level Course Numbers for 400-level Courses Already Approved for Graduate Credit:

For 400-level courses that have previously been approved to be offered for graduate credit (and therefore are listed as such in the current *Graduate Catalog*), and which are determined by departments to be needed by graduate students on a regular basis in the future, the Graduate School will submit a “blanket” curriculum proposal requesting the Records and Registration office to create new numbers at the 500 (5000) level. This will eliminate the need for departments to prepare detailed curriculum proposals for each course. To have a course(s) included in this blanket proposal, departments must inform the Graduate School office of their desire to do so, and must provide the following information, no later than _____, 2009:

1. A current syllabus for the 400-level course showing all course requirements for undergraduate students, and
2. A syllabus for the proposed 500-level course showing all course requirements for graduate students. These course requirements must conform to the current language in the *Graduate Catalog* regarding expectations for graduate work: “The course requirements for the graduate student will be suitable to the graduate level and include additional work [beyond what is required of undergraduates]. There must be a substantial difference in expectations and work performance for graduate students [vs. undergraduate students in the 400-level course]. Graduate students will be challenged to read more extensively, to integrate the material more thoroughly, and will be graded with higher standards and expectations than are undergraduate students.”

Only courses that are specifically requested by departments, that have the required syllabi submitted in a timely manner, and are approved (regarding the expectations for graduate students) by the Dean of the Graduate School will be included in the blanket proposal. This is a one-time process; departments that wish to create graduate courses at a later date (whether or not these correspond to existing 400-level courses) will have to submit full curriculum proposals that will go through the normal approval process.