

**Minutes
Graduate Council
September 11, 2008**

Members Present: Neslihan Alp, Boris Belinskiy, Hinsdale Bernard, Nicholas Boer, Roger Briley, Tom Buggiey, Monte Coulter, David Edwards, John Freeman, Kristi Gibbs, Diane Halstead, Gale Iles, Jonathan McNair, Brian O’Leary, Mike Owens, Vicki Petzko, Cathie Smith, Chris Smith, Joyce Smith, Greg Thibadoux, Li Yang

Members Absent: Ahmed Eltom, George Helton, Joey Shaw,

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

Guests Present: Linda Orth

Summary of Actions

Graduate committees were formed.

Opening of the Meeting and Approval of the Minutes:

Vicki Petzko opened the meeting and after introductions of council members not present at the first meeting, the council approved the August 28, 2008 minutes with the following corrections: 1) take Roger Briley off the Graduate Faculty committee and 2) indicate Hinsdale Bernard as absent.

Curriculum Calendar Discussion:

Kristy Gibbs, the chair of the curriculum committee, stated that after the last meeting, the curriculum proposal timeline had been revised, allowing extra time for review by the committee which will help for a smoother flow. She asked the Council to pass the timeline along to their respective college and note to them the October 31 submission deadline.

In the discussion that followed, Yvonne Kilpatrick explained the Graduate School’s process to track proposals. Vicki Petzko reminded members that help with proposals is available through the Graduate School. Diane Halstead questioned the process of how a proposal is approved by faculty senate, and Linda Orth stated that proposals needed to be in the Records Office by the third week in November to be included in the on-line catalog. At Vicki Petzko’s question as to why the deadline date had to be so early, Linda Orth explained the on-line catalog process as follows:

“The ‘online catalog’ is the student information system catalog program that drives all other programs related to academic information housed in the student’s educational record. It is NOT the online version of the undergraduate or graduate catalogs posted online on the Records Office website.

The University operates on an academic year beginning with the Fall semester and all curricular changes must be approved at the time that the departments create their fall schedules and the Records Office begins preparations for the upcoming fall semester. Changes must be entered into

the online catalog before the schedule is built for Fall registration. The schedule must be available for advisement and registration in mid March for the upcoming Fall semester.

All changes become effective with the Fall semester. Changes aren't effective mid-year due to record-keeping issues and the online catalog is defaulted to the fall semester...thus any changes made at mid-year would default to fall creating inaccurate student records for the fall semester."

Yvonne Kilpatrick reminded the council that a course could be taught as a special topics course before it was submitted in a proposal.

Vicki Petzko said that she would like to have a time-line that would show the faculty the process for when proposals are due, possibly put it into the information into new faculty orientation. By a show of hands, the council agreed that it would be good information and Dr. Petzko said she would work on getting the time-line together.

Future Issues:

Vicki Petzko asked for discussion points for future Council meeting agendas and the following ideas were presented:

- 1) U.S. degrees and TOFEL scores
- 2) Identification of capstone courses/culminating experiences
- 3) Change in policy of international students and conditional admission
- 4) Continuous enrollment requirement for projects
- 5) Advisory statement on reduced teaching load for master's theses and doctoral dissertation chairs.
- 6) I and IP process

The discussion points are not listed in order of importance.

Dr. Petzko adjourned the meeting at 4:30 p.m. to allow committees to convene.

Respectfully submitted,

Janice I. Uhles, CPS
Administrative Assistant
The Graduate School

Approved by the Graduate Council on September 25, 2008