

**Minutes
Graduate Council
February 12, 2009**

Members Present: Neslihan Alp, Hinsdale Bernard, Nicholas Boer, Roger Briley, Tom Buggey, Monte Coulter, David Edwards, Stephen Craven for Ahmed Eltom, John Freeman, Kristi Gibbs, George Helton, Mike Owens, Vicki Petzko, Joey Shaw, Chris Smith, Joyce Smith, Li Yang

Members Absent: Boris Belinskiy, Diane Halstead, Gale Iles, Brian O’Leary, Cathie Smith, Greg Thibadoux

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

Ex-officio Members Absent: Rhett Smith

Guests Present:

Summary of Actions

1) Approved as submitted, the list of names and recommendations for Graduate Faculty; 16-0-0.
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Opening of the meeting and approval of the minutes:

Council President, Vicki Petzko, called the meeting to order at 3:15 p.m. She announced that Boris Belinskiy had broken his shoulder and asked members to keep him in their thoughts. Kristi Gibbs made a motion to approve the minutes as submitted from the January 22 meeting. The motion was seconded and passed by a voice vote.

Calendar for Graduate Committee Reports:

Dr. Petzko asked Kristi Gibbs, chair of the Curriculum Committee if she knew the number of curriculum proposals to expect so time on the agenda could be reserved. After a brief discussion, it was decided that there were two in process; one for Criminal Justice and one to change admission requirements for School Leadership.

It was determined the Doctoral Task Force Committee that is looking at catalog language would be ready to report at the meeting on March 26 and other committees would be ready to report on the Council’s last scheduled meeting on April 9. Also on the agenda for that meeting will be a short wrap up of the year’s activities.

Discussion: 400-Level courses taken for graduate credit:

a) Should this policy be discontinued and all courses cross-listed?

Dr. Petzko turned the meeting over to Yvonne Kilpatrick and Stephanie Bellar to open the discussion of 400-level courses taken for graduate credit. Stephanie Bellar said that three years prior, the Council had passed guidelines to be more in line with SACS requirements allowing 400-level courses to be given graduate credit. She continued by saying that there should be a

substantive difference between the undergraduate and graduate requirements, that it could not be just more of the same work. The work should be more advanced, graded at a higher standard than undergraduate work, and the syllabus should be on file in the graduate office. She stated that management of 400-level courses taken for graduate credit is difficult due to getting the right faculty in the right section, and copies of the syllabi to the Graduate School. Joe Dumas and Graduate Coordinators spend a large amount of time tracking down paperwork making sure it is properly completed. The burden is really on the instructor to do more with the graduate students in the class, and that sometimes requires teaching after hours. For these reasons, some programs have decided not to offer 400-level courses for graduate credit and have taken them out of the catalog.

Joe Dumas said he was surprised how much extra work was involved in the administration of the 400-level classes for the instructor, the program coordinator, and the graduate office for relatively few students. In order to receive graduate credit, the instructor must have graduate faculty status. There is not an over-ride in the registration process if the instructor-of-record is not a graduate faculty member; therefore, everything has to be managed manually. He continued by saying that programs could create a 591 or a 500 class and do away with the 400-level course for graduate credit. By doing this, it would not adversely affect the student's financial aid and would allow the hours to be earned at the graduate level, without having the added paperwork.

After much discussion, Mike Owens offered that the College of Business has five courses designated as *500 Special Topics*. The classes, are offered routinely, scheduled with graduate faculty status instructors, and have approved syllabi. This gives flexibility of classes and eliminates issues with offering 400-level course for graduate credit.

Vicki Petzko thought it sounded like a workable solution and asked everyone to go back to his or her respective department, discuss the issue with their colleagues, and bring their thoughts back to the Council.

b) Should similar policy be proposed for doctoral students taking master's level courses?

After a discussion, Dr. Petzko requested the doctoral committee to include this question in their review of doctoral policies. Talking points included in the conversation were: there is only a graduate GPA, not a master's or doctoral GPA, there are not enough available classes to require doctoral students to take only 700-level, that some percentage of master's level work is built into doctoral programs, and that dissertation research has significantly higher research requirements than thesis research.

c) Policy prohibiting taking the same course for credit at undergraduate and graduate level.

Yvonne Kilpatrick related a situation that occurred last semester where a student inquired about taking a 400-level course for graduate credit that they had taken as an undergraduate. Currently there is not a policy to prohibit that from happening. Faculty was reminded they did not have to approve such a request nor should it be expected that the Graduate School would approve all requests.

After a discussion, it was determined that there are approval processes in place where intervention is appropriate and required to stop the student from taking/using the same course for multiple degrees. When completing the application for candidacy the advisor has the opportunity and obligation to deny redundant coursework.

Graduate Faculty:

Joe Dumas distributed a listing of graduate faculty applications without names indicating the recommendations of the respective dean. The Council approved the recommendations as presented by a vote of 16-0-0.

Nomination committee for Graduate Council Chair 2009-2011:

Vicki Petzko asked for volunteers to serve on a committee to nominate a member to serve as Chairperson of the Council for the 2009-2011 term. Kristi Gibbs, Chris Smith, and Neslihan Alp volunteered.

Committee Updates:

Chris Smith stated that the work of the Effectiveness and Efficiency committee is on going and while their work is confidential, she could share that they have been asked to bring 5-10 revenue generating ideas and 5-10 cost-cutting ideas.

Yvonne Kilpatrick reported that the Banner implementation is continuing. They had several very good discussions, one being the way Banner charges for undergraduate and graduate hours. She said that in Banner a student taking nine graduate hours and three undergraduate hours might be charged the full graduate fee plus three hours at the undergraduate level. The procedure is tedious because there are so many processes that will be affected. It is further complicated in that there will be no modifications or work a rounds to Banner. Dean Liedtka inquired as to who had made the decision that Banner would be an “out of the box” installation. Ms. Kilpatrick replied the project managers had presented the project that way.

Stephanie Bellar said there had been three students nominated to attend “Graduate Research Day on the Hill” and only one student could be sent, so she asked for volunteers to help make the selection. She said the students nominated are from the SimCenter, Environmental Science, and Criminal Justice.

Dr. Bellar also reminded the programs that Research Day, April 3 & 4, is an excellent way to showcase the talent in their department. She asked the programs to talk with their students and encourage them to participate.

April 17 is the Outstanding Graduate School reception, in reality the graduate student’s honor program where they invite their family and friends. The Graduate Student Association underwrites the reception and even though their budget is very tight, they try to make it a very nice event.

A motion to adjourn was seconded, and the Council voted by voice for adjournment at 4:45 p.m.

Respectfully submitted,

Janice Uhles, CPS
Administrative Specialist
The Graduate School

Approved by Graduate Council February 26, 2009