

Graduate Council Minutes

January 30, 2004

The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Thomas Berg presided.

I. Call to Order

Members present: Drs. Frank Bailey, Claudia Barnett, Ken Blake, Bichaka Fayissa, Michael Hein, Tom Hutchison, Jung-Song Lee, Nuria Novella, Norman Weatherby, Andrew Worsey, Barbara Young

Ex-officio members present: Robert F. Carlton, Interim Vice Provost for Research and Dean Graduate Studies; Peter Cunningham, Interim Associate Dean College of Graduate Studies

II. Announcements

- A. **Dr. Thomas Berg, Chair** – No announcements
- B. **Dr. Robert F. Carlton** – Noted that there were some exciting and important things on today's agenda and thanked everyone for their hard work and continued efforts on behalf of the Graduate Council.
- C. **Dr. Peter Cunningham** – Dr. Cunningham reported that the Office of Graduate Studies has had an additional position approved for an Enrollment Management Specialist. This person will work on recruiting on a year-round basis. Over thirty applications were received for the position and Graduate Studies will be conducting interviews over the next several weeks.

Under the terms of the Geier settlement, \$50,000 has been made available for a pre-doctoral fellowship (for an African-American) from another university to complete their dissertation here. The terms include a \$30,000 stipend with benefits and in turn they will teach one class. A number of exceptional applications were received and then narrowed down to four finalists. The Provost decided to offer positions to all finalists. This is an excellent program and will bring top students and cultural diversity to the university.

III. Approval of Minutes – November 21, 2003

A motion was made to accept the minutes of the November 21, 2003 meeting. The motion was seconded and carried.

IV. Sub-Committee Reports

A. Graduate Faculty and Program Review Dr. Michael Hein

- Consent calendar attached – all items have been recommended for approval. Motion was made to adopt the attached consent calendar. The move was seconded and carried.

B. Student Affairs and Travel Dr. Fayissa Bichaka, Chair

- Ten student travel grants were awarded totaling \$4,385.40; three faculty travel grants were awarded totaling \$1,000.00 leaving a remaining balance of \$28,180.79

C. Policies and Procedures Dr. David Foote, Chair – No report

V. Old Business

- A motion was made to remove ASTL 6701 (course materials for the online Masters' in Education) from the table and vote on approval. The motion was seconded and carried and ASTL 6701 was approved.

VI. New Business

- Dr. Frank Bailey asked if the deadline date for theses and/or dissertations could be moved until later in the semester. Drs. Carlton and Cunningham explained the need for the date to be mid-semester and noted that exceptions can be given if the major professor or advisor conveys a sincere need to the Dean of Graduate Studies.
- Dr. Claudia Barnett noted the new criteria from the Provost regarding FRCAC and research grants and felt that this was a bias against some faculty members who would not meet these new guidelines set forth for the campus community. After much discussion, an ad hoc committee on Graduate Faculty Research and Creative Activity was formed. The committee consists of Claudia Barnett (Chair), Tom Hutchinson, and Frank Bailey. They will review current procedures and issues and report back to the council at next month's meeting.
- Dr. Andrew Worsey asked what could be done to ensure that when materials come to the Faculty and Program Review sub-committee for review they are prepared legibly, correctly, and in a timely manner. How can we hold those submitting materials to a higher standard? The floor was opened and various thoughts and ideas were discussed, including a general campus meeting to discuss issues, procedures, etc. Also discussed was the possibility of having a faculty intern in the Graduate Office review all documents before they are sent to the sub-committee. Dr. Michael Hein will draft a proposal for a faculty internship for the Office of Graduate Studies whose duties would include developing program proposal procedures and a handbook. The proposal will be brought back to the council at the next meeting.

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker
Recording Secretary