

# Graduate Council Minutes

## September 28, 2006



The Graduate Council met at 2:30 p.m. in the Faculty Senate Conference Room. Chair Marc Singer presided.

### I. Call to Order

**Members present:** Charlie Baum, Stuart Bernstein, Cosette Collier, Teresa Davis, Wayne Dornan, Jackie Eller, Stuart Fowler, William Ilsey, Wen Jang Jih, Philip Phillips, Amy Staples, Mary Lou Veal, and Jane Williams

**Ex-officio member present:** Pamela Knox, Associate Dean College of Graduate Studies

### II. Announcements

#### A. Dr. Marc Singer, Chair

- Dr. Singer welcomed everyone and thanked them in advance for serving on the council. Each member was asked to introduce themselves and the department/college they represented.
- At the beginning of the semester each member was asked to fill out a grid indicating the times they would not be available to meet; the grids were then compiled and it was determined that Thursday afternoons at 2:30 p.m. worked for all members, with the exception of two. Also important, all chairs of the sub-committees could meet at this time as well. A similar process will take place to determine spring meeting dates once class schedules have been finalized.

#### B. Dr. Pamela Knox

- Dr. Knox reported that Dr. Robert Carlton, Interim Vice Provost for Research and Dean, College of Graduate Studies could not attend today due to a previous commitment but asked her to extend a welcome and thank you from him for those who have previously served and those that are new to the council.
- The Graduate Council is charged with being an advisory group to the Vice Provost for Research and Dean of the College of Graduate Studies regarding policies and procedures for the College of Graduate Studies.
- Dr. Knox noted that this was also a catalog year and would be very busy as there are a number of policies that need to be rewritten and several more that need to be drafted. When reviewing these policies and procedures regarding graduate education everyone should be thinking quality and looking forward; not just at our existing policies and procedures. Marc Singer suggested that the council think about adding a fifth (5<sup>th</sup>) sub-committee this year, made up of a chair and each chair of the remaining sub-committees to coordinate catalog issues. Philip Phillips was nominated to chair the committee; the motion was seconded and carried.

### III. Approval of Minutes – March 31, 2006

A motion was made to accept the minutes of the March 31, 2006 meeting as written. The motion was seconded and carried.

### IV. Sub-Committee Reports

**A. Graduate Faculty and Curriculum Review**  
**Dr. Amy Staples, Chair**

- Consent calendar attached – Dr. Staples noted two additions to the consent calendar; Saeed Foroudastan / ETIS, re-appointment to full membership status, and a new course to be used in the Nursing RODP program, NURS 6005 – Advanced Independent Health Care Study. A motion was made to accept the consent calendar as revised, it was seconded and carried.

**B. Student Affairs and Travel**  
**Dr. Jane Williams, Chair**

- Dr. Williams reported that the fund began with a balance of \$32, 652.00; \$7,722.00 in travel funds has been granted leaving a balance of \$24,930.00. Dr. Williams noted that one time there was discussion regarding travel funds as being “first come first served” therefore being all used in the fall semester. She asked if anything was ever decided on whether to set aside an allocated amount of funds for the spring semester or not. The council noted that this was just discussion and no action was taken, the travel funds currently remain “first come first served”.

**C. Policies and Procedures**  
**Dr. William Ilsley, Chair**

- No report

**D. Graduate Program Review**  
**Dr. Jackie Eller, Chair**

- No report

**V. Old Business**

- No report

**VI. New Business**

- The election of a Vice-Chair was preceded by a discussion of term limits and continuity (keeping old chair on council as a non-voting member). Dr. Eller noted that the Faculty Senate is currently working on revising standing committees and we should let them know of the Council’s concerns and get their feedback so they can be incorporated in any revisions they make. Dr. Phillips stated he would be the “test case” (for the Vice-Chair staying on as Chair even though his/her term is over) and if it is not accepted by the Faculty Senate he will step down and another Vice-Chair can be chosen. Philip Phillips was nominated for the position of Vice-Chair, the motion was seconded and carried.
- The guidelines for graduate faculty membership must be revised this semester. Dr. Knox passed out copies of the new drafted guidelines, as they currently stand. The Policies and Procedures Sub-Committee will work on establishing the guidelines and report back to the council. At this point nothing is set in stone and totally open for suggestions. Any feedback you might have regarding the guidelines should be forwarded to the chair of the committee, William Ilsley.
- Also passed out were copies of the Graduate Assistant policy which need revision. The copies distributed incorporate re-writes and revisions previously made. As with guidelines for faculty membership, feedback regarding this policy should also be forwarded to William Ilsley. Dr. Knox noted that we needed to coordinate feedback on both policies ASAP, within the next month, in order to finalize before the catalog goes to print.

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker  
Recording Secretary

# Graduate Council – Consent Calendar September 28, 2006

## Graduate Faculty Membership

### **Adjunct Membership**

Pam Taylor / Nursing

### **Associate Membership Initial Appointment – Level 1**

Lee Ann Hanna / Nursing  
Brandi Eveland-Sayers / Health & Human Performance  
Aimee Holt / Psychology  
Helen Gray / Health & Human Performance  
Franco Zengaro / Health & Human Performance  
Jeremy Rich / History  
Robin Wilbourn Lee / Psychology  
Rebecca Johns / Health & Human Performance  
Craig Joseph Rice / Elementary & Special Education  
Lynn Hampton / Sociology & Anthropology

### **Associate Membership Re-Appointment – Level 1**

Jenny Sauls / Nursing

### **Full Membership – Initial Membership**

Laura Dubek / English  
Cheryl Ward / Management & Marketing  
Steven Livingston / Political Science  
Sanjay Asthana / Journalism

### **Full Membership – Re-Appointment**

John DiVencenzo / Chemistry  
David Foote / Management & Marketing  
Linda Richey / Human Sciences  
Saeed Foroudastan / ETIS

### **Doctoral Membership – Initial Membership**

Thomas Brinthaupt / Psychology

### **Doctoral Membership – Re-Appointment**

Jennifer Caputo / Health & Human Performance  
Allen Hibbard / English

## Curriculum Changes

## **Health & Human Performance**

### **Proposed New Course**

**EXSC 5000 Strength/Conditioning & Human Performance**, 3 credit hours,  
effective spring 2006

## **Foreign Languages**

### **Proposed New Course**

**FRENCH 4080 / 5080 Topics in Medieval French Literature**, 3 credit  
hours, effective fall 2007

## **Speech and Theatre**

### **Other**

Change in prerequisites for existing 5000-level course, CDIS 5300, Clinical  
Methods in Communication Disorders, effective fall 2006

Change in prerequisites for existing 5000-level course, CDIS 5500, Training  
for the Hearing Impaired

### **Course Number / Title Change**

**CDIS 4500/5500 Training for the Hearing Impaired**, change title to  
Intervention for Individuals with Hearing Loss, effective fall  
2006

## **Accounting**

### **Course Number / Title Change**

**ACTG 6660 Advanced Financial Accounting & Reporting Problems**,  
change course number to 6670, effective fall spring 2006

## **Nursing**

### **Proposed New Course**

**NURS 6005 Advanced Independent Health Care Study**, 1-3 credit  
hours, effective summer 2006