

Graduate Council Minutes
May 20, 2005

Present:

Council Members: Dale Alspach, Lowell Caneday, Stephen Hallgren, Charlie Hendrix, Carolyn Henry, Edward Jones, Alexander Rouch, Barbara Stoecker
GPSGA: Shirley Vincent
Graduate College: Gordon Emslie, Deb Jordan, and Craig Satterfield

Approval of April 15, 2005 Minutes:

Following a motion and a second, minutes from the April 15, 2005 meeting of the Council were approved.

Graduate and Professional Student Government Association Report – Shirley Vincent:

- The new board of officers is in place.
- The GPSGA has begun creating a strategic plan.
- The GPSGA would like to increase student representation from more programs
- The new officers had lunch with President Schmidly to discuss their goals. He asked for a top ten list of things they would like to get accomplished this year. Shirley mentioned a few of the items: 1) competitive financial packages, 2) travel funds for graduate students, 3) research, and 4) more professional development opportunities.
- The GPSGA would welcome input from the Council or individuals regarding their strategic plan or top ten list.
- The welcome reception for new graduate students is scheduled for August 25, 2005.
- There is still a need for a graduate student willing to serve on the Stillwater-Tulsa Marketing Council with Dr. Heintze.

Request for Program Modification – MS in Leisure Studies (436) – Option Deletion – Leisure Services Management and Therapeutic Recreation

- There was a motion (Stoecker) and second (Hendrix) to approve as proposed with corrections. After discussion, motion was approved.

Dr. Emslie also briefly discussed the Photonics Program modification which was withdrawn from this meeting and which will be presented at the June meeting. This program is currently not an approved option; rather it is a specialization under another option. The modification request will be for the program to be changed to an option. At the same time a proposed name change request for the program will also be presented.

Rules Committee Report – Dale Alspach:

Four requests were presented to the Council. After discussion, motions and seconds were made to support all the recommendations as made by the Rules Committee. Motions were all approved with the exception of one which was tabled until the next meeting.

Graduate College Report – Gordon Emslie:

- English Language Requirements for International Students

There will be an agenda item brought forward to the Council regarding these issues at a later meeting, after Dr. Emslie has had a meeting with pertinent personnel in the English department.

- Program Reviews

Commentary on the 5-year program reviews submitted earlier this year is underway; Dr. Emslie thanked Council members for their participation. It is hoped that the commentaries will be distributed at faculty meetings in due course. The reviews themselves will be sent to the Regents.

- Bridge Program

Discussion took place regarding the bridge program (in the Catalog under “Admission to the Graduate College”). The GC and Council of Deans have already approved this program, which facilitates entry into the Graduate College for students with a three-year bachelor’s degree. In the bridge program Departments will require pre-requisites which will not be included on the graduate plan of study. The Graduate College will flag applicants with three-year degrees when referring to departments. This would give the departments a choice to admit such students or not; currently files of three-year degree students are never referred. There was a motion (Henry) and second (Alspach) to approve wording with recommended corrections. Motion approved.

- Graduate Certificate Program Requirements

This item, previously approved by the Council, was amended by the Council of Deans to include a brief description of the scope and role of a Graduate Certificate. There was a motion (Caneday) and second (Henry) to approve the Graduate Certificate section in the Catalog, as thus amended. Motion passed.

- Electronic Admissions Update

The Graduate College has purchased a server with enough disk space to accommodate its admission needs for a decades or more. IT has promised to provide an IT employee to help with this project. The Graduate College would like to see a basic electronic admissions system available for trial use by the end of July and in full operation by the end of the Fall semester. One of the largest problems is security—making sure only the person/people in each department who are supposed to have access are able to access the information in the system.

- Graduation Checks

It was proposed to review the applications for diploma procedures to start at the departments, rather than in the Office of the Registrar. Only department-approved applications would proceed to the Graduate College for checks and then only those approved at that level to the Registrar. This will create a more logical one-way flow of paperwork. A draft set of procedures was distributed, and the Graduate Council will have input to the formal process in due course.

- Undergraduates Taking Courses for Graduate Credit

Undergraduate students near completion of their degrees are encouraged to take graduate courses; however, the Council was reminded that the intent of the student, particularly when 3000*/4000*/5000-level courses are involved, must be clear. The Council was reminded of applicable Catalog policy (Academic Regulation 4.8) and that there is a form that must be submitted within the first two weeks of classes through which students pre-declare their intent to take a course for graduate credit, in order for the courses to be later counted toward a graduate degree. This form is available to graduate coordinators on the web and from the Graduate College.

- Graduate Students wishing Undergraduate Credit for 400*/3000* Courses

Dr. Satterfield presented Council members with a draft new form which, to complement the previous item, would be required for graduate students wishing to take 4000*/3000* courses for undergraduate credit. The Graduate College would like input from Council members on this form; please submit suggestions to Dr. Satterfield.

- Academic Probation Issues

Based on a review of the past year's student files Dean Emslie suggested that the Graduate College be given a little more discretion in the handling of academic probation issues, such as students with a large number of Incomplete or Withdrawal grades extending over many semesters. There was a motion (Henry) and second (Caneday) to amend the Catalog wording on page 179 – "If a student's overall GPA drops below a 3.00 or makes grades below "B" two semesters in a row *or if the overall academic record warrants intervention*, a student may be placed on Academic Probation" (additions in italics). The motion passed.

- Unified Graduate Transcript

Dr. Satterfield distributed copies of current (separate master's and doctoral) transcripts, together with a sample of the same information in a combined graduate transcript. The combined transcript has a single overall GPA; the person who could answer the question if the GPAs for master's and doctoral courses could be separated was unavailable. Based on the clarity of information in the combined transcript, there was a resolution of support to move towards the combined transcript option. Council members were asked to solicit feedback from the faculty in their respective Groups.

- Inter-relation of Master's and Doctoral Plans of Study

Discussion took place regarding basic requirements for Ph.D. programs and students who elect to apply for a master's degree en route. Currently students admitted to 60-hour doctoral programs would have to start a separate set of 60 hours, on a new doctoral transcript, after the award of the master's degree, thereby penalizing them (with regard to the total hours required before the doctorate is earned) relative to students who do not elect to receive a master's degree. It was pointed out that the real issue here is the reduction of the doctoral plan to 60 hours based on an unrelated master's degree; students with related master's degrees would have little reason to acquire another master's in the same field. Also, students admitted to a 90-hour doctoral program would suffer no real penalty from earning a master's degree en route. There was a motion (Alspach) and second (Henry) to change the wording on page 183 of the catalog to read – The Doctor of Philosophy degree requires a minimum of 90 semester credit hours beyond the bachelor's degree, or a minimum of 60 semester credit hours beyond the master's degree *in a related discipline*. Motion passed.

- Graduate Faculty Bylaws Progress

Dr. Hallgren impressed upon the Council to continue to get feedback from faculty on the wording of the proposed bylaws. Work needs to begin in September or October to get the new bylaws voted on in the Fall semester. Council members were asked to come up with a set of key points in the new bylaws (such as automatic admission into graduate faculty for new OSU appointees) with which to encourage dialog.

Old Business: None.

New Business

- Administrative Structure of Interdisciplinary Graduate Programs

Dr. Hallgren initiated a discussion regarding the various administrative structures associated with interdisciplinary programs at OSU. He asked the Council to look into this issue, and to perhaps produce a document defining what an interdisciplinary program is, and what administrative / budget models might be effective. This may require an *ad hoc* committee of the Council, to be formed after the new officers assume their positions on June 1.

Meeting adjourned: 4:05 P.M.

Next meeting of the GC: June 17, 2005 at 1:30 PM in 241 Willard.