Graduate Council Minutes
March 11, 2013

**Present:**
Dr. Lowell Caneday, Vice-Chair
Dr. William McGlynn, Group I
Dr. Brenda Smith, Group I
Dr. Allen Scott, Group II
Dr. Randi Eldevik, Group II
Dr. Mark Wilkins, Group III
Dr. Amanda Morris, Group IV
Dr. Rebecca Sheehan, Group IV
Dr. Donna Lindenmeier, Group V
Dr. Pamela Lloyd, Group VI
Dr. Earl Blewett, Group VI
Dr. Bruce Benjamin, CHS

**Graduate College:**
Dr. Sheryl Tucker
Dr. Jean Van Delinder

**Guests:**
Rachel Eike, GPSGA
Dr. Nurhan Dunford

Dr. Caneday called the meeting to order at 1:35 pm with a quorum present. Following a motion (Dr. Scott) and a second (Dr. McGlynn) the minutes were approved as read.

**GPSGA Report.**
Elections were held two months early to allow for a longer transition time for the new team. The new president is Ms. Catherine Molleno, a master’s student in International Studies. The new treasurer, Ms. Chunmin Lang, has worked as an accountant. We are preparing for graduate education week the first week in April.

The Regional meeting was attended by four officers. Ms. Shirley Evans, Intergovernmental Liaison, was in Washington, D.C. for legislative action days. The Phoenix Awards committee met to narrow down the nominees and is in the process of organizing interviews. The Committee is also reviewing nominations for Outstanding Graduate Coordinator and Staff.

**Graduate College Report.**
Dr. Dunford is a faculty member in the Women’s Leadership Academy, which pairs with women faculty with administrators, and a mentee of Dr. Tucker’s; she was welcomed to the meeting.

Graduate Education Week is the first week of April: Highlights are a financial management seminar, Graduate Coordinator Meeting, Phoenix Awards ceremony, and Ice Cream Social along with the coordinator awards. The Subject Matter Groups are busy reviewing applications for Graduate Research Excellence awards. This year, the Graduate College Summer Dissertation Fellowships had 27 nominees. There is only one nomination allowed per academic unit, not by option or degree program. The Associate Deans for Research are reviewing the nominations. Graduate Education Week will include policy forums.
on Tuesday, Thursday and Friday. The proposed policy changes were pushed out to faculty the last week of March in preparation for the forums, which will give an opportunity for students, faculty and staff to discuss the proposals. Spring Group Meetings are going forward and will finish the last week of March. There is still a policy issue that was discussed at the last meeting that no more than one three hour course in the Maymester can be used on the plan of study. The Associate Deans for Research were surprised it existed but not supportive of changing it. How are we going to handle students that have already taken more than one course in the Maymester?

**New Program Requests/Changes**

Old Business
- There was no old business.

New Business
- Building on older documents, Dr. Tucker quickly drafted a vision and mission statements for the Graduate College, and Faculty Fellow, Dr. Brenda Smith, drafted a *Best Practices in Graduate Education* document. The vision statement needs to reflect where we are headed – the future – and the mission statement captures “how to get to where we want to be.” There was discussion of adding an aspirational aspect to the vision statement. The *Best Practices* document was discussed and edited.

- Even though there is a university policy that states a syllabus is required for all courses, many graduate research courses rarely use them. There is a model being developed by CoHS that may be appropriate.

- The Graduate College has been handling numerous grievances, and many times students cannot follow the “chain of command” due to conflicts of interest with the program coordinators and/or unit heads. Handbooks are needed at the program level that addresses these issues. For example, the English Department has an extensive handbook on their website, as do a few other graduate programs.

- What is next for policy updates? Policy forums will be held during Graduate Education Week, and then we will bring policies back to Council. Faculty Fellow, Dr. Ken Clinkenbeard, drafted these documents. The following policies were discussed:

**Probation Status:** Currently students are placed on probation for 12 semester hours, and we would suggest dropping to 9 hours since that is a normal full-time load. If admitted on probation the student would have to make a 3.00 in the first 9 hours (with no grade lower than a “B” was discussed). This wording needs to be consistent in wording: Graduate Coordinator Recommendation Form says 10-12 hours probation. Catalog says 12 hours.

**Grades:** What is a passing grade at the graduate level? A “D” or “F” grade is not considered a passing grade. A stronger policy on “D” and “F” grades is needed, including an option for dismissal. Some programs limit the number of “C” grades that a student can get, but the rules need to be tightened up. Nothing would prohibits the department from having higher standards than those established by the Graduate College.

**UR grades.** A departmental notice would be sent if a student received a “C” or lower or a “UR” grade. If they drop below 3.0; earn a “D,” “F” or “UR,” he/she goes on academic probation. “UR” is a permanent grade and does not go away, only through appeals process. Probation does not get removed until after the end of the semester.
No further enrollment – below acceptable standards. After two “UR” grades, the student will be dismissed. Financial aid is not withdrawn because GPA is not affected by “UR” grades. If the student goes on probation they would lose tuition waiver eligibility. They may be granted a one semester waiver so they can raise their GPA if supported by the department. “Admitted on probation” students are eligible for waiver. Start monitoring in the fall.

Plan of Study. Earlier submission for the POS was discussed. Waiting until the 17th hour for a master’s and 27th hour for a doctorate is almost too late.

We will resend the policy document to Council members. No decision was made on probation on admission – “B” or “C” grades.

Adjourned 3:23 pm.