To: Dr. Robert Hunger, Vice-Chair
Dr. Stephen Hallgren, Group I
Dr. Leon J. Spicer, Group I
Dr. Barbara Stoecker, Group I
Dr. Edward Jones, Group II
Dr. Dennis Seager, Group II
Dr. Perry Gethner, Group II
Dr. Gary Young, Group III
Dr. Dale Alspach, Group III
Dr. Ziad El Rassi, Group III
Gina Causin, GPSGA

Dr. Carolyn Henry, Group IV
Dr. Charlie Hendrix, Group IV
Dr. Richard Potts, Group IV
Dr. Lowell Caneday, Group V
Dr. Timm Bliss, Group V
Dr. Rey Martinez, Group V
Dr. Charlotte Ownby, Group VI
Dr. Alexander Rouch, Group VI
Dr. David Moll, Group VI
Dr. Stephen McKeever, VP Research

From: Dr. Gordon Emslie, Dean
Date: February 15, 2005
Re: Graduate Council Agenda and Minutes

ROOM 241 WILLARD

The next meeting of the Graduate Council will be held Friday, February 18, 2005 at 1:30 P.M. in 241 Willard.

AGENDA

- Approval January, 2005 and February 4, 2005 minutes
- Graduate and Professional Student Government Association Report – Gina Causin
- Membership Committee Report – Dr. Stephen Hallgren
  - By-Laws Revision
- Other
  - Program Modification for MS in Human Development and Family Science
    - Option Name Change – From: Child Development; Family Science; Early Childhood Education and Marriage and Family Therapy to Child and Family Services; Developmental and Family Sciences; Early Childhood Education and Marriage and Family Therapy
    - Program Requirement Changes
  - Program Modification for MS in Human Environmental Sciences
    - Option Deletion – Nonprofit Services Administration and Family Consumer Resources
- Rules Committee Report – Dale Alspach
- Graduate College Report – Gordon Emslie
  - 4000* courses taken by undergraduates
  - Bridge program for 3-year bachelor’s recipients?
- OSU Foundation priorities
Graduate Council Meeting  
January 21, 2005

Present:

Council Members: Martinez, Caneday, Hunger, Hendrix, Alspach, Seager, Henry, Hallgren, Young  
GPSGA: Shirley Vincent  
Graduate College: Gordon Emslie, Deb Jordan, Craig Satterfield and Sonia Brumfield  
Guests: Mac McCrory (Wellness Center); Mark Weiser (Business), Peggy Fagan

Approval of December 17, 2004 Minutes

Following a motion (Alspach) and a second (Henry), minutes from the December 17, 2004 meeting of the Council were approved.

Graduate and Professional Student Government Association (GPSGA) – Shirley Vincent

GPSGA currently is involved with:
- Improving communication between the GPSGA and the Student Government Association, Faculty Council, Graduate Council and Administration.
- Updating their constitution and bylaws, and clarifying procedures.
- Increasing involvement with the National GPSGA.
- Hosting a regional GPSGA meeting at OSU.
- Placing representation on the Committee for Student Organizations.
- Supporting the Restore, Reward, and Grow the Faculty program.
- Organizing for the Research Symposium and looking for faculty volunteer judges.

Request for New Program - Graduate Certificate in Negotiation and Alternative Dispute Resolution - Dr. Mac McCrory

- Changes requested in December 2004 meeting were summarized by McCrory.
- Discussion led to suggestions for rewording and modifications related to use of GRE & GMAT scores, for admission requirements, for the length of time the Director’s position will be voluntary, and for the addition of LSAT – MCAT scores. A motion to approve the request following incorporation of the discussed modifications was made (Hallgren) and seconded (Young) and approved by the GFC.

Request for New Program - Graduate Certificate in Information Assurance – Dr. Mark Weiser

- Discussion resulted in suggested changes and modifications related to the admission and academic standards of students, deletion of some admission requirements, modification of list of faculty involved with the program, and several other minor modifications.
- The motion to approve this request based upon incorporation of the discussed modifications was made (Henry), seconded (Young), and approved.
Request for Program Modification – Change of Option Name in Teaching, Learning, and Leadership Degree – Dr. Rey Martinez

- This request (tabled at December meeting) was reintroduced to the GFC. Martinez explained that the request was to change only the option name from “Reading/Literacy” to Reading/Literacy, Library Media, and/or Technology Literacy.”
- Discussion involved the length and inclusiveness of the proposed option; primarily that the new option was too lengthy and all-inclusive.
- A motion to approve this request failed. Dean Emslie will contact Dean Fry to discuss and clarify the desired goals for this program and the best means to achieve them.

Proposed Evening Class Times – Peggy Fagan

- Fagan provided information about an attempt in the future to provide more consistency between class times at the OSU-Stillwater and OSU-Tulsa campuses.
- Sonia will send to GFC members a handout explaining this.

Rules Committee – Dale Alspach

- No report.

Membership Committee (MC) Report – Stephen Hallgren

- The MC is still working on the by-laws revision and will have a revision to the GFC prior to the February meeting.
- Groups should get Graduate Faculty membership nominations to him by the end of March.

Graduate College (GC) Report – Gordon Emslie

- The Graduate Commencement in December went well with nearly all complimentary comments. Some modifications/improvements will be incorporated for the spring ceremony.
- Dr. Emslie reported on several new appointments in the Graduate College – Dr. Debra Jordan, Interim Associate Dean; Dr. Susan Mathew, Admissions Coordinator; Ms., Elizabeth Shephard, Admissions Specialist, and Ms. Angela Bartlett, receptionist.
- The Council discussed distribution of Graduate Council minutes. It was resolved to put these on the Graduate College website and to explore the possibility of developing group listervs for direct distribution of minutes.
- Dr. Emslie reported on a new form being used to assess whether or not a given semester is the final semester for an international student, and encouraged Council members to communicate to their groups the importance of verifying final semester status for international students before approving such forms, in order to avoid potentially serious ramifications for students who do not complete degree requirements in a semester designated as their final one.
• Graduate Application Fees being proposed to the Regents will be $75 for international applicants. However, $100 will be refunded to international students once they arrive on campus. This refund will be considered as a scholarship and is equivalent to their Visa application fee.

• Graduate Student Stipends/Tuition Packages – Dr. Emslie reported on a presentation he had made to various groups outlining a four-year plan to increase graduate student stipend/tuition packages to competitive levels.

• Dr. Emslie made a motion to create an FDSC prefix to be added to list of available courses, allowing the Food Science program to propose courses under this prefix. This motion was seconded by Henry and approved unanimously.

• The Graduate College has discussed with the Registrar combining masters and doctoral transcripts into a single graduate transcript, which would also allow students to pursue multiple matriculations (e.g., Certificate program and masters program) concurrently. The Council was asked to consider this prior to a discussion at its next meeting.

**Update** - Bob Hunger

• Dr. Hunger reported on progress toward a policy for academic (non-grade) appeals, in particular for examinations (e.g., qualifying, defenses) conducted under the auspices of the Graduate College. Dr. Mark Rockley as Chair of the Academic Policies and Standards Committee of Faculty Council is looking into grade and non-grade appeals procedures for all students, and it was agreed that Dr. Hunger would be the Graduate Council liaison for these discussions.

**Meeting adjourned:  3:50 PM**

**Next meeting of the GFC:**  **February 18, 2005 @ 1:30 PM in 241 Willard**
Graduate Council Minutes  
February 4, 2005

Present:

GPSGA: Gina Causin
Graduate College: Gordon Emslie, Deb Jordan, Craig Satterfield and Sonia Brumfield

Graduate Certificate Guidelines

After much discussion, the following actions were made:

- A motion was made (Henry) and seconded (Young) to have admission requirements into graduate certificate programs to be admission to the Graduate College, recommendation of the unit offering the program, and approval of the Graduate Dean. Motion passed.
- A motion was made (Henry) and seconded (Hallgren) to require between 12 and 21 hours of graduate credit for graduate certificate programs. Motion passed.
- A motion was made (Young) and seconded (Hallgren) to require that at least 2/3 or more coursework be at the 5000 level or above. Motion passed.
- A motion was made (Henry) and seconded (Hallgren) that once a student has completed the coursework required for a certificate, an application for a certificate program will be submitted by the student, approved by the advisor, department head/program director, and Graduate Dean. Such applications shall include a completed plan of study for the certificate; unlike for masters and doctoral programs, there will be no requirement for submission of a tentative plan of study mid-way through the program. The Graduate will forward approved applications to the Registrar for recording of the certificate on the transcript and, in coordination with the unit offering the certificate program, will provide a certificate suitable for framing should be awarded to students upon completion.

Other points approved by the Council relating to Graduate Certificates included that:

- Proposals for graduate certificates should address the extent to which the certificate program can be incorporated into a graduate degree program.
- Students must enroll at least once per academic year, and there shall be a seven year time limit to complete the program.
- A maximum of three hours of graduate transfer credit may be counted towards a graduate certificate program.
- Students receiving only a graduate certificate will not participate in commencement.

Routing Sheet for New/Modified Graduate Programs

A new program/modification routing sheet has been developed for use to ensure that all appropriate parties have reviewed documents in the correct order. This sheet will be reviewed by the Instruction Council and the Council of Deans.
Academic Appeals Procedures

Dr. Hunger presented a draft of an appeals procedure for graduate students. This draft, following the next revisions, should be used by the GC Chairs as the basis for discussion of this topic at their group meetings in March.

Revised By-Laws

Dr. Hallgren will have a copy of the proposed revisions to the Graduate Council By-laws to Sonia by 14 February for distribution to the GC members, for discussion at the February 18 meeting and discussion by the groups in March.

Catalog Revisions

- A motion was made (Young) and seconded (Henry) to add to the requirements for a PhD a maximum of 60 hours of dissertation credit (in addition to the minimum of 15 credits already prescribed). The motion passed.
- A motion (Henry) was made and seconded (Hendrix) to replace the words “qualified graduates of” with “Holders of baccalaureate degrees from” in the Graduate College admission requirements. Motion passed

Tuition Waiver Policy

The Dean informed the Council that the requirement for US citizenship/permanent residence for the award of in-state tuition waivers (page 169 in the OSU catalog) appears to be an OSU, not a State Regent’s policy. The Council encouraged the Dean to make in-state waivers available to all students whenever practicable.

TELP/ITA/SPEAK

Council members were asked to talk to their groups about TELP and ITA procedures, specifically addressing the required TELP passing score (and possible different scores by discipline), the format of the ITA test, and the possibility of permitting students who do not score sufficiently well on the ITA/SPEAK test to teach laboratory sections only, with the requirement that they concurrently enroll in ENGL0003.

Meeting adjourned: 3:50

Next Council meeting will be held on Friday, February 18, 2005 at 1:30 pm in 241 Willard.