Graduate Council Minutes  
June 17, 2005

Present:


GPSGA: Shirley Vincent

Graduate College: Gordon Emslie and Craig Satterfield

Introductions took place.

Approval of May 20, 2005 Minutes:

Following a motion and a second, minutes from the May 20, 2005 meeting of the Council were approved.

Graduate & Professional Student Government Association (GPSGA) Report – Shirley Vincent:

- A list of 2004-2005 GPSGA Officers with their contact information was distributed.
- Currently 31 of 63 units are represented on the GPSGA. A working list was distributed showing these units and their representatives. Representation from all units is desired and encouraged.
- A major incentive for being represented is that students in that unit are then eligible for travel funds. Further, group funding also is available; however, units must be represented in order for students and groups to qualify.
- GPSGA is unsure how to involve Tulsa students in their group. Dr. Rouch will provide contacts in Tulsa to see what can be done to include them more.
- Currently a database of committees on which graduate students are participating is being developed. Results so far indicate participation on at least 20 such committees.
- The Compliance office has asked for a graduate student representative to be on the Institutional Review Board.
- Meetings with the Director of Marketing and Communications have been scheduled to explore ways to increase the visibility of the GPSGA on campus.
- Orientation for new graduate students and other workshops are in the process of being organized via working with Drs. Satterfield and Jordan.
- The fall welcome reception is scheduled for August 25.

Graduate College Report – Gordon Emslie:

- Tuition Scholarships/Waivers

All indications are that the first year of the four year plan to support all graduate teaching and research assistants with 3 hours per semester of resident tuition has been accepted. Hence, in
Fall 2005 and Spring 2006, every graduate teaching and research assistant (both domestic and international) working .25 FTE (10 hours per week) or greater should receive a scholarship of three credit hours of resident tuition. Dean Emslie is working on how this will be implemented. This will not affect Departmental tuition waivers, which can be used only for domestic students and will remain basically the same as last year.

- **Formal Reports**

Council members were asked to survey faculty for thoughts regarding the filing of “Formal Reports” with the Graduate College. Currently this is done following the same schedule as for a thesis or dissertation; however, reasons for Formal Reports to be filed with the Graduate College are difficult to provide. Based upon input received, there will be further discussion about the need to continue this practice.

- **Incomplete Grades**

Discussion occurred regarding the “one-year rule” for changing an “I” grade to a letter grade. These included concerns about the number of “I”s accumulated by some students and the number of years that pass between the assigning of an “I” and completion of the class and assigning of a letter grade. There was a suggestion made that after one year this matter becomes non-routine and that the “Change of Grade” form, which is used during the first year after an “I” is assigned, not be used but rather faculty should be required to request a petition for the grade change. There was a motion (Rouch) and second (Recker) to change the policy so that changing an “I” grade after one year would require a petition. If the petition is denied, then the grade will remain an “I”. Motion passed.

- **“R” Grades**

Grades of “R” do not have a one year limit. However, there are concerns of GPA’s being skewed upward or downward once all the “R” grades are changed to letter grades, which are typically all “A’s”. There was discussion of leaving “R” grades as “R” and only giving a grade in the final semester when the dissertation/thesis is completed. There was a motion (Henry) to change the policy that assigned “R” grades will remain “R” grades indicating research in progress and that a letter grad will only be assigned in the last semester after the final product is submitted. The motion died due to lack of a second. The discussion ended with a request to have representatives discuss this issue with faculty in perspective departments. This would include soliciting input about changing the word “will” to “may,” i.e., changing the wording from “an ‘R’ grade will be changed” to “an ‘R’ grade may be changed.” Also a statement could be added on page 179 of the catalog which would read, “Advisors may submit change of grade form to change grades.”

- **TOEFL/IELTS**

Dean Emslie distributed a document for review by Graduate Council members. This handout, which is titled, “Re-evaluation of the role of the TOEFL/IELTS, TELP, SPEAK, and ITA for OSU graduate students,” provides “Background” and “Discussion” of this topic. Provost Strathe
has asked for the suggestions from the Graduate Council on how to handle these situations, so please review and solicit input from colleagues on this topic.

- Graduation Checks

The Graduate College was asked at the last meeting to submit the current process used for graduation clearance along with a new process (both depicted on a distributed handout). The new (proposed) Graduation Clearance process begins at the department level and then moves to the Graduate College and then to the Registrar. This represents a much simpler and more efficient process for Graduation Clearance.

Old Business

Graduate Student Appeals Process – Bob Hunger

- The graduate student appeals process is being developed because the Dean has received several requests from students for appeals of examinations that do not result in a letter grade, and so do not go through the Academic Appeals Board.
- Academic misconduct is a separate issue and goes through a different committee (Academic Integrity Committee).
- Dr. Hunger will work with Dean Emslie, the Graduate Council, Dr. Tony Brown (Chair of Academic Standards and Policies Committee of Faculty Council) and Dr. Gail Gates to develop a process for the appeals submitted to the Graduate Dean/College.
- Dr. Hunger will work on this document over the summer and will be asking for input via e-mail and will have a final document to bring before the Council in the fall.

Bylaws

- The proposed and current bylaws along with the rationale for changes are on the web.
- The idea is to get discussion going over the summer so a vote can be taken in the fall.
- Council members are strongly encouraged to place a discussion of these proposed bylaw revisions on agendas for the fall group meetings.

Interdisciplinary Programs

- A question was asked about the formation of an ad hoc committee to examine the handling of Interdisciplinary Programs as suggested by Dr. S. Hallgren at the May meeting.
- Such a committee will be formed, and will include Dr. Lowell Caneday, Dr. Bob Hunger, Dr. Doren Recker as well as some other “to be identified” faculty from the various groups and possibly some Department Heads.

Meeting adjourned: 1:55 p.m.

Next meeting [if necessary] of the GC: July 15, 2005 in 241 Willard at 1:30p