Graduate Council Minutes
August 17, 2012

Present:
Dr. Lowell Caneday, Vice-Chair
Dr. William McGlynn, Group I
Dr. Brenda Smith, Group I
Dr. Allen Scott, Group II
Dr. Barry Lavine, Group III
Dr. Mark Wilkins, Group III
Dr. Marlys Mason, Group IV
Dr. Amanda Morris, Group IV
Dr. Tim Passmore, Group V
Dr. Don Boswell, Group V
Dr. Pamela Lloyd, Group VI

Graduate College:
Dr. Sheryl Tucker
Dr. Jean Van Delinder
Dr. Craig Satterfield

Guests:
Dr. Cary Pope
Rachel Eike

Dr. Caneday called the meeting to order at 1:32 pm with a quorum present. Following a motion (Scott) and a second (Passmore) the minutes of May 18, 2012 were approved.

GPSGA Report:
Rachel Eike is the new president of GPSGA. She introduced herself and announced her elected officers for the new academic year. GPSGA is involved with Welcome Week, Lights on Stillwater and will have a booth at International Student Services orientation. The GPSGA Welcome Reception is next Thursday with fourteen university and student organizations requesting tables along with local merchants. There are some treasury items still lingering from last year, including Research Symposium awards recipients who never received their money for a total of more than $250.

Graduate College Report:
There is good news on fall enrollment, which is headed toward record enrollment. Graduate enrollment already up 178 students over last year. Diversity enrollment is also up considerably. Summer enrollment was a record high. However, the national trend is toward decreasing graduate enrollments. At the summer meeting of the Council of Graduate Schools (CGS), it was reported GRE reporting testing is down 30% from January to May. Other factors that may lead to a decrease in enrollment is the high rate of debt for graduate students, and the lack of subsidized student loans. It is important for OSU to be strategic about admissions, and there is a need to do a survey of graduate programs to determine the optimal number of graduate students to admit to degree programs.

CollegeNet. OSU has signed the contract for on-line based software system for graduate admissions. Right now, the system should be operational by next summer, with a selected launch with a few departments in late spring. It is important that there be a testing period before we transition completely to
the new system. We are putting together an advisory committee to determine what forms and templates should be offered. The new system will also have the capability of video capture of prospective applicants, as well as being to handle reference letters, statement of purposes in addition to transcripts and test scores. All graduate programs will be under CollegeNet, including those programs located at CHS and VetMed. The professional programs, such as the DO and DVM degrees, are still separate.

The Fall Subject Matter Group meetings need to include discussions of CollegeNet. Please schedule Group meetings now as calendars are filling up.

The new ITA test protocol seems to be working well. The Graduate College will be hiring two to three Faculty Fellows to help with specific projects. The Faculty Fellows initiative will provide an opportunity for faculty interested in administration to try out a leadership role.

*The Fall Graduate Teaching Workshop* was well attended, with almost 300 attendees. It was very successful and should be an annual event.

**New Business:**

*Certificate Interdisciplinary Toxicology* – recommended for approved by the APC. After discussion it was approve as amended. Dr. Pope will make the minor corrections and resubmit to Council for signatures. It will be sent to Instruction Council.

*Task Forces:* GSSI released a draft in June of the revised definitions of the GTA and GRA classifications. We have already had forums on August 6 and 13 with the next one scheduled for August 27 NRC 207 at 3:30 pm. The last one is scheduled for September 10 in NRC 207 at 3:30 pm. So far, the primary question is about the residential and nonresidential tuition waiver benefits for the 0.25 FTE versus the 0.50 FTE assistantships. Once the forums are concluded, the GSSI Taskforce will reconvene. Eventually it will come to Graduate Council for approval.

There is a new Graduate Teaching Assistant Professional Development Task Force chaired jointly by Professors Frank Blum and Christine Johnson. Part of their charge includes reviewing the ITA program.

One additional task force will focus on graduate admissions and alternatives to required standardized tests and how to address concerns of non-traditional student populations.

*Academic Policies:* The Graduate College is working with General Counsel on issues related to removing the acknowledge page from theses and dissertations. Not allowing acknowledgement pages is a departure from what our peers are doing. This policy is also not in compliance with federal grants and contracts that require grant recipients acknowledge funding. The purpose of the acknowledgement page is to recognize those people or entities who facilitate the student’s ability to complete a degree; it is not a forum to air grievances, etc..

*TOEFL:* The Graduate College worked with the Oklahoma State Regents of Higher Education (OSRHE) to clarify the TOEFL admission requirements. In order to be admitted to OSU from a non-English speaking country, a student must have a score of TOEFL at least 500 and successful complete 12 weeks of instruction, 8 weeks at the advanced level, of an English Language Institute (ELI) before they can be enrolled as a degree seeking graduate student. This is not a change but rather a clarification. Concurrent enrollment in ELI and OSU is not consistent with OSRHE policy and is discontinued. The Graduate Dean must report any TOEFL requirement exceptions on behalf of the President to OSRHE. Last year OSU reported 12 exceptions to the 12 the Regents.
Certificate in Forensic Document Examination – Program Suspension: The Council approved a request from the Forensic Sciences program to suspend the Forensic Document Examination Certificate.

Certificate in Biobased Products and Bioenergy – The Council approved a request to change the name of the Biobased Products and Bioenergy to Bioenergy and Sustainable Technology Graduate Certificate.

Other:

Procedures for Graduate Faculty membership renewals in Group III have been in place since May 2010, according to Mark Wilkins, chair of Group III. The database has no expiration date for faculty made members prior to May 2010. Group III officers have since started choosing members based on alphabetical order by last name and are spacing this out over 4 years. Ms. Angela Bartlett is now working as a Matriculation Specialist, and will share responsibilities with Richard Shepard.

Council members were told to encourage new faculty to apply for Graduate Faculty status.

Rules of order will be an agenda item for next month. According to Gary Clark, we are not required to follow Open Meeting rules.

Subject Matter Group meetings must be scheduled by the end of October in the Fall and end of March in the Spring.

Meeting adjourned at 3:03 pm