Graduate Council Minutes
October 20, 2006

Present:

Dr. Robert Hunger, Vice-Chair
Dr. Brad Kard, Group I
Dr. Bill Decker, Group II
Dr. Allen Scott, Group II
Dr. Rob Whiteley, Group III
Dr. Dale Alspach, Group III
Dr. B. Jin, Group IV
Dr. Charles Hendrix, Group IV
Dr. Lowell Caneday, Group V
Dr. Diane Montgomery, Group V
Dr. Alexander Rouch, Group VI
Philip Verghese, GPSGA

Graduate College:   Dr. Mark Payton, Associate Dean
                     Dr. Craig Satterfield, Senior Director

Guests:   Susan Stansberry, John Curry, Steve Hallgren, and Robert Miller

Approval of September 15, 2006 Minutes

Following a motion (Caneday) and a second (Whiteley), minutes from the September 15, 2006 meeting of the Council were approved.

Graduate & Professional Student Government Association (GPSGA) Report

R-Grades:  The GPSGA General Assembly strongly recommends that the current R grade system be changed to a satisfactory/unsatisfactory (S/U) grading system whereby grades are given to graduate students in real time (i.e., at the end of each semester) for thesis/dissertation hours, and such grades will have no effect on a student’s GPA. They recommend that graduation requirements reflect only the required minimum number of hours with ‘S’ grades and that the current requirement for a 3.0 GPA in research hours be removed.

Appeals of Research Issues Not Related to Academic Integrity:  GPSGA has also passed a recommendation strongly supporting the Appeals Policy pending in Graduate Council.

Top Priority List to Graduate Development Officer:  With less than 10% of graduate students holding a GRA position, GPSGA believes that there is a strong need for more assistantships, scholarships and research awards to attract/retain student and conduct
quality teaching/research in our university. They have met with the Graduate College Development Officer to enlist his help in securing such fellowships.

**Regents Professor Selection Committee** – Robert Miller

Dr. Miller discussed the newly-amended process for nomination and appointments for Regents Professors. Any tenured faculty member, with a second, can now nominate a tenured OSU faculty member to the rank of Regents Professor, and such appointments are now permanent. The procedure calls for nominations to be reviewed by a Regents Professor Selection Committee, comprised of one graduate faculty member from each of the Subject Matter Groups. He asked the Group leaderships to identify individuals to serve. In order to establish staggered three-year terms, initial members from Groups 1 and 4 would serve 1 year, members from Groups 2 and 5 would serve two years and groups 3 and 6 would serve 3 years. The Associate Provost for Undergraduate Education acts as non-voting chair.

**Proposed New Graduate Programs**

**MS and PhD in Natural Resources & Ecology Management**

The Academic Program Committee has reviewed this proposal and recommended approval. Motion carried.

Dr. Hunger reviewed the operating procedures for the APC. In response to suggestions from Council, it was agreed to add words requiring the APC to present a brief synopsis of their review together with their recommendation to Council.

**PhD in Education:**

**Option in Curriculum Studies Program**

**Option in Social Foundations of Education**

These two proposed Options replace the former single Option in Curriculum and Social Foundations. A motion to approve was made by Scott, seconded by Montgomery. Motion carried

**MS in Educational Technology**

After some discussion, it was recommended that the unit address certain issues brought up by Council and resubmit to for review at the next Academic Program Committee meeting.
Old Business

Appeals Procedure for Non-grade Issues

This document has been under review for some time by various groups on campus, and was being returned to Council for final consideration. After some discussion on minor wording changes, a motion to accept as amended (see Attachment A) was made by Scott and seconded by Rouch. Motion carried.

Catalog Wording Change for 3000*/4000* Courses

(See Attachment B.) Motion to approve made by Caneday, seconded by Alspach. Motion carried.

Split Votes on Graduate Advisory Committees

(See attachment C.) Motion to approve made by Decker, seconded by Scott. Motion carried.

Research Grades

After much discussion, including consideration of the GPSGA’s recommendation, it was agreed that this be tabled for the next Council meeting, at which point the Graduate College would submit proposed revisions to catalog pages for Council’s review.

New Business

Policy for Removing Students from Graduate Programs

The Graduate College distributed a draft policy whereby students who fail to meet the requirements of a graduate program will be transferred to Special Student status upon the request of the department head/graduate coordinator. A motion to approve the proposal was made by Scott, seconded by Alspach. Motion carried.

Reschedule November and December Graduate Council Meeting Dates

Due to conflicts, the two meetings in November and December have been combined into one meeting on December 1, 2006.

Next meeting

December 1, 2006, 1:30 p.m.

The meeting was adjourned at 3:24 p.m.
ATTACHMENT A
Resolution/Appeals of Graduate Issues Not Related to Grades or Violations of Academic Integrity
(Approved by the Graduate Council - October 20, 2006)

Introduction

Graduate degree programs have several components that fundamentally differ from those in undergraduate degree programs, inasmuch as they do not result in a letter grade. Guidelines and procedures are therefore needed by which graduate students can resolve, and if necessary, appeal academic actions resulting from these degree components. These guidelines and procedures apply only to aspects of graduate degrees that are under the auspices of advisory committees approved by the Graduate College, including grades assigned in research, thesis and dissertation courses, outcomes of qualifying and candidacy exams, and other aspects related directly to thesis or dissertation research. Issues relating to examinations conducted outside the purview of the Graduate College (such as departmental preliminary examinations) are not covered by these guidelines and procedures; issues relating to such components should be pursued through department/college channels.

The guidelines and procedures presented here are intended for use in resolving or appealing graduate issues not related to grades or academic integrity because grade appeals in academic courses are handled by the Grade Appeals Board (Policies & Procedures 2-0821) and issues related to academic integrity are handled by the Academic Integrity Panel (P&P 2-0822). Further, it is not the intent of the guidelines described here to permit reversal of the scholarly assessments made by advisory committees. Further, the overall philosophy is to strive for informal resolution of cases before a more formal appeal is pursued.

Guidelines and Procedures

Preliminary information pertaining to all graduate students:
As part of their application and matriculation process, all graduate students will be provided the opportunity to review the guidelines presented in this document for resolution and appeals. Matriculation in a graduate degree or certificate program involves an implied consent by the student to abide by these guidelines.

Doctoral students:
1. Prior to the candidacy\(^1\) process, doctoral student appeals other than appeals of course grades are to be referred through Department/School/Program Head, and the Academic Dean of the corresponding college (in that order). This

\(^1\) Admission to candidacy requires the committee approval and filing of a Plan of Study with the Graduate College, the approval of a dissertation outline or proposal by the student’s committee, and the passing of a qualifying/preliminary examination administered by a committee approved by the Graduate College.
includes all matters conducted under the auspices of a department or program, and could include departmentally-administered qualifying, comprehensive or preliminary examinations. However, if these exams are administered by an advisory committee approved by the Graduate College, then concerns/appeals should be pursued under the guidelines presented below.

2. For cases on or after admission to candidacy that involve subjects conducted under the aegis of the Graduate College-approved advisory committee (such as cases related to the dissertation proposal presentation, grades in Research or Dissertation classes, etc.), a petition for redress should be made to the Graduate Dean, who will first attempt, within one month, to resolve the problem informally through consultation with the advisory committee.

3. If an informal resolution is not achieved, a written request for an appeal must be submitted by the student to the Graduate Dean within 10 working days after the day the student was informed that an informal resolution was not possible. This written request must include:
   - A description of the procedure or action being appealed;
   - The names of individuals involved (if known);
   - A description of the evidence supporting the appeal;
   - A statement of the action desired to remedy the situation.

4. Within 10 working days after receipt of an appeal, the Graduate Dean will form, and be the non-voting *ex officio* chair of, an *ad hoc* Resolution & Appeals Committee that considers the case and strives to resolve the problem. This *ad hoc* committee shall include:
   - A member of the Graduate Faculty from the academic college of the student, nominated by the Dean of that College;
   - The Graduate Coordinator of the Department/Program/School of the student;
   - A member of the Graduate Faculty from the Subject Matter Group corresponding to the student’s Department/Program/School, nominated by the Vice-Chair of the Graduate Faculty;
   - A member of the Graduate Faculty, employed by OSU and nominated by the student;
   - The committee member who is designated on the student’s committee as the “outside member;” and
   - A member of the Executive Board of the Graduate and Professional Student Government Association (GPSGA), nominated by the President of the GPSGA.

5. In instances where conflicts arise related to the composition of the committee as described above, the Graduate Dean has the authority to request a variance from the Provost to ensure the formation of an equitable committee.

6. The Graduate Dean will present the statement of the student appeal to the Resolutions & Appeals Committee. The Committee will entertain testimony separately from the student lodging the appeal and the individuals named in said appeal, at a hearing to be held within one month following the formation of
the committee. A majority vote of this Committee, conducted in closed session, shall determine the outcome of the case. The Graduate Dean may vote only to break a tie. The Committee may vote to deny the appeal, to support it in full, or to impose an alternative resolution. The student, the individual(s) against whom the appeal was lodged, and the advisory committee chair will be informed by the Graduate Dean of the outcome of the Committee’s deliberations. This decision shall be final, and shall not be subject to further appeal within the University structure.

**Master degree thesis students:**

1. Appeals relating to the thesis, such as grades in research or thesis classes, results of defenses, etc., will follow the process as outlined in paragraphs ‘2.’ ff. for doctoral students, with the exception of the inclusion of the “outside member” of the student’s advisory committee on the Resolution and Appeals Committee.
Proposed Catalog Wording Change for Graduate Credit in * Courses

October 20, 2006

Referring to page 187, under the section titled “Graduate Student Enrollment in Undergraduate Courses”, the beginning of the second paragraph, the Graduate College recommends the following change:

Some 3000 and 4000 level courses are approved for both undergraduate and graduate credit; these courses are noted with an asterisk (*) in the Catalog. Enrollment in such a course by a graduate student usually implies the course is being taken for graduate credit; extra course work is required to earn graduate credit. Some graduate students may, however, wish to enroll in such courses for undergraduate credit only (e.g., to complete additional courses specified in the graduate admission provisions). They may do so by completing the “Undergraduate Credit for 3000*/4000* Courses” form and submitting it to the Graduate College by the end of the second week of the regular semester, or by the end of the first week of the summer session, in which the 3000*/4000* course is taken. Submission of this form implies that the student wishes to be graded using the same criteria and course completion requirements used for undergraduates in the course. Such courses may not subsequently be used as part of a graduate plan of study.

Referring to page 236, under “Explanation of Course Listings”, second paragraph, the Graduate College recommends the following change:

Courses numbered 3000 and 4000 may be taken for graduate credit if the course number is labeled with an asterisk. Extra work is required of a student credit in a 3000- or 4000-level course.
In decisions resulting from a vote of a graduate student advisory committee (e.g., candidacy exam, final thesis defense, signing a dissertation, etc.), a positive result (i.e., passing an exam or final approval of a thesis/dissertation) occurs when the thesis/dissertation advisor votes in the affirmative and no more than one member of the committee dissents. This policy reflects minimal Graduate College standards; departments/programs may impose more stringent requirements.