Graduate Council Minutes  
September 18, 2007  

Present:  
Dr. Lowell Caneday, Vice-Chair  
Dr. Janet Cole, Group I  
Dr. William Decker, Group II  
Dr. Nohpill Park, Group III  
Dr. Rob Whiteley, Group III  
Dr. Charles Hendrix, Group IV  
Dr. Sandee Goetze, Group V  
Dr. Lin Liu, Group VI  
Dr. Al Rouch, Group VI  

GPSGA: Chris Wright, GPSGA  
Graduate College: Gordon Emslie  
Mark Payton  
Craig Satterfield  
Leigh Goodson  

Guests: Dr. Hailin Qu  

Meeting was called to order at 10:01 a.m.  

Approval June 15, 2007 minutes  
Following a motion (Rouch) and a second (Cole), the June 15, 2007 minutes of the council were approved.  

Petition for 3rd attempt at Qualifying Examination  
Dr. Qu addressed the Council regarding a petition, per current Catalog policy, for a student to retake a portion of the Qualifying Examination in Hotel & Restaurant Administration for the third time. He also noted that the student had not yet been formally advised of the failure of the second attempt. Dr. Emslie wondered whether this matter could be best dealt with at the department level by awarding a “Conditional Pass,” subject to a successful retake of the failed portion. Rouch moved to return the request to the department for them to address in this manner. Hendrix seconded. Motion passed.  

GPSGA Report – Chris Wright  
Mr. Wright reported that GPSGA would be establishing orientation sessions for new graduate students. He also reported having received some 250 e-mails with questions and concerns for GPSGA to consider, although no issues are mature enough for possible consideration by the Council.
Graduate College Report

**Liaison with OSU-Tulsa** Dr. Emслиe reported that, in response to concerns expressed by OSU-Tulsa President Gary Trennepohl, the Graduate College is coordinating with OSU-Tulsa to appoint a staff member, based in Tulsa but reporting directly to the Graduate College. The duties of this individual would be to counsel students and prospective students on issues such as basic POS composition, to offer initial advising, etc. The individual would travel regularly to Stillwater to become acquainted with Graduate College policies and procedures, and to meet with faculty in pertinent programs to ensure that OSU-Tulsa students receive accurate and timely information pertinent to their program.

Dr. Decker requested to know what programs in particular are in most need of such a position. Dr. Emслиe replied that the main beneficiary would be programs in the College of Education. He noted that an MBA advisor is already on staff at OSU-Tulsa, and that issues in that program are accordingly dealt with effectively.

Dr. Caneday noted that Tulsa students tend to have to work a little harder to form advisory committees and that a Graduate College representative in Tulsa should help.

Dr. Goetze noted that OSU-Tulsa occasionally changes minimum class sizes upward shortly before classes start, and that this may have an effect on enrollment. Dr. Payton indicated that issues like this would flow through the Liaison Officer to the Graduate College which would aid in their resolution.

**Advisor Holds for Special Students** Dr. Payton noted that the Graduate College deals with a regular diet of special students who have exceeded the nine-hour limit on coursework applicable to a degree or certificate program. After meeting with the Special Student Advisor, Dr. Deb Jordan, The Graduate College suggests that advisor holds be placed on all Special students after registration for the 6th hour. He also suggested that Special students not be permitted to enroll in thesis (5000) or dissertation (6000) hours. The Council endorsed these suggestions.

Dr. Decker encouraged the Graduate College to develop a mechanism to screen Special students to ensure that they are not occupying places in courses for which they are not adequately prepared. Dr. Emслиe suggested that this topic be discussed at the Subject Matter Group meetings this Fall.

**Candidacy Policy Reminder for Groups** – Dr. Payton reminded the Council that the revised Graduate College proposal on candidacy should be discussed at the Subject Matter Group meetings this Fall.

**New Business**

**Policy & Procedures for Tuition Waivers**

Dr. Payton distributed a proposed P&P document relating to the automatic payment of tuition waivers for graduate teaching and research assistants. The P&P document had been approved by Instruction Council, pending concurrence by the Graduate Council.
Dr. Caneday suggested that the word “heretofore” in the last sentence of Section 1.01 be changed to “hereafter.” He also suggested that verbiage be added to Section 1.02 to reflect that the funding source for the tuition benefit should normally match the funding source for the student’s stipend. Decker moved and Goetze seconded a motion for the Graduate College to amend the document accordingly, and circulate with the meeting minutes for Council approval. Motion carried.

*Max enrollment in dissertation courses*

Dr. Payton pointed out that the Registrar’s office had amended the Catalog descriptions for 5000 and 6000 courses to reflect maximum numbers that in some cases were insufficient for graduation, and in any case probably not consistent with the Course Action Forms for these courses. The Registrar is going back to the original course action forms and will generate a report showing the numbers on these forms. These will be circulated through Instruction Council and departments offered the opportunity to submit revised Course Action Forms if necessary.

*Graduate Council Representative for Faculty Council*

Dr. Caneday requested a volunteer to act as Liaison to the Faculty Council, since his teaching schedule prohibits his attendance. Dr. Goetze agreed to serve.

*Definition of Advisory Committee Roles*

Dr. Emslie reminded the Council that this issue was considered at the time of the Graduate Faculty Bylaw revisions, but tabled for later consideration. He considers this a priority item for the Council this year. Dr. Payton presented a Graduate College proposal for consideration by the Subject Matter groups.

Council members were encouraged to send suggested revisions to Dr. Payton, who will then distribute and amended document for consideration by the Groups.

*Old Business*

None

Meeting adjourned at 11:26 a.m.