

## **MINUTES OF THE MEETING**

**March 10, 2004**

100 KRESGE LIBRARY

Approved:

**Present:** Ronald Sudol, Krzystof Kobus, Lisa Hawley, Kathleen Moore, Mildred Merz, Mohinder Parkash, Claire Rammel, Darlene Schott-Baer.

**Absent:** Vincent Khapoya, Sherri Oden, Ishwar Sethi, Kris Thompson  
Guests: Susan Awbrey, Chandra Scott, Tomas Giberson

**Staff:** Julie Delaney, Lynette Folken

### **Call to Order**

This meeting was convened at 2:05 p.m. by Ronald Sudol, Associate Provost.

### **I. APPROVAL OF MINUTES**

The MOTION to approve the minutes of February 11, 2004 was made, Seconded and Passed, unanimously.

### **II. OLD BUSINESS**

Graduate Assistantship Agreement Claire Rammel advised the Council that the legal department has finished their review of the graduate assistant agreement which is now a three-part package: letter of offer, graduate assistant agreement and optional breakout worksheet. The template letter of offer was developed with support from the legal department. The first two paragraphs of the new letter are mandatory; the remainder of the letter may be customized by the deans or academic units so the offer can reflect a more scholarly and academic tone rather than a contractual one. The contract language has been removed from the letter of offer and a separate contract document created that outlines the University's expectations.

The tuition paragraph of the contract was written to satisfy the language of the IRS—using the term “tuition reduction” therefore allowing it to be non taxable. The new agreement also provides a section on monetary penalties for voluntary termination by the student. Inclusion of the worksheet is not mandatory. It was developed at the request of the School of Engineering and Computer Science to provide a potential graduate assistant with a detailed breakout of the offer. Using this worksheet, the student can make a good market comparison, i.e., comparing our offer to an offer from Wayne State or other institutions. Because Oakland classifies a graduate assistant as an in-state person, comparing the tuition portion of the offer was difficult. An easy explanation can now be provided by including the worksheet. Because Oakland has never had a formal description for graduate assistants, the deans requested research of this particular topic. At present, the three categories of graduate assistants are teaching, research or administrative, and each work unit is asked to report their status. Upon further review by the legal department, it has been decided that graduate assistants will now be divided into only two categories: teaching assistants or research assistants.

Update on Thesis/Dissertation Format subcommittee

Claire Rammel reported that three meetings of the Thesis/Dissertation Format subcommittee have been scheduled to review the new format guidelines. Because of scheduling difficulties, those who cannot meet face-to-face will participate in the review/suggestion process via other methods, e.g., electronically. Once the subcommittee has reviewed the current draft and their suggestions have been incorporated, the document will be presented to Graduate Council for review and approval.

### **III. NEW BUSINESS**

**Web Course Definition** Susan Awbrey, Vice Provost of Undergraduate Education, explained the need to provide students with a consistent definition of on-line classes and asked for Graduate Council's consideration and approval before the matter is taken to Academic Council. At present, there is no consistency when courses are entered into the schedule of classes as web-enhanced or on-line. With input from the Registrar, UCUI came up with two different designations to be used for all on-line classes—graduate and undergraduate—listed in the Schedule of Classes:

- On-line class. Class is taught almost exclusively using on-line resources in place of in-class time.
- Web-enhanced class. Ten to forty percent of class time is replaced with on-line activities. This replacement time does not substitute for normal out-of-class assignments.

To the question of how 10% or 40% is defined, Claire Rammel recommended that the percentage needs to be calculated using classroom contact hours. Ms. Awbrey stated that UCUI would consider the use of “contact hours” instead of “time” and will try to clarify the web enhanced statement per a request by Darlene Schott-Bauer. First Reading: Program modifications for Master of Training and Development Tom Giverson, faculty from the School of Education, introduced the proposed MTD modifications. The existing MTD program requires 44 credit hours, and includes a requirement for a Master's project. It also requires applicants to take the Graduate Record Examination (GRE). The proposal reduces the number of required credit hours to 36, eliminates the requirement for a Master's project, and no longer requires applicants to complete the GRE. Mr. Giverson stated that the changes are minor and are needed to address competition from other programs, to focus the curriculum more specifically on advances in the field, and to move back to a cohort-based program. The Graduate Council members had several questions regarding the proposed admission requirements, particularly as it relates to the student writing deficiencies that were pointed out by the department representatives. It was very unclear to Council members how the new admission requirements could be considered a positive response to the writing concern. Graduate Council will continue discussions with the department representatives at the second reading. Academic Calendar Ron Sudol reviewed the academic calendar discussion by Senate. He explained a concern regarding winter recess, which historically has come half-way in the term. Winter recess will now come after the eighth week, instead of after the seventh week. Mr. Sudol then discussed the possibility of a pre-Labor Day fall semester start date and made the recommendation to council members that since the final decision has not yet been made, now is the time to submit ideas and feedback.

#### **IV. Good and Welfare**

Claire Rammel asked the Council to consider the problems encountered when dealing with student dismissals. Currently, fall term grades roll right before the December break. Graduate committees return in January and must evaluate those graduate students with grades below 3.0. After identifying problem students, the departments make recommendations to Graduate Study for dismissal. As a result, the University is dismissing students who are a month into their next class in winter term. This is causing problems for both the students and administrative units, such as Financial Aid and the Registrar. Ms. Rammel also expressed concerns with doctoral students and the OU commencement ceremony. The present commencement program PRINTER deadlines are so far in advance of the doctoral dissertation defense, that most students must wait up to three terms to participate in a ceremony. A suggestion was made to develop a distinctive addition to the printed program for doctoral students. Claire Rammel will take this suggestion to the Provost for his support.

#### **V. ADJOURNMENT**

The meeting was adjourned at 3:45 p.m. The next meeting is scheduled for Wednesday, April 14, 2004.