

## **OAKLAND UNIVERSITY GRADUATE COUNCIL MEETING MINUTES January 16, 2002**

Present: Gary Barber, Eric Follo, Randy Gu, Ranald Hansen, Robert Jarski, John McEneaney, Mildred Merz, Kathleen Moore, Mohinder Parkash  
Absent: Frances Jackson, Michelle Piskulich (on leave)  
Staff: Karla Brown, Christina Grabowski, Claire Rammel, Steve Szalay

1. Call to Order: 2:05 PM by Ranald Hansen, Interim Vice Provost for Research and Graduate Study.

2. Approval of 11/7/01 Minutes: Mohinder Parkash made a motion to amend the minutes. A correction was made in item 3; the motion that a report on the MAT with Initial Teacher Certification be presented to Graduate Council one year after implementation was approved 6 in favor with 1 opposed. The vote on the proposal should read as unanimously approved. Bob Jarski submitted a correction in item 4; Kristine Thompson is representing the School of Health Sciences for Fall 2001; should Bob attend any Fall meetings he will abstain from voting until Winter 2002. A motion was made, and seconded, to approve the minutes as amended. The vote was unanimously approved.

3. English Program Review (Eric Follo and John McEneaney): Eric Follo and John McEneaney presented their report on the English Program Review to the Council members. The charge to the review team was to determine whether the self-study met criteria as published in the current graduate guidelines. However, since the self-study was written using Undergraduate guidelines with a focus on evaluation of the Undergraduate program, some of the information incorporated on graduate programs was difficult to extract. The review team felt the English department needed to provide additional information in areas before the team could determine whether some criteria objectives have been met. The team's major issue was trying to align the self-study report with the Graduate Program Review guidelines. Overall, the review team felt the English self-study was a quality report.

Randy Hansen indicated the next step is for Claire Rammel to work with Brian Connery to request the additional information required by the review team. Once the English department responds to the request, Claire will provide the information to Eric Follo and John McEneaney to finalize the review and create an executive summary. Kathy Moore is chairing a subcommittee who will be reviewing the program guidelines in depth. The English Program Review will be continued at the next meeting.

4. Music Program Review (Gary Barber and Frances Jackson): Gary Barber reported that he has been exchanging voicemails with Frances Jackson regarding the Music Program Review, and have not been able to complete their report. Both Frances and Gary have major concerns that the self-study lacks sufficient emphasis on the graduate program. However, Gary felt that after hearing the English Program Review Report, the Music review team would attempt to construct a report. Claire Rammel will work with Gary and Frances to decide how to proceed with this program review report.

5. New Course Approval Policy: Randy Hansen reported that Claire Rammel is evaluating graduate policy and current practices. She will be bringing to the Graduate Council both current graduate policy and new policy proposals for Graduate Council review and/or approval. Claire distributed two policy handouts. The first handout was Current Graduate Policy on "New Graduate Course Approval for Existing Graduate Programs." The Council reviewed this document and saw no issues for discussion. The second handout was a New Graduate Policy Proposal on "New Graduate Course Approval for Areas without Graduate Degrees."

Claire presented the current policy as follows:

An academic department not authorized to offer a graduate degree may be authorized by the Council to offer courses numbered 500 and above, subject to the following stipulations:

a. A maximum total of five such courses may be authorized for such departments, exceptions to this restriction may be granted only by positive action of the Graduate Council. b. Each course must be separately reviewed and approved by the Council. c. The offering of courses approved by the Council must be approved by the Dean of Graduate Study prior to each semester or session they are to be offered.

Claire then explained the proposed new policy as follows:

An academic department not authorized to offer a graduate degree may be authorized by the Council to offer courses numbered 500, subject to the following stipulations:

a. Courses are limited to 500-level, exceptions to this restriction may be granted only by positive action of the Graduate Council/Vice Provost. b. A maximum total of ten such courses may be authorized for such departments, exceptions to this restriction may be granted only by positive action of the Graduate Council/Vice Provost. c. The Office of Graduate Study reports annually to Graduate Council all courses in this category with the respective enrollment. d. The Office of Graduate Study will report to the Academic Deans courses not offered at least once every eight years before purging the courses from the Graduate Catalog.

The Graduate Council supported the restriction of courses to 500-level, with exceptions to this restriction granted by Graduate Council/Vice Provost. The Council suggested all exceptions be reviewed in an annual report to the Council. Eric Follo questioned the purpose of an academic unit creating a course when it was not associated with any graduate program. Claire stated that on some occasions academic units, with approved graduate programs, approach units without approved graduate programs to create a new course designed for their students. Eric agreed with this concept, but believed the Graduate Council should require rationale whenever such a request was presented to Council for approval. Graduate Council members suggested the new policy proposal be modified to require rationale. The Council will review the amended policy, return to further discussion and vote at the next scheduled meeting.

(Randy Hansen left at this time, Claire Rammel continued the meeting.)

6. Assign Review Team for MPA Program Review: Claire Rammel reported the MPA program is currently in the middle of their accreditation. They have completed their self-study and have not scheduled a site visit yet. Claire asked for two Council members to serve on this review team. Bob Jarski and Kathy Moore agreed to work on this program review report.

7. Subcommittee Announcement: It was announced that Kathy Moore would be the chairperson for the subcommittee assigned to review Graduate Program Review Guidelines. She is working with Randy to finalize committee membership.

8. Presentation on Graduate Council Web Site: Claire introduced Steve Szalay to make a presentation on the Graduate Council web site. Documents will be centrally located and accessible to the public and to Council members only. It was suggested that every time the web page is updated, an email notification be sent to the members. Steve will send a link to the members so that they can browse through the demo web page and provide feedback. Claire emphasized this is a tool designed to support Graduate Council. She requested that members provide any suggestions, comments or concerns to either her or Randy.

Meeting was adjourned at 3:30 PM. The next meeting is scheduled for January 30, 2002 at 2:00 PM in Room 100 of Kresge Library.