

OAKLAND UNIVERSITY GRADUATE COUNCIL MEETING MINUTES January 30, 2002

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

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

2. Approval of 1/16/02 Minutes: The 1/16/02 minutes were approved as written.

3. Music Program Review (Gary Barber and Frances Jackson): Frances Jackson reported that she has drafted a review based on the format of the English review, but it is not ready to present as a final copy. She believes the music department has some legitimate problems that need to be addressed. There were three accrediting visits in Fall 2000 and Council will decide at what point to request copies of these reports. Randy Hansen asked Frances to compile a list of items needed from the music department to complete the report. At the next meeting Council will determine whether a request should be sent to the music department asking for supplemental materials or request the department to repeat the graduate program review.

4. Status of English Program Review: Claire Rammel reported that she made a phone call to Brian Connery and faxed him the request for additional information as prepared by Eric Follo and John McEneaney. Brian has taken the request to their graduate committee. He will contact Claire after the committee has had an opportunity to review and determine a response timeline. John McEneaney felt it would be best to have future requests approved by the Graduate Council first so it would be clear the review team was not acting autonomously. Randy suggested that Claire draft a set of procedures on how Council will handle the program reviews.

5. Linguistics Program Review Report Date: The first reading will be March 13, 2002.

6. New Graduate Course Approval Policies: Claire Rammel distributed the two policy handouts that were discussed at the January 16th meeting. She presented the current policy as follows:

An academic department authorized to offer a graduate program may offer courses numbered 500 and above, subject to the following stipulations:

a. Graduate-level courses are those numbered 500 and above. Proposed graduate courses that are cross-listed with 400-level undergraduate courses must specifically detail significant differences for requirements in content area for graduate students. b. The respective schools or college initiate the Graduate Course Action Form in their departments. The department forwards the form to the school or college internal governance bodies for approval and obtains signatures of the department chair and academic dean. The internal governance process normally involves:

Department/unit College or School Graduate Committee on Instruction College or School Assembly Academic Dean

c. The Graduate Council/Vice Provost has final approval on all new or modified courses approved by the College or the Schools.

d. The Office of Graduate Study reports new course approvals to the Graduate Council at least twice per semester. e. 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.

Course approvals for new degree programs are part of the approval of the degree itself and subject to the full internal governance process through the Senate, the Provost, President, and Board of Trustees.

With no concerns noted from the Graduate Council, a motion was made, and seconded, to approve the submitted policy on “New Graduate Course Approval for Existing Graduate Programs.” The vote was unanimously approved.

Claire then presented the proposed new policy on “New Graduate Course Approval for Areas without Graduate Degrees.” She incorporated the modifications as suggested by Graduate Council at the January 16th meeting and reviewed 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. The academic department must provide rationale for creating the course offering. c. 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. d. The Office of Graduate Study reports annually to Graduate Council all courses in this category with the respective enrollment. e. 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 was satisfied with the proposal as modified. A motion was made, and seconded, to approve the submitted policy on “New Graduate Course Approval for Areas without Graduate Degrees.” The vote was unanimously approved.

7. New Course Report: Claire Rammel distributed and reviewed a report requested by Graduate Council on all new and modified Graduate courses over the last two years. Pie charts were presented to illustrate concentrations. She will be providing these reports to the Council on a quarterly or biannual basis.

8. Other Business: Frances Jackson reported that the Provost had agreed to attend a Graduate Council meeting in response to a memo submitted by Council. The memo expressed the Council’s concerns regarding the length of time there has been interim leadership in graduate study. Randy Hansen said he would follow up with the Provost.

Claire Rammel distributed a proposal that will be coming forward from the School of Education â€“ Ph.D. in Educational Leadership. There will be a first reading on this proposal at the next meeting with Sandra Packard representing the School of Education.

Randy Hansen stated that portions of Graduate Study will be moving into North Foundation Hall and will be referred to as graduate admissions and graduate student services.

Meeting was adjourned at 3:00 PM. The next meeting is scheduled for February 13, 2002 at 2:00 PM in Room 100 of Kresge Library.