

## **OAKLAND UNIVERSITY GRADUATE COUNCIL MEETING MINUTES March 13, 2002**

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

1. Call to Order: 2:10 PM by Vice Chair, Frances Jackson.

2. Approval of 2/13/02 Minutes: The 2/13/02 minutes were approved as written.

3. Specialization in Higher Education – 2nd Reading: Sandra Packard from the School of Education distributed copies of a revised budget and a budget explanation for the proposed concentration in Higher Education. The budget shows a conservative estimate of the revenue and costs for the first three years of the program. Since the concentration is designed predominately for doctoral students admitted to the PhD program in Educational Leadership, students admitted to the program are not eligible to begin working on the concentration until all their core courses are completed. Based on this information, enrollment projections for the program during the first couple of years will be low. A motion was made by Kathleen Moore and seconded by Bob Jarski to approve the proposal. The motion was unanimously approved.

Sandra Packard also reported that there appears to be a market interest in offering the concentration as a graduate certificate program. She will begin preparing the graduate certificate proposal to present to the Graduate Council in the near future.

4. Current Program Review Reports – Linguistics: Randy Gu and Mohinder Parkash will present their graduate program report for Linguistics at the next meeting.

5. Program Review Process – Status: Claire Rammel reported that the English department has provided the missing program review data as requested by the Council. Eric Follo and John McEneaney will review the data report and present an updated report at the next meeting. Claire also reported that the request for missing program review data needed for the Music graduate program review was sent to Jackie Wiggins in the department. Claire indicated that Jackie Wiggins would begin compiling the data and will get back to Council with a response.

6. Dissertation/Thesis Processing Requirements – Policy: Claire Rammel redistributed a copy of the thesis/dissertation requirements that were introduced and discussed at the last meeting. These requirements were developed based on current practice, a recent telephone survey of other Michigan institutions and identified issues conflicting with graduation policy. The proposed policy is as follows:

1. Application for graduation

Applications for graduation are due by the published deadline in the Schedule of Classes for the term in which the student expects to graduate.

## 2. Scheduling dissertation defense

a. The dissertation defense must be scheduled 6 weeks prior to the last day of the semester. b. The student must be registered for the term in which they plan to defend. c. The Office of Graduate Study must approve the format to be used for the doctoral dissertation at least one term prior to the defense of the dissertation.

## 3. Deadline for submitting dissertations/theses to Office of Graduate Study

a. The Office of Graduate Study must approve the format to be used for all dissertations/theses at least one term prior to defense or committee review for theses. b. All dissertations/theses must be submitted to the Office of Graduate Study 4 weeks before the last day of the semester. c. Those students defined as severe hardship cases, where situations deemed outside the control of a student prevents completion of the required manuscript, may apply for a 14 day extension. d. A Petition of Exception, justifying the hardship, must be submitted by the chair of the thesis/dissertation committee and approved by the Office of Graduate Study before a manuscript can be accepted beyond the deadline. No extensions will be granted for requests 14 days beyond the published deadline.

## 4. Participation in graduation ceremony before completion of degree requirements

Master's students, within one term of completing their degree requirements, may participate in commencement. A "Request to Participate in Commencement Ceremony" form must be approved by their academic advisor, department chair and submitted to the Office of Graduate Study.

Doctoral students are not eligible to participate in commencement without completing all degree requirements, including dissertation defense and submission of dissertation.

Bob Jarski indicated that item 2.c. should be reworded. Eric Follo indicated in item 4, last part of sentence should read, "including dissertation defense and submission of accepted dissertation." A motion was made by Eric Follo, seconded by John McEneaney, to adopt the thesis/dissertation processing requirements policy. The motion was unanimously approved.

7. Other Business: Frances Jackson shared with the committee that Brown University allows parents of students who are graduating to march in their ceremony. She was not sure of the specific requirements, but believes the parent must hold faculty rank at another college or university. Frances thought this was a good idea and would like to see Oakland University open their graduation ceremony up to external faculty as well.

Meeting was adjourned at 2:40 PM. The next meeting is scheduled for March 27, 2002 at 2:00 PM in Room 100 of Kresge Library.