

## **MINUTES OF THE MEETING**

**March 12, 2003**

100 KRESGE LIBRARY

APPROVED: 26 March 03

**Present:** Beth Black, Ranald Hansen, Lisa Hawley, Mildred Merz, Kathleen Moore, Dale Nesbary, Sherri Oden, Mohinder Parkash, Claire Rammel, Darlene Schott-Baer, Ishwar Sethi

**Absent:** Randy Gu (on sabbatical)

### **Call to Order**

This meeting was convened at 2:10 p.m. by Ranald Hansen, Interim Vice Provost for Research and Graduate Study.

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

The MOTION to approve the minutes of February 12, 2003 were made, Seconded and Passed unanimously.

### **II. REPORT OF THE CHAIR**

Portability Act - Randy Hansen did some research into HIPPA (Health Insurance Portability And Accountability Act of 1996), and he will present a draft of guidelines and make available information from IRB to the Graduate Council.

### **III. OLD BUSINESS**

#### **A. Cognate in Music Education**

The proposal for a cognate in music education was sent to the Provost for final approval. Randy Hansen indicated the proposal included a budget request for additional resources. He is not certain whether the Provost will approve the proposal or send it through Senate for further review.

#### **B. Nomenclature**

Claire Rammel has constructed a table to illustrate current graduate program nomenclature as described in the Graduate Catalog. Her goal is to provide a document that defines graduate nomenclature. Darlene Schott-Baer suggested the document also outlines the approval process affiliated with graduate program requests, thus eliminating confusion and extra work for academic units. Ms. Rammel suggested oftentimes, terminology associated with a doctoral program, does not fit well with a masters program. Darlene Schott-Baer suggested different guidelines for doctoral, masters and certificate programs. Randy Hansen suggested Ms. Rammel rework the document and present to the Graduate Council for review. C. Cross-listing

Claire Rammel presented a report that was created from Banner data showing cross-listed courses NOT in compliance with graduate policy. Darlene Schott-Baer indicated the School of Business Administration appears to have the largest problem. Mohinder Parkash explained the School of Business Administration designed their graduate curriculum to limit 500-level courses to core requirements with the 600-level courses representing electives. Graduate Council suggested sending the policy to the College and Schools requesting graduate courses not in compliance should be corrected.

#### **IV. NEW BUSINESS**

##### **A. Dissertation/Thesis Guidelines**

Over the last year, Research and Graduate Study has been updating guidelines for dissertations and theses. These guidelines are meant to guide schools and serve as umbrella for basic rules. Randy Hansen presented the document to the Deans about two weeks ago. He would like Graduate Council to review the guidelines before it is presented to relevant program directors for their review and suggestions. Mr. Hansen stated the quality of dissertations and theses is an academic issue and the Graduate Council must make certain it is representative of OU. Claire Rammel reminded Graduate Council that migration to UMI publishing is the targeted goal. Therefore, these guidelines have incorporated formatting modifications to reflect UMI requirements.

##### **B. School of Business – New Financial Information System Courses**

The School of Business Administration (SBA) has a new undergraduate major, Financial Information System (FIS) in the Department of Accounting and Finance. With the creation of the new major, some of the existing accounting courses have been changed to FIS courses. In an effort to be consistent at graduate level, SBA has requested the cross listed graduate accounting courses be changed from Accounting to FIS.

Ishwar Sethi stated he had no objection to the concept, but cross listing 300-level courses with 600-level courses was NOT in compliance with graduate policy. Randy Hansen asked for concurrence to go with the new structure.

A MOTION was made and SECONDED to approve the rubric changes, but cross listing would need to comply with graduate policy.

##### **C. Adult/Gerontological Nurse Practitioner – New Track – First Reading**

Darlene Schott-Baer presented the Adult/Gerontological Nurse Practitioner proposal. This proposal is a new track in the existing Masters of Science in Nursing. Ms. Schott-Baer indicated this new track in gerontology would support the unmet needs of the aging population. The School of Nursing has designed their curriculum so all graduate nursing students take the same foundation courses, with a separate set of requirements for their area of specialty. The proposal identifies the creation of two new courses for gerontology and the modification of two existing

courses to blend content delivery. A MOTION was made and SECONDED to get it on table. There will be a second reading.

Kathleen Moore adjourned the meeting at 3:25 p.m. as Randy Hansen had to leave early. The next Graduate Council is scheduled for March 26, 2003 in 100 Kresge Library.