

MINUTES OF THE MEETING

October 8, 2003

100 KRESGE LIBRARY

Approved: 11-12-2003

Present: Ronald Sudol, Lisa Hawley, Vincent Khapoya, Kathleen Moore, Mildred Merz, Sherri Oden, Mohinder Parkash , Claire Rammel, Darlene Schott-Baer, Kris Thompson

Absent: Ishwar Sethi Guests: Peter Binkert, Sandra Packard

Staff: Julie Delaney, Lynette Folken

Call to Order This meeting was convened at 2:10 p.m. by Ronald Sudol, Associate Provost.

I. APPROVAL OF MINUTES

The MOTION to approve the minutes of September 10, 2003 was made, Seconded and Passed, unanimously.

II. REPORT OF THE CHAIR

Ron Sudol introduced himself as the recently assigned chair of Graduate Council and presented a brief overview of the restructuring of the Office of Graduate Study. He reported the administration's concern that the merger of the Office of Research, Grants and Contract with the Office of Graduate Study had not been successful and the feeling that both departments would be strengthened by a separation. Over the next few months, the question of what is the most effective model for Oakland University will be decided. Can the university have an effective graduate program under the current system or will more structuring be needed? Kathleen Moore asked if one of the possible models is the establishment of a graduate dean and stated that need for a strong voice to fight for the good of the graduate academic programs. Mr. Sudol replied that is certainly a model that is provided for in the constitution and assured Ms. Moore that a "voice" would be there. Ms. Rammel reminded the Council that three options were suggested in the task force report, and Mr. Sudol agreed that the task force report should be brought forward for review. Claire Rammel also answered questions about how the staff had been divided between the two departments.

III. OLD BUSINESS:

Graduate Student Appeal Ron Sudol updated the Graduate Council on the status of a graduate student appeal, submitted to the Student Conduct sub-committee's for review. The sub-committee reported their review was completed in August and a report sent to the Dr. Hansen to take final action. Mr. Sudol will bring the case to closure and send appropriate correspondence to the student.

IV. NEW BUSINESS

First Reading - ESL endorsement Peter Binkert provided an overview of the ESL endorsement proposal. The Department of Linguistics has received approval from the State of Michigan Board of Education to offer an ESL Endorsement for teacher certification. To enroll in the endorsement program, students must already be certified teachers in the State of Michigan. The program will consist of 20 credits taken in five successive semesters. The first cohort is slated to begin classes

in Winter 2004. The program is budget neutral and can be offered without any additional faculty. MOTION was made, seconded and passed to WAIVE the second reading. MOTION was made, seconded and passed to APPROVE the proposed ESL endorsement, contingent upon Sheryl Klemanski's confirmation that the program is budget neutral. First Reading - Graduate Certificate in Higher Education Sandra Packard explained that this is not a new program. The Graduate Certificate Program in Higher Education is designed for practicing university or college administrators who may already possess a doctoral degree, or who do not wish to pursue a doctoral degree at the present time, but wish to update and advance their professional knowledge and skills. The program will also serve mid-career professionals in other related work (college and university faculty, k-12 school administrators, etc.) who wish to explore a career change. The courses are already taught as part of the PhD in Education – educational leadership program. The proposal is budget neutral. Mohinder Parkash pointed out a curriculum error in the proposal: the accounting course should be ACC 511 not ACC 50. Ms. Packard will make the correction. Claire Rammel reminded Ms. Packard about a previous suggestion that these 900-level courses should be cross-listed with 600- or 700-level courses. As a reminder, Ms. Rammel explained that 900-level courses are restricted to doctoral students. Therefore, to offer these courses in a Graduate Certificate program, these courses would have to be cross-listed as a 600- or 700-level course. Ms. Packard replied that she had presented that suggestion; however, the faculty was not ready to accommodate the request. She will put the issue back on the department agenda, and provide follow up to Claire Rammel. MOTION was made, seconded and passed to WAIVE the second reading. MOTION was made, seconded and passed to APPROVE the proposed Graduate Certificate in Higher Education. (With the proviso that Claire Rammel receives the appropriate Course Action Forms to cross list current 900-level courses with 600- or 700-level courses AND ACC 511 corrections).

Thesis/dissertation manual Claire Rammel informed Graduate Council that the Office of Graduate Study is using very old and limited guidelines for thesis and dissertation format. She asked that a subcommittee be formed to review thesis and dissertation format requirements with the intent of producing an online manual. The subcommittee will also be asked to review format changes, which must be introduced to conform to the requirements of University Microfilms International (UMI). It was suggested that the subcommittee be comprised of Council members as well as outside faculty members and should include representatives from large dissertation-producing departments. The following Council members agreed to serve on the subcommittee in various capacities: Sheri Oden (School of Education and Human Services) Lisa Hawley (School of Education and Human Services) Mildred Merz (Kresge Library) Claire Rammel (Office of Graduate Study), Chair Representation will be sought from the College of Arts and Sciences, the School of Engineering and Computer Science and the School of Health Sciences. Proposed Policy Commencement Ceremony – Graduate student eligibility Claire Rammel presented an overview of the proposed policy. Due to changes in commencement ceremony dates, it has become necessary to solidify commencement participation dates for doctoral students. Ms. Rammel explained that although there is a distinct difference between graduation and commencement, there is considerable confusion among students between the two. The semester of graduation refers to the term in which the student files an application for degree.

This is typically the semester in which the student completes degree requirements. Commencement ceremonies are held twice each year. A chart was distributed to Council

members, outlining the proposal as follows. May (Spring) Ceremony Participation Winter semester doctoral degree candidates, who have completed all degree requirements, as defined in the Current Graduate dissertation/Thesis Processing Requirements Policy, by the published Office of Graduate study deadlines, are eligible to participate in May (Spring) ceremony. Winter and spring semester master's degree candidates are eligible to participate in May (spring) ceremony. December (Fall) Ceremony Participation Fall, Spring and summer semester doctoral degree candidates, who have completed all degree requirements, as defined in the Current Graduate dissertation/Thesis Processing Requirements Policy, by the published Office of Graduate study deadlines, are eligible to participate in December (Fall) ceremony. Summer and Fall semester master's degree candidates are eligible to participate in December (fall) ceremony. Sheri Oden asked if doctoral students who are eligible to participate in December commencement in one year could move forward to Spring commencement in the next year. Claire Rammel confirmed that students might move forward to the next commencement ceremony.

MOTION was made, seconded and passed to APPROVE the proposed policy.

IV. ADJOURNMENT

The meeting was adjourned at 3:55 p.m. The next meeting is scheduled for Wednesday, October 22, 2003.