

## **MINUTES OF THE MEETING**

**February 11, 2004**

100 KRESGE LIBRARY

Approved:

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

**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 January 28, 2004 as corrected was made, Seconded and Passed, unanimously.

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

Appeal of Grade – Document Retention Claire Rammel reported the current university retention policy states that faculty members must keep investigation backup materials for proven cases of wrongdoing (student papers, faculty grade books) for a period of seven years after separation. However, there is no policy clearly defined for graduate grade appeal. Ms. Rammel further stated that, overall, the university does not have a definition of the circumstances under which a student can appeal a grade; consequently, Graduate Study will research the policies at other institutions and come back to Graduate Council with an updated presentation.

#### **ADMIN 701**

Claire Rammel encouraged the council members to attend the ADMIN 701 presentation. ADMIN 701 is an organization that will be introducing an admissions workflow processing system to Oakland University. While the current focus of the presentation to Oakland is on applications, Graduate Study has asked if it could be expanded to include petitions of exceptions, transfer credit, grade changes, etc. The electronically imaged student file would be available to all academic service offices, identified faculty members and others on their desktops, in lieu of hand-delivered hard copies. The benefits of acquiring this system were discussed.

### **III. OLD BUSINESS**

Second Reading – RN to MSN Program MOTION was made, seconded and passed to APPROVE the proposed RN to MSN Program, contingent upon submission of a corrected budget.

### **VI. ADJOURNMENT**

The meeting was adjourned at 3:00 p.m. The next meeting is scheduled for Wednesday, March 10, 2004.