

## **GRADUATE COUNCIL MINUTES**

**April 11, 2007**

Approved: April 18, 2007

**Present:** Tom Blume, Donna Free, Lisa Hawley, Frances Jackson, Mildred Merz, Claire Rammel, Meir Shillor, Kris Thompson, Mohamed Zohdy

**Absent:** Dave Downing, Joseph Shively, Lorenzo Smith

**Staff:** Julie Delaney, Lynette Folken, Eilene Lohmeier

### **I. CALL TO ORDER**

F. Jackson was asked to chair the meeting in the absence of D. Downing and J. Shively. The meeting was convened at 2:12 pm by F. Jackson.

### **II. APPROVAL OF MINUTES**

F. Jackson entertained a motion to approve the March 14, 2007 minutes.

MOTION made by M. Zohdy to approve the minutes of March 14, 2007 as presented. Seconded by K. Thompson and passed without corrections.

### **III. REPORT FROM THE CHAIR AND INFORMATIONAL ITEMS**

C. Rammel reported that a NCA site evaluator will be visiting three external OU sites, Conner Creek (April 12<sup>th</sup>), Macomb University Center, and Macomb Intermediate School District (April 11<sup>th</sup>). D. Downing is hosting the tour today at the Macomb sites.

C. Rammel informed members that the Graduate Study has been meeting with the Associate Deans to address a variety of issues, including schedule, registration and nomenclature. C. Rammel will email the Associate Dean's meeting notes to Graduate Council members and will also distribute Graduate Council minutes to the Associate Deans to help facilitate communication.

### **IV. UNFINISHED BUSINESS**

#### **Graduate Certificate Program modification – 2<sup>nd</sup> Reading**

F. Jackson presented the 2<sup>nd</sup> Reading of the MOTION to approve modifications to the Graduate Certificate Program template.

Discussion ensued with C. Rammel explaining that the changes were primarily made to the template, with limited modifications made to the actual policy and process. Since the original policy was approved in 1995, updates were required to make the policy and process conform to current standards and practice.

F. Jackson called the MOTION to approve.

Seconded and passed unanimously.

F. Jackson recommended a change in the title of “Old Business” to “Unfinished Business”. There was general member support.

## **V. NEW BUSINESS**

### **Undergraduate Students Enrolling In A Graduate Course (Form)**

C. Rammel presented the proposed form and provided background as to why additional information was required of undergraduate students preparing to enroll in graduate course credit. Undergraduate financial aid recipients, with the permission of their advisor, may use graduate credit to satisfy their undergraduate degree. Should the undergraduate student enroll in a graduate course, receive financial aid and not use the graduate course to satisfy their undergraduate degree, then Federal regulations require the student to return the Title IV funding. The proposed form requires the undergraduate student to declare whether the graduate course will be used to satisfy undergraduate degree requirements or if the student intends to use the graduate credits earned toward a future graduate degree program.

Graduate Council asked whether the six-year clock began running when the student registered for the graduate course or when the student gets admitted to a graduate program. C.Rammel indicated the six-year rule begins with the term of enrollment.

### **Student Request for Incomplete (I) Grade Contract (Form)**

C. Rammel presented a new version of the Incomplete (I) Grade Contract form. Students requesting an incomplete grade (I), after the cut-off date for a withdrawal, must submit the form to his/her instructor for approval. The instructor will document the course work completed by the student up to the time of request and the course work necessary to satisfy completion of the course. Once the required course work is satisfied, the faculty will provide a final grade on the bottom section of the form, sign and forward the form to Graduate Study. The form will help create a paper trail of student requests for incomplete grade (I) and provide documentation of the required course work in the event that the instructor is unavailable.

Comments/recommendations:

- Add an additional section on the form to list work completed to date and the percentage of work remaining in the event that someone other than the faculty must assist with the completion.
- “I” grade extensions are permissible using the extension form
- Recommendation that the form be consistent with the current grade change form and include approved governance flow
- A copy of the form should be saved in the student file

- The additional grading section may be confusing and Council members suggested eliminating the final grade section and have the faculty complete and attach the current grade change form.

C. Rammel will make the suggested changes and present at the next Graduate Council meeting for final approval.

### **Modify Approved Graduate Academic Program – Delivery of an Existing Program to Off-Campus Location**

C. Rammel reported that, during the recent NCA visit, Graduate Study became acutely aware of an information disconnect regarding off site program locations. The proposed form is based on information recently requested by NCA regarding off campus sites. The completed form, with attached pro forma budget, will be an information item at Graduate Council, approved by the Provost and submitted to Senate as an information item.

### **Dismissal policy**

Graduate Study has been experiencing an increase in dismissal appeals. David Downing asked C. Rammel to work with General Counsel to revise the current dismissal policy. The revised policy emphasizes the academic unit as responsible for graduate program standards and/or requirements for satisfactory academic progress. The role of Graduate Study is not to review faculty judgments regarding the quality of a student's academic performance, but to affirm that the dismissal procedures published by Graduate Study are followed.

A draft copy of the new policy was distributed to Graduate Council members for discussion at the next meeting. C.Rammel will incorporate suggestions made by the General Counsel and have Eilene distribute through email.

L. Folken recommended that all forms indicate approval by Graduate Council and include the date of approval in the footnote section of forms.

## **VI. GOOD AND WELFARE -**

**ADJOURNMENT** – Next meeting will be April 18<sup>th</sup> at 2:00 pm in 100 KL.