

## **GRADUATE COUNCIL MINUTES**

**April 18, 2007**

Approved: October 10, 2007

**Present:** Dave Downing, Tom Blume, Donna Free, Frances Jackson, Mildred Merz, Claire Rammel, Meir Shillor, Joseph Shively, Kris Thompson,

**Absent:** Lisa Hawley, Lorenzo Smith, Mohamed Zohdy

**Staff:** Julie Delaney, Eilene Lohmeier

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

The meeting was convened at 2:10 pm by D. Downing, Chair.

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

D. Downing entertained a motion to approve the April 11, 2007 minutes.

MOTION made by F. Jackson to approve the minutes of April 11, 2007 as presented. Seconded by D. Free and passed without corrections.

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

D. Downing thanked F. Jackson for chairing the April 11<sup>th</sup> meeting in his absence. D. Downing reported that in response to a request from the Higher Learning Commission, North Central Accreditation (NCA) will be evaluating approximately 20-25 universities currently offering programs at an off-campus location. Graduate Study was asked to prepare the report and handle the NCA visit to Macomb University Center and Macomb Intermediate School District, with the School of Nursing responsible for the Connor Creek site visit. The report and evaluator addressed the following five areas: 1) Instructional Oversight; 2) Academic Services; 3) Adequate Assessment of Student Performance; 4) Student Services; and 5) Facilities. D. Downing indicated the NCA reviewer's exit report was both positive and well received.

D. Downing reported that Cooley Law School is considering a new satellite campus facility in order to accommodate their rapid growth and immediate space requirements. The university is anticipating a continued relationship with Cooley Law School.

### **IV. UNFINISHED BUSINESS**

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

At the April 11<sup>th</sup> meeting of the Graduate Council, C. Rammel submitted the "Incomplete (I) Grade Contract" form for review and comments. C. Rammel has incorporated those modifications and has returned the attached document for further discussion.

The following modifications were made as recommended by Graduate Council:

- INCLUDE: Summary of completed work to date
- INCLUDE: This represents \_\_\_\_ % of the final grade.
- INCLUDE: When the coursework listed above is completed, the instructor must submit a final grade on a grade change form by the deadline specified in the University calendar.
- INCLUDE: Graduate Council approval and date of approval
- REMOVE: Student does NOT have to re-enroll in the course to complete the “I” grade

### **Dismissal Policy**

D. Downing reported that C. Rammel, J. Delaney and General Counsel met to review the current graduate policy and practice for Academic Dismissal, Academic Standing and Probation. General Counsel identified problematic areas and made recommendations for improving the minimum university requirements, standards, processes and role identification. The revised document represents minimum graduate policy. The academic departments and programs will be responsible for the development of individual program requirements that may EXCEED graduate policy minimums.

Discussion followed. It was agreed to make the following changes:

- Recommendation to begin with “Academic Standing and Probation” followed by Academic Dismissal.
- The minimum graduate level standard at the end of a semester is 3.0 GPA. Students falling below the 3.0 GPA are placed on academic probation and instructed to contact their department.
- Due to variances across programs, remove the 3.0 GPA from the “Under Academic Dismissal” and replace with “failure to maintain good academic standing (or similar language)”.
- Include “refer to your unit’s definition or requirement for good academic standing definition” where the department criteria may be more stringent.
- Under the “Overall Grade Point Average” section, clarify “two additional academic semesters” with Fall/Winter.
- Refer students to the units for specific probation criteria
- Include “a grade below 3.0 “may” result in academic dismissal”
- Graduate Catalog – refer students “to the student handbook for department and graduate program requirements

General Counsel emphasized the responsibility and legal obligation of the University to communicate academic standards and provide written notification to students falling below minimum requirements. As a result, Graduate Study will be responsible for identifying graduate students with an overall GPA falling below the 3.0 GPA minimum. These students will receive written notification, be placed on academic probation and referred to their faculty adviser. Therefore, it is important that Graduate Study be made aware of graduate programs that have established more stringent requirements.

T. Bloom recommended that all graduate programs develop Graduate Student Handbooks and provide Graduate Study with copies of the handbook. Graduate Council members agreed and were asked to forward copies of current Graduate Student Handbooks to Claire Rammel at 520 O'Dowd Hall. C.Rammel suggested we move toward requesting all Graduate Student Handbooks be published on the web.

C.Rammel indicated the need to coordinate the monitoring of Academic Standing and Academic Conditional Admits. She will be working with D.Downing to improve monitoring techniques and lean the process.

Discussion followed regarding the inability of faculty and staff to access student information in banner. D.Downing reported that this issue was recently addressed at Senate in relationship to the Banner Degree Evaluation tool scheduled to Go Live via SAIL this summer. Senate agreed faculty advisers should have access to student transcripts and program information.

Graduate Council recommendations and changes will be included in the policy and forwarded to the Graduate Council members via email for further discussion.

## **V. NEW BUSINESS**

### **Research Committee Appointment**

D. Downing asked for nominations to the University Research Committee. C.Rammel reminded members that Graduate Council appoints two positions to URC. These positions are for a two-year term. Anne Mitchell will be completing her first year of her two year appointment, and entering the second year of her two-year term in 2007-08. The open seat will be replacing Charles Marks with a new two-year appointment for 2007-09. Nominations can be forwarded to D.Downing or C.Rammel via email.

## **VI. GOOD AND WELFARE –**

D. Downing thanked M. Shillor, D. Free and L. Hawley for their participation on Graduate Council.

D. Free thanked and complimented C.Rammel, J.Delaney, and M.Bovee for their assistance in instituting Banner CAPP prerequisite checking. The program is working well.

## **VII. ADJOURNMENT**