

OAKLAND UNIVERSITY GRADUATE COUNCIL MEETING MINUTES

October 24, 2001 Present: Gary Barber, Eric Follo, Randy Gu, Ranald Hansen, Frances Jackson, John McEneaney, Mildred Merz, Kathleen Moore, Mohinder Parkash

Absent: Michelle Piskulich

Staff: Karla Brown, Christina Grabowski, Claire Rammel

1. Call to Order: 2:05 PM by Ranald Hansen, Interim Vice Provost for Research and Graduate Study.
2. Approval of Minutes: The 10/10/01 minutes were amended. In Item 2, the last sentence -'The motion was unanimously approved' was deleted and a new sentence was added, 'Discussion closed until second reading.' A motion was made to approve amended minutes, members voted unanimous approval.
3. Discussion on STEP: This item will be addressed at the next meeting. Randy Hansen indicated that Dean Otto would like to be present when this item is discussed.
4. Collaboration for Secondary Teacher Preparation – 2nd Reading: Gary Barber asked that a budget be included in this proposal. Eric Follo stated he thought this was an existing program so a budget would not be required. Council indicated they would still like to include a budget and a section on additional resources necessary to the program. Eric Follo will try to put one together and distribute at the meeting next week. Claire Rammel asked that he also include a copy of the letter from the State that approves the program. Eric Follo will provide. Mohinder Parkash asked if the College of Arts and Sciences could provide the Council with a written document stating their concerns with this program; Randy Hansen will inquire. Randy Hansen indicated that Dean Otto would like to be present when this item is discussed. Randy requested further discussion delayed until the next meeting.
5. Discussion of Current and Future Program Reviews: Randy Hansen asked Council whether or not they would like to discuss web-based courses/distance learning. John McEneaney expressed it should be an item addressed; this will be a future agenda item. Claire Rammel indicated she was ready to distribute current program reviews for English, Linguistics and Music. She anticipated that each team would summarize their findings and present it to the Council. Claire Rammel asked the Council how they wanted to handle the final report to the Provost. What were their expectations? Eric Follo suggested that each group create their report using a consistent format. The Council decided the teams should use the current Graduate Program Review Guidelines when reviewing these programs. Frances Jackson gave an overview on how program reviews are processed at the national level. The criteria being used is reviewed/evaluated and determined whether it is being met or not met. Each criterion is addressed separately indicating any recommendations and outstanding accomplishments as well as areas of weakness. Frances Jackson will create a draft of this process and will send electronically to the members. Randy Hansen would like to have the first report finalized by 11/21/01. Music is tentatively scheduled for 12/5/2001 and Linguistics for 12/19/2001. Gary Barber asked if previous reports could be provided to the teams doing the current reviews; Claire Rammel will provide what she is able to

locate. Claire also indicated she has requested copies of the external reviewers' comments from Susan Awbrey. She will distribute when they arrive.

6. Discussion of Committees: Randy Hansen discussed three activities in which Grad Council needs to be involved: a) Program Review Guidelines. A committee needs to be formed to work with Council to research and finalize Graduate Program Review Guidelines. The committee should consist of a Council member and individuals selected from the Schools/Colleges. Randy Hansen and Kathy Moore will put this group together. b) A second committee needs to be formed to discuss stipends. A recommendation needs to be made to the Provost on where we want to go with Graduate Assistantships. The former Provost stated he would not support the infusion of new funds and challenged the units to look at incentive plans designed to reward external funding. Randy Hansen will ask Michelle Piskulich to form this group. c) A third area to be addressed was commencement. No mechanism is currently in place to recognize faculty or graduate students at commencement for their outstanding efforts. Gary Barber and Frances Jackson both indicated their schools had special awards, but these were not announced during the commencement. Randy Hansen would like the Council to brainstorm and make recommendations on how to recognize these individuals.

7. Other Business: Randy Hansen reported that the web site is being restructured and encouraged the members to check it out and make suggestions. John McEaney suggested that any Council documents available electronically should be posted to the web site. It was agreed that Graduate Council meeting minutes would be posted after they have been approved. Frances Jackson asked why the letter she had drafted for the Council regarding interim leadership for graduate study had not been distributed. Randy asked Frances to send the letter to Karla Brown and she would forward to Council electronically. Meeting was adjourned at 3:00 PM.

The next scheduled meeting will be October 31, 2001 at 2:00 PM in Room 100 of Kresge Library.