

April 24, 1985

MEMORANDUM

TO: The Steering Committee of the Senate

FROM: Joel W. Russell *JWR*  
Interim Dean of Graduate Study

SUBJECT: Annual Report of the Graduate Council

The constitution of the Graduate Council states that all members will serve terms as determined by their constituencies, with the Dean's appointees serving terms determined by the Graduate Dean. The dates indicated below are those when members were appointed:

George F. Feeman, Dean and ex officio chair, replaced by: Joel W. Russell, Interim Dean and ex officio chair, October 1984

Roger Marz, College of Arts and Sciences, September 1984, replaced by: William Macauley, College of Arts and Sciences, January 1985

George Coon, School of Human and Educational Services, September 1984

Ravi Parameswaran, School of Economics and Management, October 1983

Robert Judd, School of Engineering and Computer Science, October 1983

Diane Wilson, School of Nursing, October 1983

Larry Carr, Center for Health Sciences, September 1984

Louis Bragg, Dean's Appointee, September 1984

Joseph DeMent, Vice Chair, Dean's Appointee, October 1983

George Gamboa, Dean's Appointee, September 1984

The Council met 15 times during the Fall and Winter semesters of 1984-85. Its work has been concentrated among the following major areas: Hearings to conclude program reviews; assessment of newly proposed or revised programs; review of policies and procedures; evaluation of graduate courses not associated with existing programs; and advisory to the Dean.

Program Reviews: Reviews of the M.A.T. programs in Elementary Education (now Curriculum, Instruction and Leadership), Special Education and Reading, the Ph.D. in Reading, the M.A. in History and the M.S. in Biology were completed and reported to the Steering Committee in January (see memo attached). The

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Master of Music and Master of Linguistics reviews will be concluded during the spring semester.

New and Revised Programs: A revised Education Specialist program in School Administration was proposed by the School of Human and Educational Services during the fall 1984 semester. It has been painstakingly reviewed by the Council for feasibility, need, content, structure, and resources. The APPC found the proposal consistent with the Role and Mission Statement of the University and the budget acceptable with the exception of a requirement for graduate assistants in the summer terms. They point out that the use of graduate assistants on a part-time basis has been discouraged in the past and should be in this case. The program is designed on a cohort model and is expected to attract a small group of students who have committed themselves to enrollment each semester, including spring and summer, for two years. Faculty members will be drawn, on a regular basis, from certain non-SHES areas such as Sociology and Public Administration. Chairs of these areas have expressed their willingness to cooperate whenever possible. The newly designed program differs importantly from the program which was suspended two years ago. In particular, it is focussed on administration and is very structured. It is built around a core of 5 courses which will be prerequisite to the next 3 courses and the culminating internship/practicum of 8 credits. The courses will be restricted to students admitted to the Education Specialist program. The Council has recommended to the Provost that the Education Specialist program be reinstated.

A second proposal, for a Master's degree in Human Resource Development, was presented to the Council in March. It is in the early stages of study and review and will not be sent to the Senate until next fall.

Policies and Procedures: In 1983-84 a subcommittee of the Council was appointed and charged with the task of reviewing all policies and procedures of the Graduate Study operation. In 1983-84 the committee presented the Council with a revised policy on Academic Conduct of Graduate Students. This was followed with procedures for handling violations of the policy, procedures for appealing denials of admission or dismissal, and revised policies on grading and the use of TOEFL and TSE scores. All were approved by the Council.

In 1984-85 the subcommittee placed priority upon reviewing the policies and procedures which appear in the catalog, since it was undergoing its biennial revision. After discussion of the policy pertaining to the offering of graduate courses by areas which do not have degree programs, it was decided that these courses should be listed in the catalog. Students are disadvantaged when they are unable to produce an official document which attests to the legitimacy of work they have done. Many cosmetic changes were made to the catalog copy to clarify current procedures and to update those sections pertaining to grading and admission requirements.

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The subcommittee brought two items to the Council which are still under discussion. One, which pertains to the use of courses numbered under 500 toward a graduate degree, is being studied by a special ad hoc committee. This is a controversial subject, but one of some importance since the use of these courses has been increasing. At present we have programs whose graduates have one-third or more of their courses numbered below 500. Whether this is acceptable or not, or if constraints should be placed upon the number and kind, will be reviewed by the ad hoc committee and discussed thoroughly by the Council next fall. The other item concerns the policy on Special Credit offerings. These are courses offered outside the normal semester/term calendar. The policy, established in 1976, has remained unchanged, but the interpretation of its provisions has not.

In an effort to reinforce the policy and to clarify the procedures, the Council approved new language which includes a statement of standards which must be met before Oakland University graduate credit can be awarded. In particular, the policy now states that a minimum of twenty-five hours of work, including at least twelve contact hours, is required for one semester hour of graduate credit for a short course and that the non-contact hours of self-study must be evaluated.

Graduate Courses Without Program Affiliation: The Center for Health Sciences and the Department of Modern Languages each asked for approval to offer classes in the Winter semester. The Center for Health Sciences has a graduate program approved by the Council but not yet implemented. The courses which they wished to offer were approved by the Council and could be used toward a degree in the proposed program. The Modern Language courses were also approved after a careful study of the rationale presented by the Department. The courses are designed for in-service teachers. Permission must be given by the Graduate Dean prior to each offering of courses that are not associated with a graduate program.

Advisory to the Dean: The Interim Dean of Graduate Study consulted with the Council on various operational and programmatic matters. These included filling vacancies on University committees, the approval of new computer application courses in Public Administration, the decision to charge current students for the graduate catalog, an increase in the number of credits for the Master of Business Administration, and discussion of recruitment and admission problems. As a result of a request from the Director of Admissions, it was determined that a standing subcommittee should be appointed by the Council to act as liaison with the Admissions Office on recruiting matters.

JWR:EC:gs  
Attachments