

MINUTES OF THE MEETING

September 29, 2004

100 KRESGE LIBRARY

Approved:

Present: Lisa Hawley, Vincent Khapoya, Krzystof Kobus, Mildred Merz, Sherri Oden, Claire Rammel, Darlene Schott-Baer, Meir Shillor, Kris Thompson.

Absent: Mohinder Parkash, Lorenzo Smith.

Staff: Julie Delaney, Lynette Folken

Call to Order

This meeting was convened at 2:15 p.m. by Ronald Sudol, Associate Provost.

I. APPROVAL OF MINUTES

The MOTION to approve the minutes of September 15, 2004 was made, Seconded and Passed, unanimously.

II. REPORT OF THE CHAIR

Ron Sudol had nothing to report.

III. ELECTION OF GRADUATE COUNCIL OFFICERS

MOTION was made, Seconded and Passed to accept the appointment of Darlene Schott-Baer as Vice-Chair, Claire Rammel as Parliamentarian and Lynette Folken as Secretary.

IV. REPORT ON ADMIN 701

Claire Rammel reported that undergraduate admissions is now using ADMIN 701; November 1 is the tentative “go live” date for Graduate Study. Training is scheduled for October 25 to 29— with on-line training available thereafter. The training will involve, among others, program coordinators, advising faculty, and those who need to review graduate student files. The objective is to familiarize as many people as possible with the system.

Ms. Rammel added that a “record retention” module was purchased, providing the ability to make other information, currently retained in the student file, available to the institution using the on-line system e.g., petitions of exception, transfer credit, plans of study, etc.

V. POLICY COMMITTEE UPDATE

VI. Claire Rammel informed the members that the policy subcommittee had met and discussed several policy issues. The first project will be the development of a web document structured to provide general guidance to both students and faculty involved with master’s and

doctoral programs. Initial focus will be on issues such as thesis and dissertation committee composition and forms to monitor student academic progress.

VII. NEW BUSINESS

a) CONTINUOUS ENROLLMENT FOR DOCTORAL STUDENTS POLICY

Claire Rammel introduced the continuous enrollment policy proposal for doctoral students as approved by the deans at their retreat. The objectives are numerous and include the ability to track students who have interrupted their graduate study, as well as the capability to minimize the time required to complete degrees and avoid the accumulation of over-age credits. The deans have asked the Graduate Council to review the proposed policy and to recommend its support.

The proposal sets forth two components: continuous enrollment and leave of absence.

The continuous enrollment policy for doctoral students requires continuous registration of students for at least one credit hour each semester in the academic year, to maintain an active graduate student status. This includes semesters in which the comprehensive, preliminary or qualifying examinations is taken and the dissertation is defended, and includes each subsequent term (fall and winter) until the degree requirements are met and the dissertation is submitted to the Office of Graduate Study. Continuous enrollment is met by registration in a graduate-level course relevant to the student's academic program. Doctoral students who have completed all credits required for their degree may register for GCE 800. This course will be assessed at the "graduate continuous enrollment" rate (approximately \$300) and will not count toward a degree.

When circumstances arise that may cause an interruption in graduate study, students must apply for a leave of absence which must be approved by their advisory committee and dean. A student on official "leave of absence" is NOT entitled to any services from the university during the leave, including demands upon faculty or adviser time, and may not receive a fellowship, assistantship, or financial aid.

Doctoral students who do not maintain continuous enrollment and have NOT been granted an official leave of absence are subject to termination of admission to the program, based on recommendation of the department and approval by the academic dean.

To the question posed by Kris Thompson about whether or not the policy could be applied to Master's students, Ms. Rammel replied the proposed policy had an option of including Master's students; however, the deans supported a policy governing continuous enrollment for doctoral students only, at this time, with a target date of fall semester 2005.

Darlene Schott-Baer recommended that this policy be published in the graduate catalog. Vince Khapoya commented that it will be necessary for (advisory) committees and major professors to work closely with their students.

A motion was made by Darlene Schott-Baer and seconded by Ron Sudol to approve the first reading of the proposal. The motion was unanimously approved.

A motion was made, and seconded, to waive a second reading of the proposal, and was unanimously approved.

A motion was made, and seconded, to approve the proposal, and was unanimously approved.

VIII. OLD BUSINESS

a) Second Reading: Master of Science in Safety Management Program

Charles McGlothlin presented the new version of the program proposal which includes changes suggested by the Council at the first reading last spring. It was suggested that an assessment plan be included with the proposal. Vincent Khapoya expressed his concerns regarding the rapid decision to approve the new degree. He suggested one additional reading would provide council members an opportunity to study the proposal in more detail. Claire Rammel reminded the Council this proposal required Board approval. She asked if council believed the proposal adequately addressed the issue of sufficient faculty resources. A motion was made by Kris Kobus, and seconded by Kris Thompson to approve the proposal, and was approved.

IX. GOOD AND WELFARE

Darlene Schott-Baer asked the members to consider the content of faculty vita when included with new program proposals. She asked for suggestions on what information would be relevant to Graduate Council and Senate members in their review. Discussion ensued with the following suggestions. Vita should:

- be no more than one or two pages in length,
- include credentials,
- include only the most recent publications,
- include information on grants received,
- include information that applies only to teaching the new program being proposed.

III. ADJOURNMENT

The meeting was adjourned at 4:00 p.m. The n