

**Present:** Dan Aloï, Kris Condic (*Ex Officio*), Margaret Glembocki, Karl Majeske, Robert Noiva, Claire Rammel (*Ex Officio*), Brad Roth, Darlene Schott-Baer (Chair), Meir Shillor, Julia Smith, Kris Thompson

**Absent:** Ledong Li (excused) and Mike Polis (excused)

**Staff:** Julie Delaney and Tina Tucker (Secretary)

**Guest:** Diane Underwood

The meeting was convened by Darlene Schott-Baer, Chair, at 2:00 PM.

**I. APPROVAL OF MINUTES**

*Julia Smith moved to approve the minutes of the November 5, 2014, Graduate Council Meeting as written. Dan Aloï seconded the motion. Motion passed unanimously.*

**II. REPORT OF THE CHAIR**

The Graduate Council Meeting scheduled for December 3, 2014, will be cancelled. The next scheduled meeting is Wednesday, January 7, 2015.

School of Education and Human Services is making a change to the MAT in Reading and Language Arts delivery system. They are proposing to change the delivery system from “combination” to “100% online.” This is informational only and does not require Graduate Council approval.

**III. OLD BUSINESS**

**A. Revised Table on Certificate Programs.** Dr. Schott-Baer distributed a revised copy of the Table of Graduate Certificate Programs. Dr. Schott-Baer explained that the issue of graduate certificate programs was addressed in a financial aid audit by the federal government. Oakland University had the largest number of graduate certificate programs in the state of Michigan. A large amount of time and effort is used in tracking these graduate certificate programs, many of which are rarely awarded. Committee discussion involved deactivating certificate programs with little or no enrollment. Dr. Schott-Baer stressed that deactivating a program does not include deactivating courses, but only the certificate program(s) in question. Dr. Schott-Baer suggested that the council members discuss the graduate certificate issue with their departments; and Graduate Council will continue discussion, based on departmental feedback, at a later meeting.

**B. Major Modifications Guidelines—guidelines to spin-off a new program.** Dr. Schott-Baer distributed a revised copy of the major modifications form and guidelines to spin-off a new program. This form is a modification proposal for requests that fall between a new program proposal and a program modification proposal; more specifically, new programs that are spin-offs from already established degree programs. The major modifications form does not require a budget to be part of the proposal because the financial support would already be included as part of the primary program. In discussion,

the council members agreed to modify Part V in the proposal form so that a budget would need to be included in the proposal only in situations when the new program would require new or changed resources.

#### **IV. NEW BUSINESS**

- A. Modification Proposal.** Master of Arts in Teaching. Dr. Schott-Baer asked for two volunteers to serve as primary reviewers for the proposal. Drs. Majeske and Roth volunteered. The first reading will be on the agenda for the January 7, 2015, meeting.
- B. Policy Change Proposal.** The policy pertains to the graduate courses listed in the Graduate Catalog. The current policy states that courses listed in the catalog will be automatically dropped from the catalog course listing if not offered to students in four years, or two catalog editions, whichever is longer. Current policy states that courses that are automatically dropped from the catalog may be reinstated by petition to the Graduate Dean.

The proposed modification is for courses that are not offered in four consecutive years to be automatically converted to a hibernation status; then, after two years in hibernation, automatically ended and removed from the Graduate Catalog. Graduate courses ended and removed from the Graduate Catalog will not be reinstated. Graduate Study will annually publish the Graduate Moribund Course Report for review by each department/program.

Council members were concerned for courses that may only be offered every four years. The Committee agreed to discuss with their departmental graduate committees and return to Graduate Council for further discussion.

#### **V. GOOD AND WELFARE**

No report.

#### **VI. ADJOURNMENT**

With no further business, the meeting adjourned approximately 3:13 PM.