

**Graduate Council  
Meeting  
December 2, 2005  
Approved Minutes**

**Faculty Members Present:** D. Cannon, C. Coviak, C. Grapczynski, M. Luttenton, N. Mack, B. Reinken, J. Ray, D. Ross, B. Rudolph, P. Stowe-Bolea, R. Wilson  
**Absent:** P. Parker

**Student Representatives Present:** C. Daly, R. Damm, M. Jones  
**Student Representatives Absent:** M. Kundra, R. Stern

**Administrative Ex-Officio Present:** C. Bajema, B. Cole, I. Fountain, T. James-Heer, P. Kimboko, S. Lipnicki  
**Absent:** N. Giardina, B. Widmaier

**I. Call to Order**

C. Coviak called the meeting to order at 9:39 AM.

**II. Approval of Agenda**

One change to the agenda was made. The GC-CC report will include a discussion of UCC actions of Wednesday, November 30.

**Action:** B. Reinken moved to approve the agenda with the change. D. Cannon seconded. Motion approved.

**III. Approval of Minutes of November 18, 2005**

**Action:** B. Reinken moved to approve the minutes. J. Ray seconded. Minutes of November 18 approved.

**IV. Report of the Chair**

C. Coviak will be in Thailand at the beginning of next semester and therefore will miss the late January GC meeting. R. Wilson will be chairing.

The new grad student representative, Colin Daly, was introduced and welcomed to the GC. GC members introduced themselves.

C. Coviak received a request from Jean Nagelkerk to appoint a GC rep for the Retention Task Force. P. Parker had volunteered as she had served on a similar committee in the past.

**Action:** The GC formally appointed P. Parker by acclamation.

## **V. Report of the Dean**

### **Faculty Scholarship Center**

The Faculty Scholarship Research Center Task Force is now called the Center for Excellence in Scholarly and Creative Activities Planning Group, convened by ECS.

### **Research Integrity Task Force (RITF)**

Members of this task force are from across most professional colleges; however, CLAS will be appointing a new member as the person appointed is unable to attend meetings. . An R & D member has been added. The task force's goal is to develop a policy on research integrity, including research misconduct. The deadline for completion is April 2006. Development of administrative procedures related to research misconduct is scheduled for the next academic year. The RITF is chaired by Paul Reitemeier. Tom Butcher serves as advisor.

### **Catalog Copy Change**

A new, interactive online system for catalogs and graduate bulletins will be implemented in Spring of 2006. The online system will allow options to search for specific classes and program information, and can be continually updated so that current, accurate information is readily accessible. This will simplify the proofreading process as well as save time. There will be links to Banner and the online course schedule, which will streamline student registration. Print versions will be available and the Grad Bulletin will continue to be a separate document.

### **Position Description for Graduate Dean**

P. Kimboko drafted and submitted a job description to the Provost. Copies are available if GC members would like to read it and provide feedback.

### **CGS Booklets**

Materials requested from CGS are available for the GC: Master's Education Policy Guide, and Organization and Administration of Graduate Education Policy Guide.

### **Enforcement of Finals Week**

The Provost is requiring that all classes meet during finals week. There will be no exceptions. Therefore, even if final exams are not administered on that date, faculty are required to hold a class meeting. The Provost had informed P. Kimboko that there is a potential threat to accreditation, as there is an expectation to meet a certain number of weeks during the semester.

**Discussion:** GC members made several points concerning this requirement: there have been student complaints and negative faculty evaluations when classes are held on final exam days; there is an ongoing problem with scheduling exams due to some courses being held 2 or 3 days per week; some students may have final papers due, thus there is no need for a full class session; and the term itself, 'final exam week' may imply that if the student has no exam, then they are finished for the semester.

### **Thesis Issues**

P. Kimboko met with Lee Van Orsdel, the new library dean. They discussed theses and how they are currently handled. Van Orsdel was not aware that the library was the only department other than the student's program to review the documents. Van Orsdel would like the GC to create a policy on how these are handled.

### **Meeting with R. Franciosi/Challenges of the GC**

P. Kimboko met with R. Franciosi. He had expressed concern that the GC would have difficulty handling all the business that would come about as grad education grows. She clarified for him that there is a need for the GC to perform more than one function. The rationale is that it is beneficial for policy and curriculum to work together.

### **VI. Report of the Curriculum Subcommittee**

A) B. Reinken reported that no documents went forward to UCC last week. They were sent back to their respective committees for revision.

**Action:** B. Rudolph moved to approve the GC-CC minutes of November 18. R. Wilson seconded. November 18 minutes approved.

### **B) Uniform Course Numbering-Addition of 700 Level**

**Discussion:** B. Reinken provided a draft of the revised Uniform Course Numbering System. This was tabled at the UCC meeting yesterday. Darren Walhof had indicated that the GC should review the revision first. UCC recommended using common language to describe criteria for using 700 level numbers. The draft reads, "700-799, advanced courses available only to graduate students."

The GC was asked to make a recommendation on the new wording so that UCC can send it to UAS for final approval.

The GC agreed that 700 level courses should be open to only those students who are admitted to the appropriate program, rather than allow advanced courses to be open to all grad students. It was agreed that colleges/departments could place their own restrictions on who is permitted to register for courses at this level.

**Action:** J. Ray moved to approve the recommendation with the modification, "advanced courses available only to graduate students, *primarily for post-masters students.*" R. Wilson seconded. Motion approved.

**Discussion:** One of the points raised by UCC was the differences between 600 and 700 level courses. COE held that they did not want their courses to set precedent for other programs.

It was suggested that a statement be provided to UCC by the GC describing the difference between a professional masters and traditional masters regarding the need for orderly progression of courses. Expert opinion such as CGS and accrediting agencies should be cited.

Another concern was the extent of review by UCC after review by GC-CC. The original discussion between GC and UCC was that UCC would accept the GC's recommendation in a manner similar to the Gen. Ed. subcommittee so they could proceed to UAS in a timely manner and without additional delay.

Additionally, UCC had been asked to address the policy of allowing 6 credits as a nondegree seeking student. Per B. Reinken, one of the foundations of the GC-CC review of the Ed Specialist program was that it be for the student who is making a commitment to the program, therefore, those taking the courses should be admitted to the program, rather than allow nondegree students to enroll.

C. Coviak will draft a memo to UCC to inquire about the role of each committee (GC and UCC) in grad curriculum review. She will use the original minutes from Rita Grant's GC visit wherein this topic was first discussed.

#### **VI. Report of the Policy Subcommittee**

M. Luttenton reported that the GC-PC met on November 18. They discussed certificate program issues and are preparing a draft of modifications to the model policy that was provided by CGS. The subcommittee is meeting today and will work out details and complete the document by the first part of January 2006.

#### **VIII. Report of the Student Organization**

S. Lipnicki provided the report. A handout was given, announcing the kickoff of the Graduate and Professional Student Association (GAPSA) on Friday, January 13, 2006. It was suggested that the flyers be distributed to Dean's Council and ECS and UAS members as well as graduate program directors. Flyers will also be available at orientation.

S. Lipnicki stated that R. Stern submitted a budget for \$4,000 from Student Life. Student Life agreed to give GAPSA \$2,250. Funding for conference travel is included (\$450). Lipnicki suggested that GAPSA could pay fifty percent of a student's registration fee, and the student can either request the balance from their department or be responsible for it themselves. GAPSA members are currently working on a funding request for the 06-07 academic year.

P. Kimboko reminded GC that R & D has funds available for graduate students who are presenting. S. Lipnicki will contact Chris Barbee in Alumni Relations concerning FTLC's travel fund policy to see if the funding truly is restricted to undergrads by donors.

#### **IX. New Business**

##### **Course Scheduling Issues**

**Discussion:** D. Ross initiated a discussion about new policies for scheduling of courses. The new constraints on scheduling blocks are affecting graduate offerings adversely. Other GC members concurred this is a problem for their courses as well. Departments have also been prohibited from using their own dedicated classrooms, such as those in Engineering.

P. Kimboko indicated this policy stems from the need for effective use of space. Lynn Blue brought a space proposal to Deans' Council and they endorsed it.

GC will send a formal statement to ECS that it has heard from colleges that are represented on GC that the policy is not feasible for graduate education and it also impacts their undergraduate courses. She encouraged GC members to speak to their colleges' ECS/UAS members so that UAS can address this issue with the Registrar on behalf of both graduate and undergraduate programs.

#### **XI. Adjournment**

Action: N. Mack moved to adjourn. B. Rudolph seconded. Meeting adjourned at 11:26 AM.

Minutes approved at January 20, 2006 Graduate Council meeting.