

# Grand Valley State University

## Executive Committee of the Senate

### Minutes of March 4, 2011

**Present:** Maria Cimitile (ex officio), Gayle Davis (ex officio), Cory DiCarlo (for Ellen Schendel), Roger Ferguson, Joe Godwin (ex officio), Cynthia Grapczynski, Brian Hatzel, Jon Jellema (ex officio), Sharon Leder, Nancy Levenburg (Vice Chair), Jarrett Martus (Student Senate President), Kristine Mullendore (Chair), Mel Northup, Chuck Pazdernik, Lynn Sheehan, Richard Vallery (for Figen Mekik), Deana Weibel (for Robert Hendersen), Judy Whipps (for Kathleen Underwood), Roger Wilson

**Guests:** Mark Luttenton, Jeff Pottegier, John Stevenson

The meeting was Called to Order at 4:00 p.m.

Agenda Items	Discussion	Action / Decisions	
1. Approval of Agenda	The Agenda of March 4, 2011 was reviewed.	The Agenda of March 4, 2011 was approved.	
2. Approval of Minutes	No Minutes for Review	There were no Minutes for review.	
3. Report of Chair	In the absence of Chair Mullendore, Vice-Chair Levenburg conducted the meeting.  No Report		
4. Report of Provost	No Report		
5. Report of the Student Senate President	No Report		
6. Report from the Standing Committee Chairs / Task Forces / Committee Representatives	<p>The Graduate Council report on the proposal to establish university policies regarding master program theses, projects and dissertations that was distributed earlier was discussed.</p> <p>A <u>Motion was made and seconded</u> to approve the proposed policy. Discussion.</p> <p>An amendment to the original Motion was made to move the sentence "<i>To help create a cohesive process . . . the Graduate Council proposes the following:</i>" was moved above the Policy heading. The policy would read:</p> <p><i>To help create a cohesive process for masters' theses and doctoral dissertations at Grand Valley State University, the Graduate Council proposes the following:</i></p> <p><b>Policy</b></p>	<p><b>MOTION:</b> The Executive Committee of the Senate approves the Graduate Council proposal to establish university policies regarding master program theses, projects and dissertations, as amended at this meeting.</p> <p><b>APPROVED Unanimously</b></p>	

	<ul style="list-style-type: none"> <li>▪ <i>Masters' theses must be overseen and approved by a committee consisting of at least three (3) members. Doctoral dissertations must be overseen and approved by a committee consisting of at least four (4) members.</i></li> <li>▪ <i>For the Masters' thesis at least one (1) committee member must be from outside the candidate's specific research topic of study. For the Doctoral dissertation at least one (1) committee member must be from outside the candidate's program of study.</i></li> <li>▪ <i>All committee members must hold graduate faculty status (full, associate, adjunct). The chair of the committee must hold full graduate faculty status.</i></li> <li>▪ <i>The Dean of Graduate Studies must approve individuals external to GVSU as members for thesis or dissertation committees. Qualified individuals will be given adjunct faculty status for three (3) years from the time of approval to serve on the thesis or dissertation committee.</i></li> <li>▪ <i>The Office of Graduate Studies will review the committee membership for adherence to policy.</i></li> <li>▪ <i>There must be an announced, public proposal of the thesis or dissertation.</i></li> <li>▪ <i>There must be an announced, public defense of the completed thesis or dissertation.</i></li> <li>▪ <i>All graduate students who are working on their thesis or dissertation and have completed all other credit requirements for their degree program must remain in continuous enrollment by enrolling in at least one thesis or dissertation credit for each subsequent semester until the completion of the thesis or dissertation.</i></li> <li>▪ <i>The completed document must adhere to the GVSU Guidelines for the Preparation of Theses and Dissertations as regularly reviewed and approved by Graduate Council.</i></li> <li>▪ <i>After obtaining final approval from the committee and the appropriate academic dean, the completed document is reviewed by the Office of Graduate Studies for adherence to the GVSU Guidelines for the Preparation of Theses and Dissertations. Approval of the Office of Graduate Studies is required before the thesis or dissertation is accepted by Grand Valley State University.</i></li> <li>▪ <i>An electronic version of the completed approved document must be submitted for inclusion in the GVSU institutional repository managed by the University Library.</i></li> <li>▪ <i>Exceptions to this policy require the approval of the Dean of Graduate Studies.</i></li> </ul>	<p><b>MOTION:</b> The Executive Committee of the Senate forwards the Graduate Council's proposal to establish university policies regarding master program theses, projects and dissertations, as amended at this meeting, to the University Academic Senate with a recommendation for</p>	
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		approval and implementation. <b>APPROVED Unanimously</b>	
7. Old Business	None		
8. New Business	None		
9. Adjournment	The meeting was adjourned at 4:34pm.		