

Graduate Council Minutes

November 19, 2004

The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Michael Hein presided.

I. Call to Order

Members present: Dr. Marc Singer, Dr. Gary Wufelsberg for Dr. William Ilsley, Dr. Norman Weatherby, Dr. Stuart Bernstein, Dr. Jeff Walck, Dr. Bichaka Fayissa, Dr. Michael Hein, Dr. Tom Hutchinson, Dr. Zeny Panol, Dr. Jong-Sung Lee, Monte Hendrickson and Paul Martin III

Ex-officio members present: Peter H. Cunningham, Interim Associate Dean College of Graduate Studies,

II. Announcements

A. Dr. Michael Hein

- No announcements

B. Dr. Peter H. Cunningham

- Dr. Cunningham announced that an initial meeting of graduate students interested in forming a graduate student association (GSA) was held that morning. GSA's are common on most campuses with graduate programs. He distributed a handout with information regarding GSA's at other institutions. A letter will be forthcoming to Deans and Chairs soliciting assistance and providing additional information.

III. Approval of Minutes – October 29, 2004

A motion was made to accept the minutes of the October 29, 2004 meeting. The motion was seconded and carried.

IV. Sub-Committee Reports

A. Graduate Faculty and Program Review

Dr. Norman Weatherby for Dr. Frank Bailey, Chair

- Consent calendar attached – all items have been recommended for approval. A motion was made to adopt the attached calendar. The motion was seconded and carried.
- Proposal was made to defer decision on extra reviewer for MS in Biology to the sub-committee in consultation with Dean Rao. Council will accept the recommendation of the Dean and sub-committee. Motion was seconded and approved.

B. Student Affairs and Travel

Dr. Jeffrey Walck, Chair

- Dr. Walck reported that seven (7) student travel grants and two (2) faculty travel grants had been approved leaving a balance of \$17,109.08 in travel fund.
- Clarification of travel grant criteria for students that have graduated was discussed. Dr. Cunningham reported that persons who were students at the time that their travel request was approved could receive funding even if travel occurred after their graduation. Students applying travel support after their graduation are not eligible for reimbursement by the University. A motion was made and seconded to allow students to submit requests prior to

their graduation for travel occurring after their graduation date. Motion was approved and the Graduate Office was asked to make necessary changes to the application forms.

- Question arose about whether faculty may apply for only one grant per year or whether they may apply for one international and one domestic travel grant per year. Motion was made and approved to revise the graduate faculty travel application form to include the statement, "generally, only one trip will be funded per year."

C. Policies and Procedures

Dr. Ken Blake, Chair

- No report.

V. Old Business

- Dr. Cunningham distributed a list of names of individual nominated by their deans to advise him on RODP-MAPS (Master of Arts in Professional Studies). TBR/RODP is in the process of developing a new online masters degree. All TBR universities will participate in development and delivery of this degree. Dr. Cunningham will keep the Council informed on these developments.

VI. New Business

- Requirement for public announcement of dissertation and thesis defense. Dr. Cunningham distributed a draft policy on announcement of dissertation defenses. Following review and discussion of the policy, a revised draft (attached) was approved by the Council for recommendation to the Dean of Graduate Studies. This policy would require all doctoral programs to inform the Graduate Office at least two weeks prior to scheduled dissertation defenses beginning in Spring 2005.

There being no further business the meeting was adjourned at 3:15 p.m.

Respectfully submitted: Kim Collins
Recording Secretary

Accepted:

Abdul S. Rao
Vice-President of Research
Dean, Graduate Studies

Date

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