

Graduate Affairs Committee

Burnett Hall – Room 125

**January 12 2010
Minutes**

Members present: Drs. Christopher Hendricks, chair, Maya Clark, Patricia Coberly, Elizabeth Crawford, Joey Crosby, Becky da Cruz, Marilyn Hutchinson, John Kraft, Robert Loyd, Regina Rahimi, Anne Thompson, Brian Riemann, Ellen Whitford, Deans Laura Barrett, Shelley Conroy, and Ms. Jill Bell.

Guests: Ms. Christine Bild and Mr. Andy Clark

I. Call to Order: The meeting was called to order at 2:30 PM by Dr. Hendricks, Chair.

II. Minutes of December 8, 2009 were approved as presented.

III. Sub-Committee Reports:

Graduate Curriculum Sub-Committee: No Report – There were no actions required of the sub-committee.

Graduate Faculty Status Sub-Committee: The Sub-Committee reviewed 20 applications, 2 were remanded, and 3 were denied. Dr. Patricia Coberly submitted 15 applications for membership that were approved by the sub-committee. The Graduate Affairs Committee accepted their report. (The list is attached to these minutes)

The Graduate Faculty Membership sub-committee was given a charge by the Faculty Senate to review the application process for membership. The sub-committee will meet on January 26 and prepare a report for the February 9th Graduate Affairs Committee meeting.

Graduate Appeals Sub-Committee: No report – There were no actions required of the sub-committee.

IV. Old Business:

- Dr. Kevin Hampton will meet with the Senate Constitution and Bylaws Committee to discuss terms to be used for sub-committees of the Graduate Affairs Committee.
- Out-of State Waiver Report will be presented at a future date.

(Minutes amended and approved – February 9, 2010)

- Graduate Probation/Dismissal Proposal Policy – Motion was made and seconded for the policy to read: A student will be placed on academic probation if a student earns one (1) C or below. If a student earns a second C or below the student will be dismissed. After discussion, a friendly amendment to the motion was made and accepted to add a waiting period of one (1) semester. There was no further discussion and the motion was carried.

V. New Business: No new business was discussed.

VI. Report: Graduate Coordinating Council: Ms. Christine Bild presented the new GSCC 2010 T-Shirt. The GSCC will have the 3rd reading of their By-Laws and the Constitution; it has been 10 years since the constitution was updated. Campus police has updated their website with current parking and moving traffic violation information. There was a problem of students trying to use their ID over the holiday break. It appears student codes were changed to a staff category in the ADP system. Ms. Bild requested training for graduate assistants since ADP and People Soft Financials/ESS is now required for processing travel claims. Dr. Whitford offered to speak to Human Resources on these two issues. Ms Bild confirmed all departments had appointed a representative except the nursing department.

VII. Report from Director of Graduate Enrollment Services: Ms. Jill Bell reported a total of 881 graduate students had been registered. 309 of that number were first time applicants. Of the 309 applicants, 196 were accepted. Of the 196, 136 were enrolled. New applications are down from last spring; however, applications are expected to go up during flex term.

Remarks from Dr. Ellen V. Whitford, Vice President of Academic Affairs and Dean of Faculty: Dr. Whitford discussed possible future procedures for commencement. It is recommended that graduate students be *Hooded* by their respective faculty before receiving their diploma and shaking hands with the president. It was also recommended that the order of degrees to be conferred fall 2010 commencement will be in the order of: Doctorial, Master's, and Undergraduate. The members of the committee agreed making these changes would help commencement run more smoothly.

Graduate Student Learning Outcomes from last year are due February 15. Please send to Dr. Anne Thompson by the due date.

Graduate faculty must have the appropriate credentials and have those credentials documented if they are teaching graduate courses. Policies and procedures must be in place and the policies followed by students and faculty. The graduate faculty handbook also needs to be reorganized and made accessible.

The 2009-2010 graduate catalog is on-line and on disk.

VIII. Adjournment: The meeting was adjourned at 3:25 PM.

Respectfully submitted,

Linda C. Hansen
Coordinator of Graduate Faculty Services