

SCHOOL OF GRADUATE STUDIES

Graduate Council Minutes

January 23, 2014

Indian Room/UC, 8:30 a.m.

Members: Present: McAllister, presiding; Althaus, Bawaneh, Brown-Haims, Brune, Gathman, Grueneberg, Heischmidt, Hosselkus, Kilburn, Mardanov, McCollum, McFerron, Odegard-Koester, Roberts, Starrett, Walling, Wang. **Visitors:** Danielle Healy, Christopher Kinder, Philip Crawford, Simin Cwick.

- A. Dr. McAllister called the meeting to order and introduced the recipients of the Excellence Awards.
1. **Excellence in Teaching Award – Christopher Kinder.** Christopher mentioned it was a privilege to work with the department of history. He noted his appreciation for the multiple opportunities given him in preparation for his teaching career.
 2. **Excellence in Research Award – Danielle Healy.** Danielle noted she completed her research on children with autism. She mentioned learning a lot in the process of researching the topic and was thankful to the entire department.

B. Dr. McAllister asked for the approval of the minutes from November 21, 2013. Motion to approve (Roberts, Grueneberg). Minutes were approved by the Council.

C. Reports:

Dean –

Dr. McAllister introduced himself as the new Dean of Graduate Studies. He mentioned three weeks into the position, he has already had the opportunity of attending various meetings. He also noted starting the Graduate Coordinators small group meetings. Topics discussed have been recruitment and accelerated degree programs. Dr. McAllister extended his appreciation for everyone's patience as he continues to learn the duties of his job as Dean of Graduate Studies.

Academic Standards:

Michelle Brune noted the handout regarding GR 698/GR 699. She stated the committee met and took a look at possible ways to address the problems associated with enrolling in these courses. She noted that each time a student enrolls and has to pay for the class, it involves a manual process for the Registrar's office as well as Student Financial Services. In addition, if a student chooses to drop the course, it involves more processes for both departments. It was noted there are students who enroll and drop this course multiple times prior to being prepared to complete the course.

Brune noted the committee came up with a couple of options in an effort to address the above mentioned problem:

1. Requiring a graduate program fee tied to the courses. The fee would follow the standard refund policy when dropping the course.
2. Making the course equivalent to one credit hour. Currently, there is no credit hour connected to the course.

Julie Grueneberg (Registrar's Office) stated that they often deal with students who enroll, and are charged for the course. Then the student drops the course and receives a refund. This

process becomes cumbersome when you have students who have signed up and dropped the course multiple times. She also noted there are times when the student does finish the course but the grade does not get to the Graduate Dean. In those cases, the student is withdrawn from the course and then reinstated when the error is caught.

Julie Grueneberg noted students do not have to enroll at the beginning of the semester in order to be placed in GR 698 or GR 699. Students can still enroll up to the beginning of the seventh week of the semester. This grace period gives students the opportunity to determine if they are ready to complete the course.

Dave Starrett asked if one of the reasons students need to be enrolled in these courses was due to the need to have access to the database in the library. When a student is enrolled, library fees make up part of the payment for the course.

Julie Grueneberg noted that if students are enrolled, they will be charged the library fees. However, those students who wait 5-7 weeks to enroll into the semester may not have access to the library prior to enrollment when GR 698/GR 699 is the only course they are taking.

Ken Heischmidt asked why there was a need to have these courses. He stated students should not have to sign up for this course until all courses are completed. He noted that even allowing a student to enroll the 7th week does not always indicate the student is prepared to finish requirements that semester.

Ruth Ann Roberts stated that Educational Leadership is doing away with comprehensive exams. This is due to the fact that new requirements in education require content and performance exams prior to completing the program.

Marcia Brown-Haims noted that in the Department of Communication Disorders, students completing research methods is equivalent to meeting the requirement of GR 698.

Dr. McAllister stated he would research the possibility of departments opting out of GR 698/GR 699. McAllister also noted the need to study the issue of GR 698/GR 699 further. He noted the Budget Review Committee would be meeting soon and course fees would be determined. McAllister asked the committee to keep this in mind as they continue to study the issue. He suggested email discussions prior to the next Graduate Council meeting.

Curriculum:

Ken Heischmidt noted all course comments/suggestions had been submitted. He had no further report.

Assessment:

Currently the Assessment Committee has no acting chairperson. This is due to the resignation of Deepak Gupta. Dr. McAllister asked for volunteers. He stated if no one volunteered; he would draft or appoint someone for the position.

D. Informational Items:

1. Courses for Electronic Vote:

a. SE 527 – Implementing Business and Marketing Education – Course Revision

Simin Cwick, Department of Secondary Education, was present to present the need for this course revision. She stated the course initially was offered in the

College of Business as AD 527. However, Business Education was no longer housed in the College of Business. Therefore they changed the prefix to SE and added three SLO's.

It was noted that this course, because it can be taken for graduate credit, needs to have the following information added:

1. Additional coursework if obtaining graduate credit
2. Evaluation scale should be added

With these additions, Heishchmidt and Gathman moved to approve the course. Motion was approved by the Council.

b. FS 553 – Crime Laboratory III: Introductory Analysis of Pattern Evidence - Course Addition

Philip Crawford, Chemistry, noted this course was added because they are trying to expand the graduate level forensic program. The department is also looking at adding a minor in this area.

Roberts/Gathman moved to approve this course. Motion was approved by the Council pending minor changes.

2. Graduate Faculty Approved:

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| a. Carl Kinnison | Criminal Justice & Sociology | Adjunct |
| b. James Newman | Political Science, Philosophy & Religion | Regular |
| c. Julie Weathers | Agriculture | Regular |

A question was raised concerning adjunct graduate faculty status and whether the individual should be employed less than full time. Dr. McAllister stated the classification for adjunct faculty is in the faculty handbook. It is noted the individual with this status does not have a terminal degree but real world experience and a master's degree. This individual should not teach master's level classes but may receive an exemption through the dean's office.

Meeting adjourned. (Heischmidt, Gathman)