

# SCHOOL OF GRADUATE STUDIES

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Graduate Council Minutes

January 17, 2013

Dempster 102, 8:30 a.m.

Members Present: Eddleman, presiding; Ahmed, Backer, Brune, Caldwell, Eaton, Freshwater, Fulkerson, Gathman, Grueneberg, Gunn, Gupta, Heischmidt, Judd, McFerron, Odegard-Koester, Roberts, Starrett, Veneziano, Zen. Visitors: None

The Minutes of November 15, 2012 meeting were approved (Gathman/Gupta)

Reports:

- Dean:
1. Eddleman began by noting all Graduate Coordinators will be meeting with him in small groups. Coordinators will be contacted during the next few weeks with a meeting date and time.
  2. The electronic thesis (Proquest) will begin being utilized this semester. Graduate Coordinators will be informed of new deadlines. The deadlines have been posted on the Graduate Studies website.
  3. All Graduate Bulletin information has been submitted. Eddleman thanked everyone for their work on this. The Graduate Bulletin will also include information on the electronic thesis process and deadlines.
  4. Graduate faculty review is about to wind-up.
  5. Joann Chin, graduate assistant, is doing a great job updating the Graduate Studies website. The Graduate Assistant clearinghouse has been well received.
  6. When a graduate assistant request is made, the Graduate Studies Office will also need the following information: 1) job description, 2) recruiting information regarding what the department is doing to recruit graduate students (this can be stated in a couple of paragraphs). There has been a modest increase in graduate students at Southeast. This is something we would like to see continue.
  7. Eddleman stated that graduation with honors is becoming a problem in that students are making additional requests and honors luncheon is running into the Convocation time during graduation. The Dean's Council has agreed to do away with graduation with honors and Executive Staff will consider it.
  8. Last year's students who were considered disqualified from continuing in their programs due to "F" grades are indicating they would like to return a year later in some cases. Eddleman will be working with Sandy Hinkle on ways to handle this in the future.

Academic Standards Committee Report (Brune): No Report

Curriculum Committee Report (Heischmidt): The committee has been voting on courses

Assessment Committee Report (Judd): No Report

**Action Items Approved:**

1. Program Revision:  
The following program revision was approved (Gupta/Gathman)
  - a. EA 620-Foundations of Higher Education
2. Program Option Added:  
The following option was approved for addition (Eddleman/Roberts)
  - a. MS Technology Management – Adding Options in Cybersecurity & 3-d Animation and Gaming

**Informational Items:**

1. Courses for Electronic Vote:
  - a. EL 667 Math Leadership for Elementary Math Specialists: Foundations
  - b. EL 668 Mathematical Leadership for Elementary Mathematics Specialists: Influencing and Facilitating Improvement in the Curriculum Process
  - c. EP 600 Bioengineering Laboratory: Flow Cytometry
  - d. EP 695 Readings in Nano-Bio Engineering
  - e. BI 850 Introduction to Nano-Science and Biomedical Engineering Workshop
  - f. MA 611 Internship in Numbers and Operations
  - g. MA 612 Internship in Rational Numbers and Proportional Thinking
  - h. MA 616 Internship in Geometry and Measurement
  - i. MA 617 Internship in Algebraic Reasoning
  - j. MA 621 Number and Operations
  - k. MA 622 Rational Numbers and Proportional Thinking
  - l. MA 624 Data and Probability
  - m. MA 626 Geometry and Measurement
  - n. MA 627 Algebraic Reasoning

Due to the fact that we did not receive a majority of votes, all of these courses will be placed on the February agenda. A majority of votes will be needed for approval at that time.

Suggestions/revisions submitted for the above listed courses will be sent to the departments. If revisions are submitted, we will send out the updated Course Approval Forms/Syllabus for Curriculum Committee/Graduate Council approval prior to the upcoming February meeting.

It was noted that the template for course proposals with Student Learning Outcomes (SLO's) is posted on the Provost's website. In addition, it is linked to the Graduate Studies website.

**Graduate Faculty Approved:**

- Pen DauBach – Biology – Adjunct Faculty Status
- Pamela Macke Johnson – Chemistry – Adjunct Faculty Status
- Slavice Kodish – Communication Studies – Associate Faculty Status
- Justin M. Pobst – Management & Marketing – Adjunct Faculty Status
- Glen Williams – Communication Studies – Associate Faculty Status

**Other:**

- a. Admissions (Alisa McFerron) provided a handout to the Graduate Council

outlining the Spring 2013 reminders. (see attached)

b. Registrar's Office – Julie Grueneberg noted that e-mails are sent to students from the Registrar's Office regarding their registration status. However, these e-mails are only sent to their Southeast e-mail address. Departments should tell students to check their Southeast e-mail for information regarding their registration status.

Meeting adjourned (Caldwell/Heischmidt)