

# SCHOOL OF GRADUATE STUDIES

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Graduate Council Minutes

September 20, 2012

Dempster 102, 8:30 a.m.

Members Present: Eddleman, presiding; Backer, Brune, Caldwell, Eaton, Freshwater, Fulkerson, Gathman, Gunn, Gupta, Grueneberg, Judd, McFerron, Odegard-Koester, Roberts, Veneziano (for McAllister).

Visitors: None

The Minutes of April 19, 2012 were approved (Gathman/Gupta).

## Reports:

Dean: Eddleman distributed a handout of School of Graduate Studies 2012-2013 Goals and Activities; Graduate Faculty Review in AY13; Deadlines for Spring, Summer, and Fall 2013

1. Thesis Reader - Dr. Tom Eaton has served as the thesis reader for Graduate Studies since Spring 2012. He will work with Eddleman and others to move to an electronic thesis process.
2. Graduate Bulletin - The Graduate Bulletin is being review and revamped. Eddleman will charge the Academic Standards Committee with reviewing the Introduction section of the bulletin. The goal is to get the 2012-13 version online this semester.
3. Electronic Thesis - We will be moving to electronic theses only. We will still bind them for students, but we will be looking at moving that process to possibly the Bookstore; the Library will have input on the process as well, as they are looking at electronic housing of theses.
4. Website - The Graduate Studies website will be reviewed and updated. Eddleman asked everyone to look at their areas on the site and suggest changes.
5. Graduate Assistantship Clearing House - We will implement a clearing house for open GA positions, in coordination with the update of the website. The goal is to have this in place for Spring 2013.
6. Graduate Faculty Review - There is currently a Graduate Faculty Review taking place. The Faculty Handbook calls for a review every five years, but this hasn't been done. The goal is to remove those who need to be removed, and encourage new faculty to apply for Graduate Faculty status. Even in departments who don't have graduate programs, those faculty are welcome to apply. Department chairs should only send their responses in a letter format. If a faculty member has been approved as Graduate Faculty in the last five years, they do not need to be reviewed.
7. Deadlines - Deadlines for the Spring, Summer, and Fall 2013 semesters will be on the Graduate Studies website soon. Gupta asked that the Add Dates for GR698-699-799 be moved to before the Graduation Application is due;
8. Graduate Student Professional Development - Eddleman had a carryover in the Graduate Student Professional Development funds account; encouraged students presenting creative projects or papers to apply for funding.
9. Requesting an Extension for Completion of a Graduate Program - There will be an addition to the Graduate Bulletin – requests for extensions for completion of graduate programs. Students must address request to the Dean (letter or email) and include reason for failure to complete on time, projected plan to complete,

and projected time they expect to finish. The advisor or graduate coordinator must endorse the request (letter or email to Dean). The Dean must approved and indicate the approved completion timeline, and the Registrar must approve the extension. There will only be two requests for extensions per student. If a student is gone longer than three years, the student must re-apply. The second extension will only be approved if circumstances warrant. Grueneberg added that on the degree audit, if a student is beyond six years, those courses are kicked out and listed at the bottom of the audit with verbiage like “Exceeds maximum hours...”; if that happens, a written request must be made to the Dean to get credit for those hours.

10. Appeal for Academic Suspension – Eddleman advised that students receiving one “F” grade or more will receive a letter notifying them of suspension. The student must send an appeal to the Dean, indicating when they will retake the course and asking to remain in the program. Advisor or graduate coordinator must endorse the request (letter or email to Dean). The Dean must approve and copy the Registrar.
11. Approval of Internships – Eddleman proposed that the Dean be removed from the approval process for internships, and should be kept at the department level, with the advisor and committee making the approval. In cases where a committee is appointed with a third member from outside the program, the Dean of Graduate Studies will still make appointments of the 3<sup>rd</sup> members, considering recommendation from the student and advisor for the third member.
12. Vice Provost/Dean of Graduate Studies – Senior Administrative Assistant – Sue Ludwig retired and interviews are being held for the position.
13. Admissions (McFerron)
  - a. Please make sure students know to send all admissions paperwork directly to Admissions.
  - b. The \$30 application fee is now a one-time fee (not grandfathering in current students).
14. Registrar’s Office (Grueneberg)
  - a. There is a new database of graduating students; all graduate coordinators have access, as well as the dean’s administrative assistants.

Academic Standards Committee Report (Brune): No Report

Eddleman advised that Michael Taylor was no longer on Graduate Council and needed a volunteer for a Chair for the Academic Standards Committee; Brune volunteered. Eddleman gave the committee the following charges:

1. New Electronic Theses – Meet with Eddleman, Representative from Kent Library (Starrett), Representative from Bookstore
2. Graduate Bulletin Introduction – Review within the month

Curriculum Committee Report (Heischmidt): No Report

Eddleman gave the committee the following charge:

1. Review proposals for new programs, program revisions, course additions/revisions, etc.

Assessment Committee Report (Judd): No Report

Eddleman gave the committee the following charge:

1. Thesis Reading – Work with Eaton

## Graduate Student Advisory Council (Backer)

Backer is looking into reviving the Graduate Student Advisory Council and asked the Council to submit names of students who may be interested and would be good assets to the group. He also asked for any ideas for the GSAC to be a part of, i.e.: projects, etc. Eddleman noted that in the past, the GSAC advised the Graduate Dean on student professional development funding.

## Action Items **Approved:**

### Program Revisions:

The following program revisions were approved (Roberts / Fulkerson/Gupta):

- a. MA Elementary Education – Moving program completely online
  - b. MA Exceptional Child Education – Moving program completely online
- Gunn explained that these programs were basically online except for six hours, and the department is very confident they can get those two courses online. Gathman suggested setting up a meeting with him and Mary Harriet Talbut.

### Course Revisions:

The following courses were approved (pending revisions email by Gupta for the CY courses):

- CY501- Introduction to Cybersecurity (Gupta/Gathman) – pending revisions
- CY510 – Information Security & Assurance (Gupta / Judd/Caldwell) – pending revisions
- CY520 – Information Security in Systems Administration (Gupta / Roberts/Caldwell) – pending revisions
- CY610 – Web Application Security (Gupta/Gathman) – pending revisions
- CY620 – Computer Forensics (Gathman/Gupta) – pending revisions
- EL624 – Effective Literacy Leadership (Gathman/Gupta)
- UI506 – Education, Law and Society (Gathman/Gupta)

## Graduate Faculty Approved:

- Zahir Ahmed – International Education & Services – Associate Graduate Faculty Status
- Bryan Bowers Industrial & Engineering Technology - Associate Graduate Faculty Status
- Adam J. Criblez – History – Regular Graduate Faculty Status
- Daniel Crocker – English - Regular Graduate Faculty Status
- Joni Hand – Art - Regular Graduate Faculty Status
- Carol Horst – Art – Associate Graduate Faculty Status
- Erika R. Hosselkus – History – Regular Graduate Faculty Status
- Fred Jones – Mass Media – Adjunct Graduate Faculty Status
- Caroline A. Kahler – Art – Regular Graduate Faculty Status
- Blake McCann – Biology – Regular Graduate Faculty Status
- Quinton E. Phelps – Biology – Adjunct Graduate Faculty Status
- Debra G. Porter - Elementary, Early, & Special Education – Regular Graduate Faculty Status
- Lily Santoro – History – Regular Graduate Faculty Status
- Lisa Speer – Kent Library – Associate Graduate Faculty Status
- Christine Warren – English – Adjunct Graduate Faculty Status
- David Yaskewich – Economics & Finance – Associate Graduate Faculty Status (*Associate status until PhD is completed*)

## Other:

None

Meeting adjourned (Gathman/Fulkerson).