



Graduate Studies & Research

Graduate Council Minutes January 23, 2001

Members present were Drs. Parette, Barnes, Buchanan, Cron, Desai, Gould, Heischmidt, Milde, Pujol, Raschke, and Ms. Heckenkamp and Mr. Wagganer. Drs. Athinarayanan, Gifford, Olesen, Summary, Waterman, and Werne were absent. Drs. Hart, Holt, Shaw, and Shepard were visitors to the Council.

The minutes of November 21, 2000 were **approved as amended**.

The following courses were **approved**:

MN512	Computer Integrated Manufacturing (Gould/Barnes)
MN516	Manufacturing Seminar (Buchanan/Milde)

Dr. Holt addressed the Council regarding off-campus course offerings and review of graduate programs. Specific issue areas were as follows:

Off-campus course offerings:

Two groups of faculty are instructing off-campus courses. They are practitioners in the field serving as adjunct faculty and faculty on campus. In order to be competitive, there is a need to understand the market needs of the region. This area is very competitive and departments need to decide if they want to go off campus or not. There were concerns noted regarding out-of-state tuition and the use of adjunct faculty for these courses.

Review of graduate programs:

The sub-committee of Academic Excellence had previously recommended 85 indicators for this review. Drs. Parette and Holt collaborated to develop a revised format that would be presented to programs as part of the internal review process. This proposed format was shared with the Board of Regents Retreat the previous week. Dr. Holt discussed the format, though questions were raised about several indicators that addressed student credit hour production. He and Dr. Parette will meet to revise indicators that focus on student credit hour production, and discuss with the Graduate Council in its next meeting.

Dr. Parette presented a rationale for a standardized template for presentation of faculty vitae, noting that the on-line template was designed for multiple purposes, including for (a) professional presentation of credentials of the graduate faculty, (b) compilation of data for the internal graduate program review process, and (c) review of graduate faculty (to be initiated in Spring 2001). Although it was noted that there would be some resistance from faculty on campus, it was emphasized that once the vita template was compiled for each faculty member, it would simply be an issue of updating it annually. It was suggested that two additional categories be added to the template, including a **Professional Service** and **Other** section. The Graduate Faculty Vita template was **approved**. (Buchanan/Barnes)

Dr. Parette reported on the need for The Academic Excellence Sub-Committee to meet and develop a disclaimer for the *Graduate Bulletin* in relation to it not being a contract for degree completion.

Dr. Parette noted that many of the theses that were submitted in the Fall, 2000, semester had major grammatical errors and style inconsistencies. It was suggested that the Graduate Council consider developing standardized guidelines for the preparation of theses and graduate papers. He will contact members, and ask several ad hoc individuals, to serve on a committee to examine issues related to such guidelines.

The meeting adjourned at 11:55 a.m.