



School of Graduate and University Studies

Graduate Council Minutes

January 28, 2003

Members present were Drs. Janzow, Athinarayanan, Brown, Desai, Elder, Heischmidt, McMahan, Milde, Parsons, Randolph, Raschke, C. Roberts, Waterman, Ms. Amstrup, and Mr. Crites. Drs. Buchanan, Cron, R. Roberts, and Summary were absent. Drs. Reinheimer, Watkins, and Mr. Schock were visitors..

The minutes of November 19, 2002 were **approved**. (McMahan/Athinarayanan)

The following courses were **approved as amended**:

AR503	Community Art (Waterman/Brown)
SE681	Components of Professional Practice in Teaching (McMahan/Milde)
TL601	Research Methods for TESOL (Raschke/Randolph)

The following announcements were made:

- Ms. Amstrup will continue collecting student testimonials for the recruitment brochures.
- Mr. Crites noted that in the next meeting of the Graduate Student Advisory Council they will draft a letter to remove non-attending members from the organization and consider some funding requests.
- The Applied Research Guidelines agenda item is postponed to a future meeting.
- Dr. Randolph explained that the Academic Excellence Committee would be meeting regarding letters of evaluation, GRE requirements, and admission grade point average and will present their recommendations as a package later.
- Dr. Janzow noted that he is considering restructuring the subcommittees of the Council, i.e. changing the Temporary Course Approval Committee to a Curriculum Committee and that a set of standards be established.

- Dr. Parsons shared the changes in the Student Exchange Visitor Information System (SEVIS) involving documentation of international students. They are required to submit documents every few weeks pertaining to international student enrollments. She pointed out that all non-graduate assistants must be enrolled in at least 9 hours unless they are in their last semester or have documented medical excuses. These excuses must be verified by a doctor and can no longer be from the Center for Health and Counseling and can be for one time only. SEVIS is also watching the number of hours international students work on and off campus. Dr. Parsons will send an email to Deans, Department Chairpersons, and faculty alerting them to these changes.
- A limited number of hard copies of the *Graduate Bulletin* will be done in the future.
- The sentence to be included in syllabi in the section “Basis for Student Evaluation” that was omitted from last month’s minutes is as follows: **The weight of evaluation criteria may vary at the discretion of the instructor and will be indicated at the beginning of each class.**
- Dr. Heischmidt raised the issue of the meeting time of the Council and if it could be changed.

The meeting adjourned at 11:15 a.m.