



Graduate Studies & Research

Graduate Council Minutes November 21, 2000

Members present were Drs. Parette, Athinarayanan, Barnes, Buchanan, Desai, Gifford, Gould, Milde, Olesen, Pujol, Raschke, Summary and Ms. Heckenkamp and Mr. Waggener. Drs. Heischmidt, Waterman, Werne, and Cron were absent. Drs. Clements, Duff, Kern, Maud, McMahan, Schoonmaker, and Shepard were visitors to the Council.

The minutes of October 17, 2000 were **approved**.

The following were **approved**:

New Courses

MU599	Chamber Music and Accompanying (Parette)
MU636	Integrating Music into the Classroom (Buchanan/Pujol)
ST660	Advanced Topics in Science Education (Gifford/Gould)

Course Revisions

CP612	Theories of Counseling (Gifford/Gould)
EN601	Research in English Studies (Buchanan/Gould)
EN636	Rhetorical Theory and Written Discourse (Buchanan/Gould)
EX628	Introduction to Mild/Moderate Cross-Categorical (Gifford/Buchanan)
EX652	Techniques of Teaching the Mild/Moderate Cross-Categorical (Gould/Gifford)
GH520	Techniques of Oral History (Buchanan/Gould)
SM540	Legal Aspects of Sport and Physical Activity (Pujol/Barnes)
SM570	Management and Leadership in Sport Organizations [as amended] (Buchanan/Gifford)
WH522	Latin American Colonial History (Olesen/Gifford)

Workshop

MG850	Basics in Supply Chain Management (Gould/Gifford)
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LI582 Topics in Literature (Britain Through Women's Eyes) was an information item.

IM472/572 was **tabled** by the department.

The proposed changes to the *Graduate Bulletin* and *Faculty Handbook* were approved as amended. (Buchanan/Barnes); a proposed change regarding transfer credit was sent back to the Academic Excellence subcommittee for additional consideration. Specific changes made were as follows:

Change to inside cover of *Bulletin*:

The regulations, policies, course offerings and fees listed in this *Bulletin* are subject to change without notice. Monthly updates to changes in degree programs will be made online at:
<http://www2.semo.edu/gradschool/Bulletin.htm>. **A student's program of study is determined by the program in force at the time the student files for candidacy.**

Changes to General Provisions:

1. For the regular semester, at least nine hours constitutes a full load. **There is no maximum course load for the summer session though availability to enroll in courses will be constrained by times when courses are offered.**
- (2) The combined graduate and undergraduate load for dually enrolled students (seniors) may not exceed 16 hours. (Delete from listing)
- (3) Persons employed on a full-time basis should not attempt more than a six-hour load in a regular semester. (Delete from listing)
2. One half of the hours required for the degree must be in courses numbered 600 or above and taken from Southeast Missouri State University. Workshop credit may not be used to fulfill this requirement. **Transfer courses (i.e., graduate coursework from other regionally accredited institutions) do not count toward meeting the 600 and above level requirements.** (Proposed change sent back to Committee)
3. Dual-enrollment courses cannot be repeated for graduate credit if they appear on the student's undergraduate transcript. **No coursework, including 500-level courses, applied to the undergraduate degree can count toward a graduate degree.**
4. **Students taking credit/no-credit courses must demonstrate "B" level work to receive "credit" for a graduate course.**
5. All requirements for the master's degree must be completed within a 6-year period.
6. For each master's degree program the student **must produce a significant capstone work (e.g., thesis, graduate paper, internship paper, or creative work).**
7. **Seniors in their last semester may apply for a special status that allows them to take a 600-level course.**

▪ **Advisement (p. 11):**

With advisor approval, a maximum of six semester hours of **graduate level course work** completed prior to admission may be applied to a degree program unless prohibited by program regulations.

- **Special Student Admission** (p. 10) – Students who do not wish to pursue a degree but who are eligible for graduate study may take courses for graduate credit as a special student. **This includes students who participate in approved exchange programs at Southeast Missouri State University, and whose educational levels in their respective countries of origin are commensurate with graduate students at this institution. Students who are not participating in an approved exchange program** will be required to sign a disclaimer form that verifies their eligibility for the course and their understanding that the course may not necessarily transfer to a degree program at this or other institutions.

- **Senior Admission/Dual Enrollment (p. 10)** – A senior in the last term, not counting the student teaching or internship semester, may enroll for up to six (6) hours of graduate work as a dually enrolled student if:
 - a) The total number of hours does not exceed 16 semester hours.
 - b) The student has at least a 2.75 g.p.a.
 - c) The student *completes the bachelor’s degree at the end of the term, or the following semester* if it is the student teaching/internship semester.
 - d) The student has enrolled through **Graduate Studies and Research**.

Change to *Faulty Handbook* which will be forwarded to Academic and Administrative Councils:

Two representatives elected by the graduate faculty of each college and two additional representatives elected in any college for each twenty-five percent of total graduate hours produced. **When vacancies occur, replacements for the vacated positions should be conducted by election of the graduate faculty of the college.** Student representatives are nominated by the members of the Graduate Council and are appointed by the Dean of Graduate Studies and Research who chairs the council.

Dr. Summary addressed the issue of on-line applications and the result of her findings. She noted that many larger institutions used the “Embark” program, which implements a common application and knows that the university has to pay for this service but is unaware of the cost factor. Dr. Parette agreed to check into the cost for this service.

The proposal to add Graduate Faculty Vita information on the Graduate Studies and Research web site was **approved** and Dr. Parette will create a template to facilitate the compilation of faculty vitae campus-wide. (Summary/Pujol)

Council members were presented with proposed criteria for review of Graduate programs and asked to provide email feedback to Dr. Parette over the next few weeks.

The meeting adjourned at 11:45 a.m.