



Graduate Studies & Research

Graduate Council Minutes

November 27, 2001

Members present were Drs. Parette, Barnes, Brown, Buchanan, Desai, Gifford, Heischmidt, Parsons, Randolph, Raschke, Summary, Waterman, Werne, and Ms. Heckenkamp and Mr. Brink. Drs. Athinarayanan, Cron, Gould, Milde, and Roberts, were absent. Visitors were Drs. Benton, Ervin, Kern, McMahan, Shepard, Stennis-Williams, Strange, and Weatherson.

The minutes of October 16, 2001 were **approved as amended**.

Dean Shirley Stennis-Williams and colleagues presented a program re: the Missouri Cooperative Online Masters Degree in Teaching and Learning – Elementary Education. Dean Stennis-Williams presented a budget for the program that had been developed in collaboration with Dr. Dennis Holt. After discussion by the Council, the Missouri Cooperative Online Masters Degree in Teaching and Learning – Elementary Education was **approved**. (Buchanan/McMahan)

The following courses were **approved** for 30-Day Review:

- EL654 Introduction to Online Instruction and Portfolio Development (Buchanan/McMahan)
- EL655 Inquiry into Practice (Buchanan/McMahan)
- EL657 How Students Learn (Buchanan/McMahan)
- EL658 Schools, Students and Society (Buchanan/McMahan)
- EL662 Designing and Assessing Teaching and Learning (Buchanan/McMahan)
- EL670 Theoretical and Knowledge Base in Reading (Buchanan/McMahan)
- EL671 Improvement in Teaching Reading: Inquiry and Research (Buchanan/McMahan)
- EL673 Assessment in Reading (Buchanan/McMahan)
- EL674 Practicum in Diagnosis and Intervention Strategies for Emergent Readers (Buchanan/McMahan)
- EL675 Practicum in Diagnosis and Intervention Strategies for Developing Readers (Buchanan/McMahan)
- HP600 Introduction to Public History (Waterman/Gifford) [as amended]
- MA636 The Nature of Mathematical Thought (Buchanan/McMahan)

MA637	Mathematical Processes (Buchanan/McMahan)
MA641	Geometry and Measurement (Buchanan/McMahan)
MA651	Mathematics Capstone (Buchanan/McMahan)
ST630	History, Nature, and Social Perspectives of Science (Buchanan/McMahan)
ST631	Teaching Science to Elementary Students: A Content-Based Science Methodology (Buchanan/McMahan)
ST632	Field-based Inquiry and Problem Solving (Buchanan/McMahan)
ST633	Capstone: Curriculum, Instruction, and Assessment in Science Education (Buchanan/McMahan)
ST667, 668, 669	Independent Study in Science Education (Gifford/Barnes)
ZO614	Developmental Biology (Waterman/McMahan)

The following course revisions were **approved**:

AC531	Strategic Cost/Managerial Accounting (Gifford/Raschke) [as amended]
AC540	International Perspectives of Accounting (Brown/Gifford) [as amended]
EA620/CP620	Foundations of Higher Education (Waterman/Summary)
EA623/CP623	Principles and Practices in Higher Education (Waterman/Summary)
EA624/CP624	Theories of Student Development (Waterman/Summary)
FI540	International Finance (Brown/Gifford)
LI621	Cross-Cultural American Voices (Waterman/Gifford)
SC510	Communication Principles of Leadership and Team Building (Brown/Gifford)

The Non-Thesis Paper Guidelines were **approved as amended** (Waterman/Gifford):

1. Each department or program offering a graduate degree shall choose whether or not it wishes to require a non-thesis paper for its degree candidates who elect not to write a thesis.
2. Each department/program with a graduate program shall choose or develop an official style manual to serve as the departmental standard for non-thesis papers. Such a style must at the minimum contain standards for organization of content, format of table of contents, format for citations and references, fonts used, heading styles, formats of tables and figures, and other issues specific to the discipline. The Dean of the School of Graduate Studies and Research will review and give final approval of the style to be used in either case. An official list of approved styles will be maintained by the School of Graduate Studies and Research in both print and on-line forms.
3. Each department will produce an accessible document explaining the non-thesis paper process for students, and copies will be made available to the School of Graduate Studies and Research. The non-thesis paper process must also include: (a) multiple readers to evaluate each non-thesis paper; and (b) use of standard evaluation forms

developed collaboratively by the School of Graduate Studies and Research and the Department. These forms will include required evaluative criteria (for use in annual Assessment Report processes) as well as program specific indicators. The School of Graduate Studies and Research will maintain both print and web copies of evaluation form templates for student and faculty use.

4. The School of Graduate Studies and Research should develop a set of standards for typographic and material format of the non-thesis paper (e.g., paper type and margin, specifications for title and other introductory pages).

Dr. Raschke did voice her colleagues' concerns regarding the feeling that this is a duplicate process because English students are required to write a paper each semester. She was also concerned that this not be turned into a mini-thesis process.

The following were discussed:

- Continuing Capstone Enrollment: Of the 4 Missouri institutions that responded to our inquiry, only 1 requires continuing enrollment for the capstone experience. The practice of requiring continuing enrollment appears to be well-established in schools outside the state, based on responses obtained from the Council of Graduate Schools listserv. This question will continue to be examined by the Capstone Experience and Academic Excellence subcommittees.
- Dr. Waterman raised the issue of the Graduate Council adopting a policy for online programs. Dr. Parette cautioned the group to be sure that programs ask the right questions in such discussions, noting that the evolution and growth of program offerings on campus was reflective of decisions made at the program level re: mechanisms for program delivery. He noted that it would be inappropriate for the Council to begin questioning curricula decisions and delivery of programs since such decisions must be based within departments.
- Dr. Parette noted that departments should begin compiling photos and testimonials for use in the marketing plan. A concern was that if programs do not assume a proactive stance, that it may be difficult to “catch up” once the Integrated Marketing Plan is launched by the University.
- Dr. Heischmidt's committee is still exploring the fee charges for graduate students taking undergraduate (UG) course work and will report findings at a later date. Dr. Parette reported that of the nine state institutions examined by Dr. Heischmidt, only three charged graduate students UG fees for such coursework (Central MO, Southeast MO, and Truman), while six institutions charged graduate students graduate fees for UG coursework (NW MO, UMSL, Univ MO Rolla, Univ MO KC, Univ MO Columbia, and Southeast).

Christina Heckenkamp presented a formal draft of the Graduate Student Advisory Council Constitution to the Council and discussed the efforts of this student organization

to date. Suggestions from Council members were discussed. The Graduate Student Advisory Council Constitution was subsequently **approved as amended.**
(Gifford/Raschke)

The meeting adjourned at 12:10 p.m.