



Graduate Studies & Research

Graduate Council Minutes September 17, 2002

Members present were Drs. Parette, Athinarayanan, Brown, Buchanan, Desai, Elder, Heischmidt, McMahan, Milde, Randolph, Raschke, C. Roberts, R. Roberts, Waterman, Werne, and Ms. Amstrup. Drs. Cron, Parsons, Summary and Mr. Crites were absent. Dr. Drummond was a visitor.

The minutes of May 2, 2002 were **approved** and those of August 27, 2002 were **approved as amended**.

Dr. Tammy Randolph was elected as Vice Chairperson.

Ms. Amstrup distributed the Marketing Initiatives for this academic year and will work closely with University Relations in developing graduate brochures. She will also publish news releases, e.g., "A Day in the Life of ____" related to graduate students and their experiences here at Southeast Missouri State University. The Council was requested to provide names of students who are working on interesting projects that might be included.

Discussions were held about the following issues:

Vita Enforcement Policy – There was a lengthy discussion regarding the annual vitae update policy and whether or not it should be enforced. It was suggested that the Chairpersons and Deans of faculty who have not submitted updates be contacted for assistance in obtaining these vitae. Dr. Parette will submit this topic to the Council of Deans as an agenda item.

Issues, Questions and Concerns Related to the Non-Thesis Paper and Comprehensive Examination

1. Does the Graduate School want a copy of each Non-Thesis Paper? At present, only the acceptance form is provided to the Graduate School. If so, should the Non-Thesis Paper Acceptance Form be a part of that document?
 - Should we move toward archiving graduate papers on the web?

Departments should retain copies of the Non-Thesis Papers and should not appear on the web.

2. If the Graduate School does not collect a copy of the Non-Thesis Paper, then the acceptance form should not be included in the preliminary pages.

Acceptance forms should be included in the preliminary pages.

3. Is there a form for reporting the results of the comprehensive examination?
 - *Individual Examination Rating Sheet* currently used
 - Committee considered a format for the comprehensive exam last Spring

A draft for the rating sheet will be developed that will include clarification of requiring two readers.

4. issue of use of undergraduate students and data in Non-Thesis Papers reporting research. This policy is unclear:

Should a Non-Thesis Paper student wish to use human subjects, the student must be aware that all identifying information relating to the participants in the study are protected and may not become part of the Non-Thesis Paper body in any form. This situation is of particular relevance to the social sciences, which make use of case studies and backgrounds. The candidate must be aware that such access to material is prohibited in the development of the Non-Thesis Paper. It is advisable that the student develop his or her Non-Thesis Paper around an already published existing study, making sure that the study has met the required privacy selections which will protect the candidate conducting the Non-Thesis Paper study.

It is university policy that graduate students may not use undergraduates in their research and any changes in this policy would have to go to Academic Council. Dr. Waterman will draft a policy and Drs. Raschke and Buchanan will read it before Dr. Parette takes it to Academic Council.

5. At present, Non-Thesis Papers are not retained by the Graduate School and Kent Library. Presumably the student can copyright his or her work without following the protocols needed for Theses.

If students want to copyright they should do so.

6. P. 9 Commercial transactions – this bears again on the use of undergraduates that one is teaching, tutoring, etc. as subjects in research. Would Category 1 research be acceptable, but not Category 2 (according to human subjects policy)

Students may not be reimbursed for participation but extra credit has been involved.

7. Does the Graduate School need to formalize the procedure for forming a Non-Thesis Paper committee? At present, there are no procedures for taking care of this.

This will be retained at the department level.

8. What is the “evidence” for successful completion of the comprehensive examination?

Individual Examination Rating Sheet

9. Does the Graduate School want to formalize the topic selection for Non-Thesis Papers in a manner analogous to that for Theses? (a form is involved).

This will be up to the departments.

Dr. Waterman will revise the draft for approval by the Council before submission to Academic Council.

Third Member on Thesis Committee – There was a discussion about faculty not agreeing to serve as third members on theses committees. It was decided that the student and advisor will ask the third member to serve and that the rotation system will be a last resort. It was also felt that faculty be given incentives to serve on these committees by the Dean of Graduate Studies and Research by his sending a note prior to annual evaluations that a faculty member served on a specified number of committees. Dr. Parette agreed to send an email to chairpersons and faculty to apprise them of the third member process.

The meeting adjourned at 11:30 a.m.