

Graduate Council Meeting Minutes

Council Members Present: Luis Cifuentes, Chuck Etheridge, Eve Layman, Jim Lee, Claudia McDonald, Thomas Naehr, , Anita Reed, Steve Seidel, Scott Sherman, Lee Smee, Corinne Valadez, Virginia Wheelless

Council Members Absent: Richard Balkin, JoAnn Canales, Jim Gibeaut, Patricia Olenick, Marvarene Oliver, Sarah Sutton,

Council Ex-Officio Present: Sherrye Garrett

I. Approval of Minutes from October 13, 2011

Motion: To approve the minutes as presented

Moved: The motion was made by Dr. **Charles Etheridge**.

Second: The motion was seconded by **Dr. Thomas Naehr**.

The minutes, as read, were unanimously approved.

II. New Graduate Course Requests

This item was not addressed

III. Committee Reports

A. Curriculum Committee -

CNEP 6316 Research, writing and publishing in M/C society - Approved

B. General Section - Dr. Anita Reed

Dr. Anita Reed shared the subcommittee recommendation for the following:

- i. Admissions - removed "Admissions" and inserted "International Education."
- ii. Graduate Academic and Degree Requirements - insert Leave of absence in "Table of Contents" section
- iii. General Requirements, Study by Undergraduates - Minor edits and added "unless enrolled in a 3 + 2 program" in three places
- iv. Requirements for Master's Degree

Revalidation of Courses Beyond the Seven Year Limit - minor edits

Exit Requirements - Added " Students must be enrolled the semester in which the dissertation defense/final examination occurs and in the semester in which they graduate.

Leave of absence - new section inserted

Revalidation of courses beyond the seven year limit - minor edits

Doctoral Committee - minor edits

Comprehensive Exam - added text for clarification

Dissertation Proposal - minor edits for clarification

Dissertation Defense/ Final Examination - substantive changes made to the process which included Graduate office must receive electronic copy 4 weeks prior in order to give proper time to review. However, there may be circumstances in which received dissertations are read with enough time for RGS to review. Committee must thoroughly review manuscript. Students should schedule sufficient time Do not let student assume they will graduate until everyone has signed the dissertation.

Unanimous Approval of Subcommittee's recommendation. Matter passed

C. College of Liberal Arts - Dr. Anita Reed

Dr. Anita Reed shared the subcommittee's recommendation for the following changes:

- i. CLA Front Matter - Additions to update program offerings

- ii. Arts Section - Editorial: use "essay" in program admission requirements; MA Studio Art - added clarification for admission of non-degree seeking students; MFA Studio Art - same as above, changes in transfer policy, including an increase in transfer credit hours to allow for more flexibility for students to move between programs.
- iii. MA in Communication - Editorial change to use "essay" in program admission requirements; addition of late application deadlines; Program change with the addition of COMM 5399 Internship; Editing of Graduate Degree Advising portion; Course description changes for COMM 5305 Basic Communication in Higher Education and COMM 5307
- iv. MA in English - Program change from a 15 - 12 hour core, note three additional hours have been added to the tracks; Alignment of requirements in all sections to improve readability of the catalog copy.
- v. MA in History - Reduction in hours in the exam track from 36 to 30 to align with the thesis track and allow students more timely graduation; HIST 5380, course change to allow for online delivery of the class.
- vi. MA in Psychology - Editing to update contact information; admission policy change to indicate fall admissions only; Deletion of the following courses: PSYC 5322 and 5341; changes in comprehensive exam policy; Course changes for 5321 Advanced Physiological Psychology and 5443 Intellectual Assessment to more accurately reflect course description
- vii. Master of Public Administration - Editorial use of "essay" in program admission requirements; clarification of elective hours in the Homeland Securities Certificate; updated contact information; Deletion of PADM 5307, 5313, 5314, 5340, 5361, 5363 because the Criminal Justice track is no longer offered; Course change to 5370 Topics in Public Administration to indicate that topics may change.

Discussion: Eve Layman questioned federal compliance of Homeland Certification. Catalog verbiage needs to include "leads to gainful employment." Graduate Council recommended that JoAnn Canales investigate whether or not the wording meets the federal requirements of gainful employment. Check with Jeannie Gage.

Unanimous approval of subcommittee's report

Matter passed

D. College of Nursing and Health Sciences - Dr. Thomas Naehr

Dr. Thomas Naehr presented the subcommittee's recommendation for the following changes:

- i. P. 5 statement proposed changed of "Upon admission to the College, complete a criminal background check."
- ii. DOE Gainful employment statement included
- iii. Editorial changes in admission requirements, graduation requirements - Progression, retention, and dismissal "grade lower than c see handout for clarification; 3 course deletions

Discussion: Dr. Etheridge asked if the Admissions, Progression, and Graduation (APG) Committee was defined. The APG Committee is defined in the Student Handbook.

Unanimous approval of subcommittee's report

Matter passed.

IV. Matters Arising

There weren't any matters arising.

V. Adjournment

Dr. Anita Reed moved to adjourn at 3:00.

Next meeting scheduled for November 10th