

GRADUATE COUNCIL MEEETING

October 9, 2012

10:00 a.m.

H.T. Sampson Library Auditorium

The Graduate Council meeting was called to order at 10:00 a.m. by Dr. Dorris Robinson-Gardner. The following persons were present:

Dr. Richard Alo, College of Science, Engineering and Technology
Dr. Jean-Claude Assad, At-Large
Dr. Carrine Bishop, Department of Educational Leadership
Dr. Walter Brown, EPh.D. Program in Urban Higher Education
Dr. Thomas Calhoun, Office of Academic Affairs
Dr. Daning Chen, Department of Mathematics
Dr. Johnny Gilleylen, Department of Public Policy and Administration
Dr. Raphael Isokpehi, Department of Biology, CSET
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Natarajan Meghanathan, Department of Computer Science
Dr. Emeka Nwagwu, Department of Health Policy and Management
Dr. Olga Osby, Master in Social Work Program
Dr. Lawrence Potter, College of Liberal Arts
Dr. Mohammad Shahbazi, School of Health Sciences
Ms. Charlotte Wallace, Graduate School
Dr. David Ware, Department of Music
Dr. PC Yuan, Department of Technology
Dr. Jeffrey Zubkowski, Graduate School
Ms. Regina Sutton, Graduate School, Recorder

Opening Remarks

Dr. Gardner welcomed all in attendance. She thanked members for assisting in exceeding the enrollment management goal of six percent for Fall 2012. She said that a significant number of students did not complete registration on time, and may further increase the enrollment figures. The Fall 2013 enrollment management goal is 5%. She encouraged graduate program directors with low enrollments to seek a critical mass of students.

Dr. Gardner introduced three special guests: Dr. Richard Alo, Dean, College of Science, Engineering and Technology; Dr. Thomas Calhoun, Interim Associate Vice-President for Academic Affairs and Dr. Lawrence Potter, Dean, College of Liberal Arts.

Dr. Calhoun brought greetings from the Division of Academic Affairs. He expressed appreciation for the efforts and commitment of the faculty and staff. He stated that Academic Affairs is

extremely concerned about deep quality and is committed to making sure that the best quality education is provided for all students. Issues to be addressed include (1) improving the quality of theses and dissertations and (2) developing policies to ensure that graduate faculty teaching loads and graduate work loads are consistent around campus. He solicited recommendations in reviewing these policies. Dr. Gardner stated that the College of Education and Human Development has the largest number of graduate students and requested that Dr. Walter Brown call a special meeting of the Doctoral Committee to discuss and make recommendations on graduate faculty teaching loads and graduate work load policies. She further requested that a report of the subcommittee's recommendations be presented at the Graduate Council Meeting on November 13, 2012. Dr. Assad, a member of the subcommittee, suggested that the subcommittee first review the policies as stated in the faculty handbook.

Reports from Standing Committees

Graduate Faculty Status Committee (GFSC)

Dr. Assad presented the Graduate Faculty Status Committee report from the meeting held on October 4, 2012. (See Attachment I - GFSC report.) Twenty-three applications for graduate faculty status were received. Thirteen faculty members were recommended for graduate faculty status and ten applications were tabled or disapproved.

The committee also recommended the following changes to the Graduate Faculty Status Application.

- (1) Under the Adjunct Graduate Faculty section, place 2 boxes:
 - Adjunct Graduate Faculty – Teaching (check this option and complete Item #9.)
 - Adjunct Graduate Faculty – External Dissertation Committee Member (check this option and complete Item #9.)
- (2) Reinstate the pre-2006 policy of requiring a minimum of three years of teaching experience for associate graduate faculty.
- (3) Add the new category of Assistant Graduate Faculty.

A motion was presented, seconded and unanimously approved that the GFSC recommendations be accepted.

Graduate Curriculum Committee

Dr. Walter Brown reported that the Graduate Curriculum Committee (GCC) has not received any curriculum proposals this semester. He stated that course descriptions must be attached to the proposal form. Chair and dean signatures must be obtained prior to submission to the GCC.

At this point, Dr. Assad asked why is there a charge to take the Graduate English Competency Examination (GECE), but there is no charge to take the Graduate Area Comprehensive Examination (GACE). Dr. Gardner stated that she would investigate the concern and report on it at the next meeting.

Graduate Admissions Committee

Dr. Jeffrey Zubkowski reported that 218 transmittals have been prepared for the Spring 2013 Semester. (See Attachment II – Graduate Admissions report.) Transmittals will continue to be processed until October 31, 2012 and by request until November 30, 2012. Dr. Gardner said that Fall 2012 FIRST-TIME graduate student enrollment increased by approximately ten percent (10%) over Fall 2011. There was a four percent (4%) increase of overall graduate student enrollment for this period. Dr. Calhoun suggested that enrollment figures be updated by Institutional Research so that a more accurate picture of productivity can be obtained.

Program Review

Dr. Gardner asked Dr. Calhoun to attend the next Graduate Council on November 13 to discuss information on the university-wide program review process.

Assessment of Graduate Students

Graduate English Competency Examination Report (GECE)

Graduate Area Comprehensive Examination Report (GACE)

Ms. Charlotte Wallace distributed preliminary eligibility reports for the GECE (entry exam) and GACE (exit exam) to be held on November 3, 2012. The deadline for submission of applications to take the examination is on October 11, 2012 by 4:00 p.m. She discussed eligibility requirements, e.g., both exams cannot be taken on the same day, justification must be attached to the application if the student has completed less than 80% or 24 credit hours at the master-level.

Graduation Clearance and GACE Timeline

Dr. Zubkowski reminded members that dissertation committees should be formed at least a year in advance of the doctoral dissertation defense. The Committee Report of Results should be submitted by October 5 for December graduation.

There was a discussion regarding students waiting until the last semester to take the GACE. Dr. Gilleylen was asked to chair a subcommittee to look at an enhanced timeline for students taking the GACE.

Proposed Policy Changes

Revised Policy on Petitioning Graduate Courses

A revised policy was presented to the Council for consideration.

Present Policy

Students in graduate degree programs are permitted to repeat one (1) course upon the recommendation of the departmental graduate advisor. Only one such repeat is allowed in a graduate program. Both grades will show on the transcript, and the higher will be used in computing the grade point average (GPA). (See Attachment III.)

Revised policy

Students in graduate degree programs are permitted to repeat two (2) courses upon the recommendation of the departmental graduate advisor. Two such repeats will be allowed in a graduate program. Both grades will show on the transcript, and the higher will be used in computing the grade point average (GPA).

A motion was presented, seconded and unanimously approved that the revised policy on petitioning graduate courses be accepted.

Revised Policy on Graduate Summer Session

A revised policy was presented for consideration to the Council.

Present Policy

The graduate summer session consists of one eight-week summer session.

Revised Policy

Change from one eight week graduate summer session to two five-week graduate sessions. The graduate summer session dates will be the same as the undergraduate summer session dates. (See Attachment IV.)

Discussion centered on the advantages and disadvantages of this change. Advantages: (1) faculty can take some time off between sessions, (2) most doctoral degree granting institutions allow two five-week sessions. Possible disadvantages: (1) Quality and quantitiveness of courses may be affected. (Response: Certain courses should not be offered in the summer.) The decision was made to amend the proposed policy to state that an option be given to departments to have one summer session or two.

An initial motion to approve this policy across the board was rescinded. A motion was then presented, seconded and unanimously approved that departments should have the option to change from one eight week summer session to two five-week summer sessions.

Three Year Baccalaureate Degrees

Ms. Adrienne Graham, Director of Global Academic Diversity, was unable to attend the meeting. This item will be added to the Graduate Council meeting agenda on November 13, 2012.

Family Educational Rights and Privacy Act Regulations (FERPA)

Information on FERPA was distributed. Dr. Gardner said that it is extremely important that student records be kept confidential. (See Attachment V.)

Departmental Reports

Business

Dr. Assad announced that he no longer serves as Director of the Graduate Business Program. He now serves as an at-large member of the Graduate Council.

Music

Dr. Ware stated that the department is moving onward and upward.

Urban and Regional Planning (URP)

Dr. Kumar reported that the department is working on curriculum changes and developing new courses. A URP open house will be held today (October 9) at 12:00 noon in the Student Center.

Public Policy and Administration (PPA)

Dr. Gilleylen reported that faculty has been active with the department's national accrediting agency, the National Association of Schools of Public Affairs Administration (NASPAA). Also, students have made presentations at several discipline-specific conferences.

Social Work

Dr. Osby reported that students recently registered eighty three (83) people to vote. A town hall meeting to discussion election issues will be held. Students have presented at national conferences.

Educational Administration

Dr. Bishop announced that a Ph.D. in Educational Leadership with an emphasis on Higher Educational Administration has been established and approved for implementation. Preference will be given to persons presently teaching on the higher education level. In addition, she reported that the doctoral student association has initiated an on-line journal on "Race, Culture and Educational Leadership". Articles will be solicited for this journal.

Dr. Gardner said the College of Education at the University of California at Los Angeles has requested a collaboration with our College of Education. Students will have an opportunity to participate in development of the Association for the Study of Higher Education (ASHE) book modules focusing on leadership in higher education.

College of Science, Engineering and Technology

Dr. Isokpehi reported:

- Students from various departments will present at upcoming regional and national conferences, including the Annual Biomedical Research Conference for Minority Students (ABCRM). Students also presented at the recent International Symposium on Recent Advances in Environmental Health Research.
- Bridge to Doctorate program students will visit the University of Florida at Gainesville to discuss admission to Ph.D. programs through the HBCU-UF Master=s-Ph.D. Pathway Project.
- Eighteen students will travel to Harvard University to discuss admission to Ph.D. programs.

College of Public Service

Dr. Shahbazi reported that graduate students will present at upcoming ASHE conferences. The Graduate Certificate Program in community health worker training and public health education is ready to be initiated for Spring 2013.

Dr. Gardner reported the following:

- Dr. Calhoun will continue to work with doctoral students who have graduated on turning quality dissertations into books and other publications.
- Academic Affairs has provided additional funding for tuition waivers. Contact the Graduate School regarding awarding of these funds.
- The subcommittee to discuss insurance for graduate teaching assistant will be reactivated.

Dr. Gardner thanked all for their efforts. The meeting adjourned at 11:55 a.m.