

Graduate Council Meeting Minutes

August 31, 2007

I. Call to order

Dr. Jeff Brown called to order the meeting of the **Graduate Council** at **10:05** on **August 31, 2007** in **KL330**.

Roll call

Dr. Jeff Brown conducted a roll call. The following persons were present: Trace Pirtle, Randel Brown, Mohamed Ben-Ruwin, Louise Autio, Jerry Thompson, Farridoun Farrokh, Cecilia Garza, Rogelio Hinojosa, Laura Hovel, Tom Mitchell & Fred Ivy.

In *absentia* were Tagi Sagafi-nejad, and Oscar Reyna.

II. Welcome

Welcome New Members; Rogelio Hinojosa, Dr.'s Farrokh, Brown, & Ivy.

III. Approval of minutes from last meeting

MOTION: Dr. Mohamed Ben-Ruwin moved to approve the meeting minutes from April 20 & the motion was seconded by Dr. Cecilia Garza & passed unanimously.

IV. New Business

A. Comprehensive Exams

Presentation by Alex Martinez on comprehensive exams with recommendations for the future.

MOTION: Dr. Thompson moves to divide comprehensive exams into 2 sections. The motion was seconded by Dr. Randel Brown. The motion was passed unanimously.

B. COED Graduate Faculty Applications

- Dr. Kyun-Shin Park (Associate Graduate Faculty)

MOTION: It was moved and seconded to approve Dr. Park at the associate level. The motion was passed unanimously.

C. Changes in Graduate Assistant Funding

Dr. Jeffrey Brown provided the graduate council with handouts regarding the different types of funding available for graduate assistantships while explaining the funding procedures & requirements.

D. Potential Changes in OGSR funding

Dr. Jeffrey Brown discussed & explained a current proposal recently made to Dr. Keck regarding a 15% graduate differential increase based on undergraduate tuition.

E. SharePoint

Dr. Brown demonstrated and explained the SharePoint software to the graduate council which is currently in place for their use to review their files.

F. Graduate Enrollment

Dr. Jeffrey Brown disbursed a handout with current graduate enrollment figures for the council to review.

G. Graduate Faculty

i. Required paperwork: PDF application and CV

H. Close the non-degree loophole

- i. Create a university rule similar to COAS that limits the number of hours that can be taken as a non-degree student.*
- ii. Letter detailing that course(s) will not be used towards degree*

I. University-wide Leave of Absence Policy

- i. COAS has a form & policy*
- ii. If approved, how would the Leave of Absence affect the 5 year term limit on courses?*

Dr. Brown was asked to develop a draft for a policy and send out to Graduate Council members.

J. Change of Degree Program

- i. Create a university wide rule similar to COAS which requires a student to reapply when they change degree programs.*

MOTION: Dr. Randel Brown moved to keep the same policy that COAS currently has and place it in the graduate studies section of the university catalog. The motion was seconded by Dr. Farridoun Farrokh. The motion was passed unanimously.

K. Limitations on the term of acceptance

- i. How long is an offer of acceptance valid? Courses are valid for 5 years, but there is no rule regarding the original application*
- ii. Formalize the “unwritten rule” regarding the need reapply if a student does not enroll for 1 year?*

There was discussion on current deferment policies and leave policies and also on acceptance being tied to the first course taken. After a discussion, Dr. Jeffrey Brown was asked to develop a draft with a policy or rules and send it out to Graduate Council members for review.

L. Outside Advisory Committee member appointed by Graduate Studies to ensure the integrity of the process

MOTION: Dr. Ben Ruwin moves to take discussion on topic to college meetings. The motion was seconded by Dr. Randel Brown. The motion was passed unanimously.

M. New Thesis/Dissertation Binding Fee

Mr. Rogelio Hinojosa explained the fees associated with Thesis & Dissertation. There was discussion to charge the college or student pursuing Thesis route. There was also discussion about charging a \$10/copy fee. In conclusion, the council members were going to take topic back to college for discussion and provide feedback to Mr. Hinojosa & Dr. Brown.

N. Graduate Academic Affairs Subcommittee

i. Membership: COAS, COBA, COED, At-Large and Library.

Dr. Jeff Brown recommended that the council members select candidates for the committee.

O. Graduate Assistantship Oversight Subcommittee

i. Membership: COAS, COBA, COED, CSON, and At-Large.

VI. Other Business

A. Program Review Process, paperwork, and timing

Dr. Jeffrey Brown discussed the need to develop and implement a Program Review Process.

Adjournment

Dr. Randel Brown moved to adjourn the meeting at 12:08.

Minutes submitted by: Dr. Jeff Brown & Suzanne Alford

Minutes are pending approval by Graduate Council.