

**Graduate Council Meeting
Minutes
April 5, 2005**

Present: Muehsam, Ashorn, Creighton, Miller, Plishker, Plugge, Price, Smith, Tayebi

I. Approval of March 2, 2005 minutes

The minutes from the last Graduate Council meeting were approved.

II. SHSU Graduate Programs

- **Measuring Quality**
- **Outside Reviews**
- **Improving Quality**
- **Recruiting**

Internal and external reviews of programs were discussed. It was agreed that outside reviews should take place on a five or six year rotation. Dr. Muehsam will present this to CAD for discussion. It was suggested that an outside speaker be brought in to discuss how to measure quality in graduate programs. Members of the Council are to give Dr. Muehsam contact information of possible speakers. It was also suggested that the Council come up with guidelines for the faculty to provide them with a process to improve quality of the programs.

III. Funding Student Travel

Dr. Muehsam expressed his support and encouragement of graduate student travel.

IV. Office of Graduate Studies handouts

Dr. Muehsam reminded the Council that the Office of Graduate Studies has available for distribution copies of the Graduate Admissions Maintenance Program ADMN05MG User's Guide and the Graduate Student Orientation Booklet. Both of these sources are also available on the Graduate Studies website. There was discussion regarding the creation of a Graduate Advisor's Manual. Dr. Muehsam will discuss this with the graduate advisor's at their meeting on April 25, 2005.

V. Catalog issues/policy reviews

It was agreed that the policies that relate to Graduate Studies need to be reviewed. It was noted that the Council does not have authority to change policies. Dr. Muehsam will present the Council's recommendations to the CAD and with their approval the APC.

VI. Applications

Tabled for future discussion.