

**Graduate Council Meeting
Minutes
October 31, 2006**

Present: Muehsam, Ashorn, Edmonson, Gaillard, Miller, Price, Smith, Tayebi

I. Approval of Minutes from October 17, 2006 Meeting

The minutes from the October 17, 2006 meeting were approved.

II. Graduate Faculty Status Policy

APC has approved the draft copy of the Graduate Faculty Status Policy. It now goes to the System's Office then to the President for final approval. Dr. Muehsam shared with the Committee the implementation process that was approved by APC.

Upon approval of this policy, the Graduate Council is included in the recommendation process. The Council needs to develop a procedure to guide it in meeting its responsibilities under the new policy. It was recommended that graduate faculty review be a standing item on the Graduate Council's meeting agenda. Furthermore, it was agreed that initially all votes will be open as opposed to a secret ballot.

III. GEAC/Accountability

Will be discussed at a future meeting

IV. Graduate Application Denials

Will be discussed at a future meeting

V. 400-level for Graduate Credit

Issues relating to 400-level classes for graduate credit were discussed. Included in the discussion was the need to have course syllabi detail the actual work required for students taking the class for graduate credit. Additionally, it was discussed that the faculty member teaching a 400-level class for graduate credit must be on the graduate faculty. A sub-committee (Dr. Smith and Dr. Tayebi) was formed to write suggested verbiage for syllabi.

VI. Enrollment in Thesis or Dissertation Courses (APS 930129)

Will be discussed at a future meeting

VII. Posthumous Recognition of Graduate Students

Will be discussed at a future meeting

VII. Recruitment Efforts

It was suggested that the Office of Graduate Studies annually fund one college to produce and air a television commercial promoting graduate programs within that college. Given the diversity of programs within COAS and CHSS, it was further

recommended that each of these colleges be considered as two entities for publicity purposes. Dr. Muehsam will bring the idea to CAD for the deans to consider.

VIII. Miscellaneous

- Dr. Muehsam gave a summary of Dr. Terrell's, (Dean of Graduate Studies, University of North Texas), presentation to the SHSU SACS Compliance Committee. With respect to graduate programs, the major issues included faculty credentials and evidence of progression of difficulty and content during the move from undergraduate to graduate programs. It is vital to demonstrate that graduate courses address knowledge of literature and the fostering of independent learning.
- Dr. Wheelan, SACS president, hosted a breakfast for Texas universities SACS' liaisons on Thursday, October 26. Issues related to graduate studies addressed at the breakfast included:
 - If a faculty member has a doctorate from a university outside of United States, the University must have the transcript sent out for evaluation.
 - Technically, only the official transcript(s) from the university/universities used to justify faculty credentials are needed to satisfy SACS. However, SHSU policy does require that all official transcripts be submitted to the University.
- The Doctoral Advisory Committee is working on self-study manuals for the different doctoral programs. Upon completion, the manuals will be submitted to the Graduate Council for review. The Graduate Council will eventually consider requiring self-studies for masters' programs.
- It was suggested that the websites on campus eventually be constructed to be top priority hits when a browser search engine is used.
- The Council was asked to bring to the next meeting a list of all graduate programs that are accredited and/or are seeking accreditation.
- The different colleges' matrix requesting the individual programs' requirements were distributed to the Council members for review and resubmission.