

Graduate Council
Minutes
October 10, 2008

Present: Muehsam, Ashorn, Boccaccini, Hoover, Reed, Ruiz, Tayebi

New members Drs. Marc Boccaccini, Dianne Reed, and Sergio Ruiz were welcomed to the Graduate Council.

- I. Approve Minutes
The minutes were approved from the July 30, 2008 meeting.
- II. Review Graduate Faculty Status Recommendations
Per the Graduate Faculty Status Policy, the council reviewed and made graduate faculty status recommendations for nominations.
- III. Content in Graduate Catalog for Master's Programs
The graduate catalog is reviewed for revisions every two years. Currently, the Graduate Council is not included in the review process. The question was presented as to whether or not the Council would like to be included in the process. In order to discuss this in the future, the members will individually review the degree requirement sections of the graduate catalog and be prepared to share their thoughts.
- IV. Review Policies & Procedures
The Council was reminded that time in this year needs to be spent reviewing academic policies that pertain to graduate studies. It was agreed that the first policy to be reviewed and discussed at the next Graduate Council meeting will be policy 801014 – Graduate Faculty Status. The members should be prepared for discussion.
- V. SACS
There are four SACS standards that deal with graduate education. 3.6.1 and 3.6.2 deal with curriculum issues. The Council will discuss how we insure programs have knowledge of appropriate literature which is a requirement of the standards. Also, it was noted that if a faculty member is teaching a 400 level class for graduate credit, the faculty member is to be a member of the graduate faculty.
- VI. Miscellaneous
The Council is to keep in mind that the purpose of the Graduate Council is to improve the quality of our graduate programs. The members were asked to go back to their colleges, speak with their colleagues and come to the next meeting ready to discuss the thoughts of their fellow faculty and administrators regarding the ways to improve the quality of our graduate programs.

There is still a great need and desire for common forms to be housed on the Graduate Studies website. The Council was asked to list their forms of admission on an Excel spreadsheet and share with the members for formation of common forms.

Discuss in future meetings:

- Self-studies in Master's programs
- Grading in thesis classes