

**GRADUATE COUNCIL MEETING
MINUTES
December 5, 2006**

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

I. Approve Minutes

The minutes from the meeting of November 14, 2006 were approved.

II. Student Travel Guidelines

Guidelines for student travel reimbursement requirements were discussed.

- Maximum of two (2) trips per academic year – maximum of \$1500
- In-state travel – maximum of \$500
- Out-of-state travel – maximum of \$1000
- Should both trips be either in-state or out-of-state, only one trip will be funded at over \$500.

At the discretion of the Graduate Dean, if carpooling and/or sharing of rooms do not occur, the student may be reimbursed at only 50% of the cost. The cost of rental cars will not be reimbursed without prior approval from the Dean of Graduate Studies.

III. Thesis/Dissertation Guidelines

Changes have been recommended to the Graduate Council by the Doctoral Advisory Committee:

No later than 10 weeks before graduation – The student should submit a draft version of the thesis or dissertation to the Library for review of style and formatting.

No later than 6 weeks before graduation – The student should complete their public defense.

No later than 4 ½ weeks before graduation – Last day to obtain signatures from the thesis/dissertation and send a signed Report of the Outcome of the Thesis/Dissertation Defense to the appropriate academic dean. Obtain the signature of the committee chair on the Route Sheet.

No later than 4 weeks before graduation – The student should submit thesis or dissertation with Route Sheet signed by chair and dean to the Library. This deadline must be met for the student to graduate at the end of the current semester.

No later than 3 weeks before graduation – The student should submit all final copies to the Library for binding, and the Route Sheet should be submitted to the Dean of Graduate Studies. If this timeline is not met, the student's name and

thesis/dissertation information may not be included in the commencement program.

The Council discussed how these recommendation deadlines would impact thesis deadlines and requirements. The Council approved the guidelines with different wording for the 10 week requirement:

The student should submit a draft version of the thesis (at least one full chapter) or dissertation to the Library for review of style and formatting.

All deadlines will be put on the University calendar.

Individual colleges may set their own deadlines.

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

The Texas Higher Education Coordinating Board (THECB) suggests universities require 12 hours of dissertation. Since this is not the rule at SHSU, it is a change that needs to be addressed for the future.

Master's programs that require a thesis should have at least six hours of thesis.

There was discussion regarding continuous enrollment in thesis/dissertation courses. Perspectives presented included two divergent ideas; (1) continuous enrollment provided an incentive to complete the research, (2) students may not be working heavily on research in a given semester and should not be charged for three hours. This topic will be discussed at the next meeting.

V. Miscellaneous

Dr. Edmonson reminded the Council of the 10th Annual University-Wide Graduate Research Exchange that will be held on March 29, 2007. Deadline for submissions is Friday, March 9, 2007. The purpose of the Graduate Research Exchange is to provide opportunities for masters' and doctoral students from across campus to share their in-progress and/or completed research and projects. This is a great opportunity for students to practice their presentation skills. In addition, the Office of Graduate Studies will fund the publication of a conference proceedings containing papers presented at the Exchange. Cash awards will be presented for the outstanding paper(s). Council members will encourage faculty within their college to promote the program to their graduate students. Additionally, Council members will invite colleagues from their college to attend the sessions.

There was brief discussion regarding the fact that the national average to complete a doctorate is 7 years. At the next Graduate Council meeting, there will be discussion to address SHSU's time limit of 6 years to complete a doctoral program.