

**GRADUATE COUNCIL
MINUTES
February 15, 2006**

I. Approval of January 25, 2006 minutes

The minutes of the January 25, 2006 meeting were approved.

II. Curriculum Process

- **New programs**
- **Change in existing programs**
 - **# of hours**
 - **Thesis/non-thesis**

Dr. Muehsam reported that his Office receives many inquiries about the procedures and policies related to curriculum changes. Dr. Muehsam's assistant is reviewing policies of other universities with the goal of determining if SHSU's policies could be streamlined, clarified and improved. The review has revealed that at many schools curriculum changes relating to graduate programs go through the Graduate Council. A discussion was held as to whether or not the Graduate Council wants to recommend that it play a more active role in the curriculum review cycle. It was decided that at this time the Council was comfortable with having the University Curriculum Committee review all curriculum changes to include graduate programs.

III. Self-studies

At the January 25 meeting, the Council agreed to strongly encourage every program to go through a self-study. The Council reported that their deans support self-studies. The Council agreed that they should generate a manual for self-studies. Dr. Muehsam is contacting other universities regarding their policies for self-studies. The framework should follow SACS standards for self-study (assessment). Programs already being assessed should take the lead in this process. The goal of the self-studies is evaluation and continuous improvement.

IV. Recruiting graduate students

Dr. Muehsam reported that the number of applications for Spring 2006 was down dramatically compared to Spring 2005. A discussion was held on recruiting.