

**Graduate Council Meeting  
Minutes  
March 2, 2005**

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

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Preface: A discussion was held on the role of the Graduate Council. It is the advisory board for the Dean of Graduate Studies. The Council has the responsibility to give information back to the departments. Recommendations of how to best plan for the University are to be discussed. During the next few months, the Council will review all academic policies that have to do with graduate studies

**I. Marketing graduate programs: presentation by Kris Ruiz, SHSU Director of Marketing**

Dr. Muehsam expressed his desire that the graduate programs will lead the way in the University's new efforts to develop a thematic-based marketing plan.

Dr. Muehsam introduced Ms. Kris Ruiz, SHSU's new Marketing Director. She gave a brief presentation of what her goals are for the University and offered her expertise and assistance to the committee to accomplish each department's goals. Ms. Ruiz discussed updating brochures for the different graduate programs. Dr. Muehsam indicated that he will help fund some of these efforts.

**II. New Graduate Maintenance Program in GUI**

A discussion was held on the conversion of the NELL interface to a GUI interface for the graduate maintenance program. The new GUI program was started because of discrepancies of how information was being entered. On March 1, 2005, training sessions began for users of the new program. A future goal is the creation of an on-line application process. The committee discussed merging their individual program applications with the proposed future on-line Graduate Studies application. Committee members should bring their program applications to the next Graduate Council meeting for review and further discussion.

**III. Correspondence with students**

**Contacts for "non-degree seeking" letters from Graduate Studies**

To initiate greater communication with respective students, the Office of Graduate Studies, in January 2004, sent a letter of receipt acknowledging application materials as they were received in the Office of Graduate Studies. The letters also indicated the graduate advisor for the program to which the student is applying and the contact information. Per approval of the committee, in the future, non-degree seeking students will be approved and admitted by Dr. Muehsam; therefore, the prospective students will receive letters from Dr. Muehsam indicating Graduate Studies as the admitting department and contact information.

**IV. Graduate Faculty Policy**

**Departmental requirements for Graduate Faculty nominations**

A copy of the existing graduate faculty status policy was distributed. The policy requires the dean of graduate studies to make the final decision on graduate faculty status based on university/college/departmental qualifications. Dr. Muehsam requested that each college create and provide him copies of their graduate faculty status qualifications. A discussion was held on adjusting the dates in the existing university policy to coincide with tenure and/or post-tenure review procedures. Graduate Faculty membership review dates will correspond with tenure and post-tenure dates.

**V. SHSU Graduate Programs**

- **Measuring Quality**
- **Improving Quality**
- **Recruiting**

This item was tabled. It will be placed on the agenda for the next meeting.

**VI. Recruiting graduate students  
Departmental representation at SHSU**

Recruiting strategies were briefly discussed. It was recommended that, if possible, each department send a representative to SHSU's career fairs as well as career fairs at other universities for recruiting purposes.

**VII. Funds for graduate students' travel and expenses**

A discussion was held on the value of graduate students' travel. Encouraging graduate students to make presentations at professional meetings is valuable for both the students' educational experience and SHSU's recruiting. Dr. Muehsam indicated that the Office of Graduate Studies has funded some graduate student travel and desires to do more in the future. Guidelines for using funds for student travel will be discussed at the next Graduate Council meeting.

**VIII. Creations of strategic plan for Office of Graduate Studies**

Dr. Muehsam wants to develop a strategic plan for Graduate Studies. This item will be discussed at the next meeting.

**VIX. MISC.**

**Paper GRE scores of undergraduates**

Graduate Studies receives undergraduate students' GRE scores by disk and by paper. The disks are uploaded into the computer. The paper copies will be kept in the Graduate Studies Office for one year. It was recommended that Dr. Muehsam send a letter to students who score higher than 1000 to encourage them to continue their education in one of SHSU's graduate programs after graduation.

**Available certifications**

At the next Graduate Council meeting, "Available certifications" will be discussed.