

**Graduate Council Meeting  
Minutes  
May 27, 2005**

Present: Muehsam, Ashorn, Creighton, Miller, Mullings, Plugge, Tayebi, and Rogers for Plishker

---

**I. Approval of April 5, 2005 minutes**

The minutes from the April 5, 2005 meeting were approved.

**II. Applications**

A Graduate Studies Application for Reinstatement draft was presented. The Council is to review the draft and advise Dr. Muehsam of any suggestions, as he would like to present the application draft to APC on Wednesday, June 01, 2005.

**III. Financial Aid issues**

If a student is taking a 10 week class in the two summer sessions, Financial Aid will adjust the funding ONLY if the student alerts them prior to the allotment of funds.

**IV. Review of policies**

Over the summer, the Council will review and discuss five policies that impact graduate studies. A philosophical discussion will be held as to what we want our graduate administrative umbrella to accomplish. This philosophy will drive the nature of the policies. The order of discussion follows:

- APS 910312 Academic Probation and Suspension
- APS 801007 Courses and Grades Transferred from Other Colleges and/or Universities
- APS 930129 Enrollment in Thesis and Dissertation Courses
- APS 950601 Readers Not Employed by SHSU Serving SHSU Thesis and Dissertation Committees
- APS 801014 Graduate Faculty Status
- Other potential topics
  - IP grades
  - What is the purpose of thesis classes?
  - How are committees constituted and who should be on them?
  - Should there be a limit as to how many committees a faculty member may chair?
  - Time limits to complete master's and doctoral programs
  - Grading policy

**V. Measures of quality**

Tabled until next Council meeting

**VI. Paperless vision requirements**

Dr. Muehsam's goal is to have applications 100% on-line. Shirley Johnson (COE) and Mark Adams (Computer Services) are initiating an effort to have a paperless filing process, and Dr. Muehsam has provided funding to purchase a high-quality scanner. If this "trial" program works for COE, Dr. Muehsam will provide funding to purchase other high-quality scanners.

**VII. Miscellaneous**

No discussion