

**GRADUATE COUNCIL MEETING  
MINUTES  
May 3, 2006**

**Present:** Muehsam, Ashorn, Creighton, Edmonson, Miller, Mullings, Plishker, Plugge, Tayebi

**I. Approval of April 5, 2006 minutes**

The minutes of the April 5, 2006 meeting were approved.

**II. Policies & Procedures**

• **Graduate Faculty Status Policy**

The sub-committee consisting of Drs. Creighton, Edmonson, Muehsam and Tayebi presented their proposed changes to the Council. The proposed changes include (1) new categories of graduate faculty status; (2) better defined criteria for each status; (3) clearer process for reappointment; (4) an appeal process; and (5) the incorporation of the Graduate Council into the recommendation process. The process to request permission for non-graduate faculty to teach a graduate course was taken out of the draft Graduate Faculty Status Policy. A separate policy was created for this process. The proposed policy changes will be taken to the CAD for review by the deans. After the deans review and/or modify the proposed policies, input will be sought from the Faculty Senate. Finally, the policy will be presented to the APC.

• **Posthumous Degree Policy**

Current policy requires a student to be in his/her graduation semester to be eligible for posthumous degree. The Council expressed the opinion that the current policy was written with undergraduate students in mind. Questions were raised as to how to suggest modifications that would be appropriate for master's and/or doctoral students. At what point in a master's degree is student far enough along to consider the awarding of a posthumous degree? One consideration is the passing of the comps; at the doctoral level, should the student be eligible after he/she had passed the comps, or should it be after defending the dissertation proposal or should it be at a date when the defense is imminent? The committee will share their thoughts on this at the next meeting.

• **Comps/proposals/defense paper trail**

Currently, no paper trail of scheduling, taking and passing/failing the comps exists outside of the college. This makes it difficult for the Registrar's office when reviewing degree plans for graduation submission. The University needs to develop guidelines and policies that will regulate the scheduling and reporting of the various graduation requirements in the various graduate programs. It was suggested that another screen be added to the Graduate Maintenance Program that would provide the Registrar or anyone else with information about completion of comps, proposals, and/or defenses.

At the next meeting, the Council members will share information as to:

1. Scheduling of comps
2. The process followed when a student fails comps
3. Guidelines for how many times a student can attempt comps
4. Deadlines for defense
5. Scheduling of thesis/dissertations proposals and defenses

- **New forms**

Three new forms have been added to the Graduate Studies website. Current graduate students may access the Travel Funds Request to request reimbursement for travel to present papers, posters, recitals, seminars, etc. This form will be signed by the student, the chair/graduate advisor, and the academic dean before being sent to the Dean of Graduate Studies for approval.

The Recruitment Scholarship Nomination Form is available for faculty to nominate new students for a scholarship. There is a \$1000 cap for each request. This scholarship is designed to help recruit students and is not intended to reward existing students for good grades.

The Admission Score Waiver Request Form has been created to allow chairs/advisors to request multiple score waivers.

### **III. GEAC**

Tabled until next Graduate Council meeting

### **IV. IP Grades**

There are still some programs that are having difficulty with X or IP options. Suzette Kohers from Computer Services will be invited to another meeting to discuss programming.

### **V. International Programs**

- **Travel**
- **Financial statements**

Tabled until next Graduate Council meeting

### **VI. Miscellaneous**

There was a brief discussion regarding a campus-wide media blitz designed to increase undergraduate student awareness of SHSU's graduate programs. It was suggested that the media blitz be targeted with specific programs being highlighted in different areas of campus. The Committee is to bring lists of what programs they want included and bring ideas of wording for the announcements. A "catch" phrase is needed to draw attention to the announcements.