

**Graduate Council Meeting
Minutes
October 17, 2006**

Present: Muehsam, Ashorn, Edmonson, Gaillard, Miller, Mullings, Smith, Tayebi

I. Approval of Minutes from June 28, 2006 and July 12, 2006 Meetings

The minutes from the June 28, 2006 and the July 12, 2006 meetings were approved.

II. Status of Paperless Process

The Council viewed a demonstration of the proposed paperless process. The Office of Graduate Studies is being used as a beta-test for this process. Currently, only official transcripts are being scanned. A discussion of how the paperless process will eventually be used was held. The Council strongly supported the move to a paperless system. The new system will allow faculty/staff to search for and view documents that have been scanned. Users will be encouraged to keep using hard copies during the testing period. Eventually, it is hoped that the entire process will be paperless.

The issue of how to best communicate the receipt and dispersal of material was raised. The Council was asked how the Office of Graduate Studies should notify staff when documents come in and are scanned. Options to consider are:

1. Generate a daily e-mail to the designated program faculty/staff member.
2. Create a program whereas faculty/staff members can generate a list of material scanned in a given time period.
3. A report sorted by student ID of what's been received weekly

Dr. Muehsam asked that the Council discuss at a later meeting, "What can the Office of Graduate Studies do to help them succeed with the implementation of the new system?"

The Council members agree that they should be able to search by academic program but not limit access. At the present time, the Office of Graduate Studies will continue to send hard copies of all documents received to the appropriate departments.

Dr. Muehsam asked the Council to submit the names of 1-4 people from each college to be involved in a brainstorming meeting to discuss this new process.

The issue was raised as to how students should be informed about received material. Currently students receive a letter from the Office of Graduate Studies. Should this be replaced with e-mails? The Council was divided on this issue. The issue will be addressed in greater detail at a future meeting.

III. Graduate Faculty Status Policy

The proposed Graduate Faculty Status Policy adjusted after recommendations made by the Faculty Senate will go to APC on October 18, 2006 for approval.

IV. GEAC/Accountability

Will be discussed at a future meeting.

V. Graduate Application Denials

Will be discussed at a future meeting.

VI. Dual Enrollment

If a student is in his/her graduating semester for baccalaureate within 12 hours or less to complete and the student meets the graduate admission requirements, the student can dual enroll up to a maximum of 15 hours. The Council was presented with a copy of the new Dual Enrollment Request form that can be accessed from the Graduate Studies webpage.

VII. 400-level for Graduate Credit

Dr. Muehsam asked the Council to consider creating guidelines, policies and procedures for approving and monitoring the use of 400-level classes for graduate credit. The Council will address this issue at the next meeting. The Council members will bring to the next meeting examples of what their respective colleges/programs are doing with respect to this issue. To be included in discussion is how to address this issue in the syllabi of 400-level classes eligible for graduate credit.

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

Dr. Muehsam distributed a proposal from Dr. Miller relating to enrollment and thesis/dissertation courses. This policy will be reviewed in more detail at the next meeting.

IX. Recruitment Efforts

Will be discussed at a future meeting.

X. Miscellaneous

None