

GRADUATE COUNCIL
MINUTES
October 28, 2005

Present: Jon Raskin (Chair), Laurel Garrick Duhaney (Dean), Pam Atkins, Karen Bell, Barbara Chorzempa, Michael Guiry, Dan Kempton, Jan McLaurin, Michael Muffs, Judith Rance-Roney, Mary Roehm, Laura Schultz

Guest: Lynn Spangler (Asso. Dean of LA&S)

The meeting was called to order in HAB 802 at 1:05.

1. Approval of the minutes from October 7, 2005.
2. Announcements and updates.
There were no announcements.
3. Old Business
 - a. Approval of Graduate Academic Program Assessment Plans
Guest Lynn Spangler distributed copies of assessment plans used in LA&S. It was suggested that all programs use this template. Discussion followed and several questions and comments arose, including: a) more training desired by faculty to review how to design and utilize rubrics; b) making the information collected by Institutional Research available to each department for their own assessment purposes, and; c) how reliability and validity of the instrument(s) would be obtained. Dean Duhaney distributed the program assessment plan and asked the council to review for the next meeting.
 - b. Proposed revision to MSED in Childhood
An update was provided regarding the need for a graduate program for those initially certified in B-2. A B-6 program is being developed.
 - c. Dual Literacy and Special Education Programs
State Ed asked for some clarifications, comments were addressed and approval of these programs is pending.
 - d. MSED in Early Childhood Special Education
Program has been sent to State Ed.
 - e. MS in Music Therapy
External reviewers will be here on Nov. 14, 2005.
 - f. Deferral policy
The following motion was made regarding the deferral policy.
Graduate program acceptance and matriculation is for the semester indicated in the student's acceptance letter. Students who do not enroll in the semester for which they are accepted forfeit their place in the program. Students who have forfeited acceptance into a

program have up to one year to request that their acceptance be reinstated. However, granting this request remains at the discretion of the program. After that point, it will be necessary to reapply.

Motion was unanimously approved.

The need for a withdrawal policy was also addressed. A draft will be emailed to council members to be discussed at the next meeting.

g. Revision of by-laws

The Administrative Matters and General Policy subcommittee proposed changes to the current by-laws. The following motions were made.

1. *Membership on the Graduate Council of seven faculty distributed as indicated in the By Laws of 2-14-03 be retained and that after the current academic year, no members be elected or designated as alternates.*

Motion was amended to include the statement:

For the current academic year, alternates will serve with full voting privileges.

Motion was approved unanimously.

2. *Changes to the By Laws regarding members and elections as proposed by the Administrative Matters and General Policy Subcommittee should be accepted, with the addition of a non-voting proxy statement included under the attendance section (Article IV D). That is, an absent member may send an alternate in his/her place; however, this person shall not have voting privileges.*

(For specific changes, see revision of By Laws presented the Graduate Council by the Administrative Matters and General Policy subcommittee.)

Motion was approved unanimously.

3. The third motion was tabled until the next meeting. Also to be discussed at next meeting are a vote on the position of secretary as stated in current By Laws, as well as the clarification of the roles of the Presiding Officer and Dean.

h. Academic appeal

After reviewing the student's appeal, the Academic Standards and Appeals subcommittee recommended denying the request. Specifics of the appeal were discussed by the council as a whole, and the following motion was made:

The members of the Graduate Council abide by the recommendation of the Academic Appeals subcommittee to deny the student's appeal.

The motion was unanimously approved.

i. "Photo-silkscreen" Course Proposal

A motion was made to approve the course after consultation with Anthony Dos Reis. The motion was approved unanimously.

j. "Accounting Information System" Course Proposal

An email will be sent to Graduate Council members regarding this proposal for discussion next time.

4. New Business

- a. A site visit for ASHA accreditation for the Communication Disorders will take place on Nov. 7, 2005.

The meeting was adjourned at 3:10.

Respectfully submitted,

Barbara Chorzempa