

**Graduate Council Minutes**  
**March 14, 2008**

Present: Jon Raskin (Presiding Officer), Mary Roehm representing Anat Shiftan, Inga Anema representing Elizabeth Hester, Laurel Garrick Duhaney (Dean), Dan Kempton, Gweneth Lloyd, Judith Rance-Roney, Karen Bell, Narcyz Roztocki, Bernadette Morris

Excused Absences: Barbara Chorzempa & Jan McLaurin

**1) Approval of the Minutes**

- ◆ Laurel had a follow-up on the minutes.
  - She handed out the New Course/Program Proposal sheet,
    - Followed by the Curriculum Committee checklist
      - a) She asked that each member examine the Graduate Council Course Proposal Checklist (GCCPC) and make certain that both documents are one and the same
      - b) Laurel also asked the members to consider each element on the GCCPC and think about whether all items are necessary
- ◆ Judy posed the question about needing something on the GCCPC about on-line or blended (courses that have both face-to-face and on-line interaction) courses.
- ◆ Laurel stated that we should include questions on the checklist that deal with the interpersonal aspect of course delivery.
- ◆ Judy would like to see a whole meeting devoted to a discussion about the delivery of blended and on-line courses
- ◆ Laurel agreed and added that others could be invited and also thought this type of discussion would be beneficial for the larger college community.
- ◆ Jon was concerned because there is always discussion about on-line teaching and not enough about face-to-face teaching.
- ◆ Laurel stated that it is a matter of fact that on-line assignments would have to be different than in a seated course.
- ◆ Karen thought this might be a good topic for discussion for the once a year annual graduate faculty meeting. (Those who teach graduate-level courses attend this function).
- ◆ Jon opined that he did not think that the delivery mode should be the consideration of the committees who approve courses. He certainly believes that oversight is needed where delivery mode is concerned. He brought up an interesting point. Courses that are approved years prior have certainly changed from the original proposal, yet revisiting those courses for approval is not needed.
- ◆ Judy asked if a question about how the course will be modified if it were to be delivered on-line could be added. It was discussed that if a course was being proposed and on-line modification was not addressed at that time, when

the course is seeking to go to an on-line delivery mode, then it must be submitted as such.

2) **Announcements**—see closing text

3) **Old Business**

a. Approval of the following:

Entrepreneurship and Business Planning, BUS587—**approved.**

New Certificate Program (Multicultural Education)-Dept. of Ed. Studies

- i. Laurel stated that she had spoken to Provost David Lavallee and it can be done. It does not have a HEGIS code for that certificate title and does not need external approval.
  - ii. It is a sound program.
  - iii. Motion to approve was made by Mary Roehm.
  - iv. Discussion ensued and concerns were highlighted. As a result, the motion was withdrawn.
  - v. Laurel will seek clarification and amendments for several points.
    1. There are two lists of electives and students are expected to have three electives. How many from each list is a student to have?
    2. What if a student has already taken the introductory course, Racism and Sexism in Education, EDS581?
      - a. In this case, should the proposal say something about taking a substituted course by advisement?
    3. Faculty whose courses are included in this program should be consulted.
  - vi. Judy asked whether an institutional definition of certificate exists.
- b. Policy for Continued Registration for Non-Completers of Comprehensive Exams.  
Laurel proposed that:
- i. Students whose graduate program coordinator or chairperson approves their requests for a semester to prepare for their comprehensive exam must register for a zero credit (no fee) workshop in the semester immediately following the completion of their coursework.
  - ii. Students who have completed their coursework and have the comprehensive exam remaining must register for a one credit continued registration course each subsequent semester until they pass the comprehensive exam or maximize the 7-year years allowed for the completion of their degree. There will be no extensions beyond this 7-year time limit.

- iii. Discussion then turned to leave of absence (LoA) for students with the comprehensive exam remaining.
  - 1. Laurel prefers not to include a written policy about LoA in the text about the comprehensive exam.  
Council members were asked to think about this proposal and there will be continued discussion of this issue at an upcoming Graduate Council meeting.
- iv. The graduate Council will work on a LOA policy
- c. Graduate School Marketing Plan—not addressed at this meeting
- d. Graduate School Association
  - i. Although not fully discussed at this meeting, Mary did speak of its importance.
  - ii. Jon added that if Francois Deschamps, Chair of the Art Department would tell his students to contact him, Jon will get them in touch with his students.

#### Announcements

- ◆ Laurel informed the committee that as of fall 2008 all matriculated students in the MFA program will pay in-state tuition. The Graduate School will develop and disseminate guidelines that describe the details of this scholarship.

The meeting was adjourned at 2:40.

Respectfully Submitted,

Bernadette Morris