Present: Gerlinde Barley (Guest - Sojourner Truth Library), Laurel Garrick Duhaney, Elizabeth Hester, Chui-Chun Lee (Guest - Sojourner Truth Library), Gweneth M. Lloyd, Jan McLaurin, Rosemary Millham, Bernadette Morris, Andrea Noel, Fiona Paton, Emily Puthoff, Jon Raskin, Narcyz Roztocki, Rose Rudnitski, Vika Shock.

Ying Lin (excused absence, emergency)

Meeting was called to order at 1:00

1. Motion for approval of September 4, 2009 minutes was made by Rosemary Millham and seconded by Narcyz Roztocki. Minutes were unanimously approved as revised.

2. Announcements
   
   - Dean Garrick Duhaney thanked members for agreeing to serve as graduate council members.
   - Two guests were in attendance Chui-Chun Lee and Gerlinde Barley from Sojourner Truth Library.
   - Middle States – Graduate Council will have to write a report. One issue the Council may need to discuss regards what constitutes the graduate faculty.

3. Old Business
   
   a. Continued Review and Discussion of the following Forms
      - New Graduate Course Proposal Form
      - Graduate Major Course Revision Form
      - Graduate Minor Course Revision

   The 6 forms were collapsed into 3. Rosemary Millham received feedback from four faculty who thought the forms are great. Narcyz Roztocki suggested adding (if applicable) by Department Chair review and approval. Faculty may begin to use the forms now. They will be put on the Graduate Council website.

   Rosemary Millham moved to approve the forms; Rose Rudnitski seconded the motion. The Graduate Council unanimously approved the forms.

   Dean Garrick Duhaney called for volunteers to serve as Council representatives on the Distance Education committee. Bernadette Morris and Rosemary Millham volunteered.

   b. Review and Approval of the following new courses:
SED 591 – Dean Garrick Duhaney recommended a change to the course description. Information regarding the grading methods, e.g. A, B, C will be added.

In Part VI, Bullet 1, strike “specifically for this class.” Prerequisite will be changed to “Graduate Student in good standing.” The course title will be added to the first page. Since these are minor changes they should be sent directly to the Graduate School. Andrea Noel moved to approve Narcyz Roztocki seconded. The motion passed unanimously.

EED 565 – There were several minor changes recommended such as the addition of due dates for the assignments. Rose Rudnitski made a motion to approve and Rosemary Millham seconded. It passed unanimously.

SED 554 & SED 555 - These are invitation only courses. Rose Rudnitski will ask the faculty to complete the required Graduate Council form and resubmit. They need to add deadlines on the part 1 calendar and also need to indicate grading method such as A, B, C etc.

4. New Business

a. Review of the following Forms:
   - New Graduate Program Proposal Form
   - Revised Graduate Program Proposal Form

   These items will be discussed at a future meeting.

b. Electronic Theses

If theses are online, students can access them 24 hours a day. Fourteen (14) theses have been posted. One professor is concerned that his signature is posted online. It is time to update the policy.

A motion was made by Rose Rudnitski to accept the revision of the form. It was seconded by Rosemary Millham and the motion passed unanimously.

The second issue is what to do with the other 14 theses. One option is to insert a blank page and indicate the signatures are available on the campus.

The biggest problem as per Bernadette Morris occurs when the thesis is completed but there is no grade for it. She said it is not a problem on the part of the Library. Dean Garrick Duhaney said that Records and Registration and the Graduate School will work together to address this issue.

c. Graduate Course – Numbering System

Emily Puthoff reported an issue regarding whether a change from a 500 to 700 level designation is a major or minor revision.

Dean Garrick Duhaney said that 700 are advanced courses and those at the 500 level are introductory so it is a major change. She said that we will deal with it on an exception basis. She suggested a number be
placed at the end to designate an online course. Bernadette Morris will provide information regarding this issue to Laurel Garrick Duhaney.
Dean Garrick Duhaney recommended elimination of the information on the 600 level courses in the catalog. Rose Rudnitski had a need for the 600 level designations so Dean Garrick Duhaney retracted her recommendation.

A motion was made by Rose Rudnitski and seconded by Bernadette Morris to revise the 600 level and make the 500 and 700 level designations clear. For some programs it may be appropriate to have all 3 levels of numbers; others will not need all three.

Meeting adjourned at 2:33.

Respectfully Submitted,

Jan W. McLaurin