

Graduate Programs Council Minutes
April 24, 2006

Members present: David Hibler (presiding), Pete Carlson, Diane Catanzaro, Jean Filetti, Nigel Sellars, Jim Reed, Barbara Savitzky, Marsha Sprague, Lisa Webb, Gary Whiting

Ex-officio Member present: Dorothy Doolittle (Director of Graduate Studies)

Also present: Lyn Sawyer (Associate Director of Graduate Admissions and Records), Rita Savage (Registrar's Office) and Marilyn Harris (recording)

- I. Graduate Programs Council (GPC) minutes from the March 27, 2006 meeting were accepted.
 - II. Chair of the Graduate Program Council
 - A. Dr. Hibler said he is still having prospective students question him as to whether the M.S. in APCS program is going to close. His suggestion was if, in the future, any program is closed it be stated but not publicized.
 - B. Dr. Hibler announced the outcome of the e-mail vote on curriculum changes from the March meeting. The Graduate Curriculum Committee recommended and the GPC approved of the following:
 - Course Title Change:
 - FNAR 589 name change to "Teaching Crafts"
 - SPAN 563 name changed to "Studies in Cervantes"
 - New Course:
 - HIST 515, The Byzantine Empire (3-3-0)
 - Re-approved due to lost paperwork:
 - CHEM 543, Atmospheric Chemistry (3-3-0)
- This information was forwarded to the Provost by memo.
- III. Report of the Office of Graduate Studies
 - A. Lyn Sawyer stated she has received all the theses from those graduating this spring. She also mentioned two students who are graduating and have received public recognition: Stephanie Boyles for her Beaver Deceiver project with Virginia's Department of Transportation, and William Johnson for his listing in Who's Who in Administration and Professionals.
 - B. She distributed the list of candidates for May degree completion. A motion was made and passed accepting the candidates.
 - C. Lyn informed the Council she will attend a college fair on April 26 at the shipyard.
 - D. She is continuing to update forms and will add them to the Graduate Studies web site. The New Course Proposal form and Graduate Faculty Application will be placed on the Associate Provost's web page.
 - E. There was discussion about posting theses online (with the students' permission) and the consensus was the appropriate place would be on CNU's Library's web page.
- IV. Committee Reports (taken out of order)
 - A. Credentials
 1. Dr. Sprague reported the Credentials Committee is recommending three faculty members for graduate faculty membership subject to approval of the changes to the Governance document. They are:
 - Regular- Peter Snow - ENGL
 - Regular- Anton Siochi - PCSE
 - Probationary - Diane Malaspina - PSYCA motion was made and passed.
 2. The Credentials Committee recommended Probationary status replace Provisional status. A new category being recommended called Associate and will be for those not in a teaching role, such as an adjunct for supervision or lab work. The Credentials Committee is also recommending a process for removal of a graduate faculty member. These changes will be voted on by the GPC later in the meeting.
- V. Old Business
 - A. Updating the Graduate Faculty Membership and Governance Document
 1. Dr. Hibler reviewed all the proposed changes to the document. Discussion followed and a motion was made and passed to accept the revisions as made by the Council.

VI. New Business

A. Graduate Catalog

Dr. Doolittle addressed two items in the current graduate catalog which needed to be updated. A motion was made and passed to accept the following language (changes shown in bold) to be included in the next graduate catalog:

1. Degree Requirements – Credits

Successful completion of a minimum of 30 semester hours of graduate credits is required for a master's degree. **Students enrolled in the five-year baccalaureate to master's program require a minimum of 21 to 27 hours of graduate credit depending upon the program.**

However individual programs may require additional hours. **No more than** six semester hours of graduate credit may be transferred from another college and/or be taken elsewhere by a degree-seeking student as described below. Credit transferred from another institution will be counted toward the total number of credits required for the graduate degree but will not be computed in the student's cumulative graduate grade point average. If no thesis, portfolio, internship or culminating project is required as a part of the degree requirements, a minimum of 36 graduate credits will be required for the degree.

2. Candidacy for the Master's Degree

A student must request candidacy for the master's degree **in the semester prior to which he or she desires to receive the degree. This is done** by completing and **submitting** the *Application for Candidacy* form **to the Office of Graduate Studies**. To be eligible to petition for candidacy, a student must have achieved degree-seeking status, have completed a minimum of **18** semester hours of graduate course work and have at least a 3.00 **cumulative** graduate grade point average.

The *Application for Candidacy* form is available on the Office of Graduate Studies website.

B. SACS Re-affirmation Process

Dr. Doolittle reviewed the time line for the SACS re-affirmation process.

C. Slate of Candidates for the GPC and Graduate Committees

Lisa Webb presented a slate of those who have agreed to have their names placed in nomination. Other faculty names were suggested for open positions on committees. Lisa Webb will contact those faculty members to see if they will be willing to be nominated and will prepare a slate for the Graduate Faculty meeting on Thursday.

VII. Committee Reports

A. Credentials (report made earlier in the meeting)

B. Assessment and Program Review

1. The committee is reviewing the M.S. in Applied Physics and Computer Science program and the final report will be ready the end of May. The committee will adopt the undergraduate reporting model in preparing the report.

C. Curriculum

1. The Curriculum Committee recommended the approval of the following:

Removal of the pre-requisite ENGL 430 from ENGL 532.

A motion was made and passed.

2. It was mentioned that these changes may go on the Minor Change Form as used by the Undergraduate Curriculum Committee.

B. Admissions, Graduate Assistantships, and Degrees

1. Dr. Doolittle stated she will not know the amount available for Graduate Assistantships until June 2006. She was asked to clarify the number of tuition waivers which will be available

VIII. Announcements

A. The Graduate Faculty will meet on Thursday at 12:15 p.m. in RATC 104.

B. The next meeting of the GPC will be held fall semester 2006.

The meeting adjourned at 11:15 a.m.

Respectfully submitted,
Marilyn Harris