

Graduate Programs Council Minutes

December 3, 2007

3 p.m. DSU Harrison Room

Members present: Kelly Cartwright (Director of Graduate Studies), David Hibler (presiding), Pete Carlson, Diane Catanzaro, Roberta Rosenberg, Marsha Sprague, Gary Whiting
Also present: Lyn Sawyer (Associate Director of Graduate Admissions and Records), William Greer (Assistant Dean of Luter School of Business), Donna Shelton (Registrar's Office) and Marilyn Harris (recording)

- I. The meeting was called to order by David Hibler and guests were introduced.
- II. Minutes of the October 24, 2007 Graduate Programs Council (GPC) meeting were approved.
- III. Reports
 - A. Chair of GPC
 1. Graduate Student Research Forum applications are to be submitted by December 15, 2007.
 2. LHE needs for 2008-2009 are due by December 15th.
 3. Jonathan Warren, organizer of the Graduate Student Association, was invited to this meeting and will be extended an invitation to future meetings.
 - B. Associate Provost and Director of Graduate Studies
 1. Associate Provost Cartwright stated the Program Coordinators and Lyn Sawyer were added to the mailing list for the Graduate Student Research Forum.
 2. The Sigma Xi Poster Presentation in November was well represented.
 3. Reminder the deadline to submit the LHE requirements for next academic year is December 15, 2007. A current list of graduate faculty who have earned thesis LHEs will be sent to the Program Coordinators.
 - C. Office of Graduate Studies Report
 1. Lyn Sawyer represented CNU at several community college fairs recently as well as the CNU Transfer Student Orientation and the Graduate School Fair held at CNU.
 2. The deadline for Thesis Format Review is December 6th.
 3. Susan Chittenden, Admissions, who processed graduate applicants in the past and was a great help to Lyn is retiring. Her retirement party is December 4th and all are welcome.
 4. A list of candidates for December graduation was distributed. A motion was made and passed to accept the candidates subject to completion of the formal requirements. A discussion followed as to establishing firm deadlines for thesis defense and completion. An *ad hoc* committee will develop the deadlines.
- IV. Committee Reports
 - A. Credentials

Marsha Sprague reported the Credentials Committee recommends the following for graduate faculty membership:

Initial Regular Membership
Denise Gillman (Theater)
Tanya Sweet (Theater)

Renewing Regular Membership
Brian Bradie (Mathematics)
Jean Filetti (English).

A motion was made and passed to accept the recommendations of the Credentials Committee.
 - B. Assessment and Program Review – no report
 - C. Curriculum & Planning – no report
 - D. Admissions, Graduate Assistantship & Degrees – no report
 - E. Governance and Administration – item will be discussed under Old Business
- V. Old Business
 - A. Grade of **U**

At the October GPC meeting, Kelly Cartwright brought to the Council's attention the Academic Suspension policy and the grading system with regard to a grade of **U** seem to be in conflict. Currently the Academic Suspension policy states a graduate student will be suspended if six credit hours of **U** are earned. The Governance and Administration Committee was asked to review this.

Grade of **U** con't.

Pete Carlson reported the Governance and Administration Committee recommends the following changes:

Under the **Academic Probation** section remove "three hours of **U**" and replace it with "more than 6 hours of **U**"

Under **Academic Suspension** modify the number of hours for suspension from six to nine credit hours of **U**.

A handout was distributed with the proposed language inserted in the **Academic Probation** and **Academic Suspension** sections.

A motion was made and passed to accept the changes.

A "friendly amendment" was offered to remove the following sentence from the paragraph about reinstatement, "From this point on, all of the grades on the student's graduate record earned prior to suspension which are **C**, **F** or **U** will not be counted toward a master's degree."

The amendment was adopted by unanimous consent.

The paragraph now reads:

Upon reinstatement, the student will be on Probationary Status. If a student who has been reinstated receives a grade of **C**, **F** or **U** in any graduate course, that student will be suspended.

B. Felony Conviction Question on MAT Application

At the last meeting Marsha Sprague reported the Virginia Department of Education may not allow a person with a prior felony conviction, or conviction of a misdemeanor involving children, to receive a license to teach. Marsha spoke to the university attorney about including a question on the MAT application with regard to this. After discussing the options with the Council, Marsha Sprague suggested two points of action:

- place a sentence in the acceptance letter, "Please be advised . . ." with specific language to be provided by Marsha Sprague, and
- notify Newport News Public Schools CNU does not perform background checks on students.

The Council affirmed the suggestions.

VI. New Business

A. Permission for Taking an Overload

Permission is required for students requesting overloads. The current policy is stated on page 120 of the *2007-2008 Graduate Catalog*:

Full-time Status

Students who enroll in nine or more graduate credits in a given semester or a total of at least six credits for all summer sessions combined will be considered a full-time student. **Students need approval of the Director of Graduate Studies to take more than twelve graduate credits in a given semester or more than six graduate credits in a summer session.** No student may enroll for more than 12 graduate credits in a given semester or more than nine graduate credits in all summer sessions combined without permission of the Director of Graduate Studies.

A motion was made

- to remove the sentence: "Students need approval of the Director of Graduate Studies to take more than twelve graduate credits in a given semester or more than six graduate credits in a summer session." and
- to change from 12 to 13 the number of graduate credits allowed in a given semester.

The motion passed and the revised section now reads:

Full-time Status

Students who enroll in nine or more graduate credits in a given semester or a total of at least six credits for all summer sessions combined will be considered a full-time student. No student may enroll for more than 13 graduate credits in a given semester or more than nine graduate credits in all summer sessions combined without permission of the Director of Graduate Studies.

B. Changing from Non-degree to Degree-seeking Status

The GPC discussed clarifying the language in the section dealing with changing from non-degree status to degree-seeking status. It was decided each Program Coordinator will provide criteria to be included in this section and bring this to the next meeting.

The meeting was adjourned at 4:40 p.m.

Submitted by Marilyn Harris, Recorder