

Graduate Programs Council Minutes
November 15, 2005

Members present: David Hibler (presiding), Diane Catanzaro, James Reed, Roberta Rosenberg, Marsha Sprague, Lisa Webb, and Gary Whiting

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

Also present: Lyn Sawyer (Associate Director of Graduate Admissions and Records) and Marilyn Harris (recording)

- I. Minutes of Graduate Programs Council (GPC) meetings held on April 20, 2005, and October 18, 2005, were accepted.
- II. Chair of the Graduate Program Council-no report
- III. Report of the Office of Graduate Studies
 - A. Marsha Sprague and Lyn Sawyer attended a total of three college fairs recently.
 - B. Lyn distributed the Certificates of Completion of Degree for December 2005 to appropriate faculty.
 - C. Lyn informed the Council she is working on list for a SACS report that includes all the project and theses titles with the names of the corresponding chairs.
 - D. The GPC approved the following students for December 2005 graduation:
 - ENVS: Megan Brown
 - MPSL: Karen Owens
 - I/O PSYC: David Karmolinski, and David Zoll
 - APCS: Sakeba Abedin, Isadoro Carlino, Angelo Cavone, and Robert Harvey
 - MAT: Lucy Van Tine
- IV. Old Business
 - A. Exit Interviews
 1. The exit interview has been finalized and will be e-mailed to graduates as e-mail addresses are provided to the Director of Graduate Studies.
 - B. Graduate Catalog
 1. The catalog will be a two year edition with changes due by March 1, 2006. The Program Coordinators were asked to review all course listings and provide new digital photographs.
 - C. Follow-up on Previous Graduates
 1. The Director will be preparing a report for SACS that requires follow-up information on previous graduates. She requested the Program Coordinators maintain contact information for each graduate.
 - D. Orientation and Advising Plans Due
 1. Each Program Coordinator is to submit a summary of the program's orientation and advising efforts during the past academic year.
- V. New Business
 - A. Replacement of Matt Appel
 1. Lisa Webb was appointed to replace Matt Appel as a GPC member for the remainder of the year.
 - B. Catalog Copy for Curriculum Changes
 1. The Director of Graduate Studies reminded the GPC that topics courses may only be offered three times. In order to continue to offer the course it must be assigned a course title, a new number, be submitted to the Graduate Curriculum Committee and proceed through the approval process.
 2. Courses not taught within the last three years and courses of closed programs will be removed from the catalog.
 - C. Graduate Credit for Undergraduates
 1. The Council discussed allowing seniors (with a minimum overall 3.0 GPA and the permission of the instructor) to enroll in one graduate course each semester, for a total of two, that would be credited toward the 120 credit hours needed for the undergraduate degree.
 2. The Council approved the following motion:

The GPC proposes that seniors with an overall 3.0 GPA or higher be allowed, with the signed approval of the course instructor and the Office of Graduate Studies, to enroll in a maximum of 8 graduate credit hours (one course per semester with associated lab) and that these credit hours count toward the 120 credit hours for the undergraduate degree.

In order to enroll in a second graduate course, the student must have earned a grade of B- or better in the first graduate course.

If the graduate course is to be used as a substitute course in the major, the student must have the course substitution approved by the appropriate department chair.

D. M.S. in Environmental Science 5 Year Students' Research Credits

1. Gary Whiting stated some of the M.S. in Environmental Science 5 year students are participating in graduate level research early in their college career. As 5 year students they are scheduled to enroll in ENVS 699 the first semester of their senior year. The Director of Graduate Studies advised that five year students may not earn credits at the 600-level. After some discussion, the Council recommended the program consider offering a pre-thesis 500-level (3 cr.) course and a thesis 600-level (3 cr.) course.

VI. Committee Reports

A. Credentials Committee

1. The Graduate Program Council accepted the recommendation of the Credentials Committee and moved to grant graduate faculty status to the following:

Regular:

Edward J. Brash, PSCE;
William F. Connell, HIST;
Linda Johnson, BCES;
Michael Meyer, BCES;
Linda Waldron, SSWA; and
Dali Wang, PCSE

Provisional:

Dan Clark, BCES; and
Marika Anthony, G & PA

2. The Credentials Committee proposed a revised application for graduate faculty status. The Committee's recommendation also included a change from renewing membership to a one-time appointment. The GPC approved this by a motion and the Director of Graduate Studies will submit it to the Provost for final approval.

B. Assessment and Program Review-no report

C. Curriculum and Planning

1. The GPC was asked to review a section of the *University Handbook* regarding the procedure for instituting changes in the graduate curriculum or graduate courses. A discussion followed, and the Director of Graduate Studies offered to develop and submit revised language for the handbook.

D. Admissions, Graduate Assistantships, and Degrees-no report

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Marilyn Harris