

Graduate Program Council Minutes
October 18, 2005

Members present: David Hibler (presiding), Diane Catanzaro, Roberta Rosenberg, Barbara Savitzky, Marsha Sprague, and Gary Whiting

Ex-officio Members present: Dorothy Doolittle (Director of Graduate Studies), Lisa Duncan-Raines (Registrar), and Mary Sellen (University Librarian)

Also present: Lyn Sawyer (Office of Graduate Studies), and Marilyn Harris (recording)

- I. Approval of the Minutes of April 20, 2005 meeting was delayed until the November 2005 meeting
- II. No report of the Chair of the Graduate Program Council
- III. Report of the Office of Graduate Studies
 - A. Important Dates and Deadlines
 1. A handout was distributed with information taken from the Graduate Studies web page.
 - B. Removal of Incompletes
 1. The deadline has passed and grades of Incomplete have changed to grades of F.
 - C. Degree Audits
 1. Lyn has ordered the transcripts for graduation.
 2. There were 28 graduates last academic year.
 - D. Recruitment
 1. Dr. Sprague will be attending Colleges Fairs at Hampton University and Norfolk State, and Lyn Sawyer will attend a College Fair next week.
 - E. Undergraduates Enrolling in Graduate Courses
 1. Undergraduates who are not in a 5 year program may enroll in one graduate course per semester of their senior year if they have a 3.0 GPA and have the permission of the instruction. Graduate credit does not count toward the 120 credit hours. Dr. Doolittle distributed a revised form which these students need to attach to their Add/Drop forms. It was suggested that when an undergraduate is seeking to enroll in a graduate course, the student's total course load, including the graduate course, be no more 16 hours.
 2. Teachers in non-degree status may take undergraduate courses, however if they enroll in graduate courses they must do so at the graduate level.
 3. A discussion followed on allowing undergraduate students to apply graduate credits toward their undergraduate degree. Benefits mentioned were: offers more course flexibility, increases enrollments in graduate courses, and encourages students to go to graduate school.
 4. Five year students are allowed to enroll in graduate courses without using the permission form. Dr. Doolittle requested the Program Coordinators provide her with a list of their program's 5 year students. This information will be submitted to the Registrar.
 - F. Program Flyers
 1. Marsha Sprague reported that existing program flyers are not to be used any longer. A very professional looking MAT flyer was designed by Karen Gill and Denise Waters.
 - G. SACS Reaffirmation of Accreditation
 1. Dr. Doolittle read three standards from the *Handbook for Reaffirmation of Accreditation* that involve graduate education.

- a. “The institution’s post-baccalaureate professional degree programs, and its master’s and doctoral degree programs are progressively more advanced in academic content than undergraduate programs.” Section 3 (17)
The documentation for this standard will be the graduate catalog.
- b. “The institution ensures that its graduate instruction and resources foster independent learning, enabling the graduate to contribute to a profession or field of study.” Section 3 (18)
The documentation for this standard will be syllabi, and a list of the Practicum and theses titles.
- c. “The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides a written justification and rationale for program equivalency.” Section 2 (7a)
Dr. Doolittle will prepare the justification on how CNU’s 5 year programs meet the intent of the 30 credit hour requirement.

IV. Old Business

A. Course Titles

1. The Spring 2006 Schedule of Classes has previous course names listed for two courses.
The Registrar will update those course titles prior to registration.

V. New Business

A. Replacement of Matt Appel

1. Replacement of an elected GPC member is done by appointment until the spring elections. Members were encouraged to ask faculty about serving on the GPC and to bring to the next meeting the names of those interested.

B. New Scheduling Process

1. Dr. Doolittle has the responsibility to review resources and graduate classes to be offered, while Loraine continues to assign time slots. All Update Schedule Forms, adjunct contracts and grade changes now come to Dr. Doolittle.
2. The Council asked Lisa to ensure that course enrollment be set no lower than 8 except for Independent Study.

C. Graduate Catalog

1. Program Coordinators were asked to review all course listings. If a course has not been taught in three years the Program Coordinators must contact Dr. Doolittle requesting it be retained in the catalog.
2. The next catalog will be a two year edition.
3. New digital pictures will be needed.

D. Graduate Program Council Web Page

1. A suggestion was made to have a Graduate Program Council web page which would include faculty forms and Council Minutes. Access to the site was also discussed.

E. Deadlines for Admissions to the 5 Yr Program

1. February 1st is the deadline for admission to the 5 year programs, and some students believe if they missed that date they can no longer apply. M. Sprague stated late applications to the MAT program are accepted until November 1st with the understanding that admission is on a space available basis.

F. Follow-up on Graduates

1. Dr. Doolittle requested follow-up information on previous graduates. This information will be included in the SACS Report.

G. Orientation and Advising Plans Due

1. Dr. Doolittle requested the Program Coordinator submit a paragraph on their program’s orientation and advising efforts during the past academic year.

VI. Committee Reports

A. Credentials Committee

1. During the summer the Director of Graduate Studies approved Provisional Faculty because instructors were needed to teach summer and fall.
2. A discussion followed proposing a special category for the TCHG faculty. Dr. Sprague will take the suggestion to the Credentials Committee for consideration.
3. The Graduate Program Council moved and accepted the recommendation of the Credentials Committee granting graduate faculty status to:
Regular: Sherman Lee, PSYC
Provisional: Raj Chaudhury, PCSE; Peter Knipp, PCSE; Raouf Selim, PCSE; Anton Siochi, PCSE; David Game, PCSE; Patricia Chappell, TCHG; Linda Morgan, TCHG; Deborah Farina, TCHG; Susan Hutton, TCHG; Keith Kuberek, TCHG; Gayle Richardson, TCHG; Linda Husbands, RCHG; Lois Winter, TCHG; Peter Snow, ENGL.

B. Assessment and Program Review

1. The committee is reviewing the Applied Physics and Computer Science program.

C. Curriculum and Planning– no report

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

Next meeting is scheduled for November 15, 2005 in SC 233.

Respectfully submitted,

Marilyn Harris