

Graduate Programs Council Minutes

October 24, 2007

3 p.m. DSU Madison Room

Members present: Kelly Cartwright (Director of Graduate Studies), David Hibler (presiding), Pete Carlson, Diane Catanzaro, Jennifer Miscek, Roberta Rosenberg, Nigel Sellars, Marsha Sprague, Dali Wang
Also present: Barbara Savitzky (representing the MS in ENVS Program Coordinator), Lyn Sawyer (Associate Director of Graduate Admissions and Records), Terry Maighnath (Registrar's Office) and Marilyn Harris (recording)

- I. The meeting was called to order by David Hibler.
- II. Minutes of the April 25, 2007 Graduate Programs Council (GPC) meeting were approved.
- III. Election of officers
 - A. Chair – David Hibler elected by voice vote
 - B. Vice Chair – Pete Carlson elected by voice vote
 - C. Secretary – Jennifer Miscek elected by voice vote
- IV. Reports
 - A. Chair of GPC
 - SACS Visiting Committee Report

The SACS Visiting Committee Report noted only the MAT program participated in a yearly assessment. David Hibler stated the M.S. in APCS and M.S. in ENVS programs have completed their assessment plans.
 - Graduate Student Association

The Graduate Student Association (GSA) is listed on the CNU Student Organizations' webpage, and is linked from the Graduate Studies webpage. David Hibler encouraged the members to publicize the GSA. It was suggested the student who organized the GSA be invited to the GPC meetings.
 - Associate Provost and Director of Graduate Studies

Dr. Hibler introduced Kelly Cartwright, Associate Provost and Director of Graduate Studies.
 - B. Associate Provost and Director of Graduate Studies
 - Associate Provost Cartwright stated she has worked with many council members in the past, has served the graduate programs for many years, and is looking forward to working with the members in this new capacity.
 - Graduate Programs

Kelly Cartwright distributed data that shows the GRE scores and undergraduate GPAs for the M.S. programs are exceeding benchmarks. She stated Provost Padilla has assessed the M.S. programs as healthy, modest programs with strong students. Barbara Savitzky remarked M.S. in ENVS students are being hired with great success by a variety of environmental government and non-government agencies.
 - Alpha Chi Honor Society

The Program Coordinators were asked to identify students for this honor society as Provost Padilla wants to ensure graduate students are included.
 - Adding GPC Description to the University Handbook

In the *2007-2008 University Handbook*, the GPC is referenced and the committees are listed, but there is no description of the GPC. A description will be submitted for inclusion in the next handbook.
 - Ex officio* Membership Suggestion

Kelly Cartwright suggested the University Registrar be made *an ex officio* member of the GPC. The University Registrar is an *ex officio* member of the Graduate Faculty.
 - Thesis Release Time

Kelly Cartwright asked to be notified as soon as possible if any faculty member will be requesting thesis release time.
 - Online Graduate Application

Valerie Lavinder, IT Department, has been working with Lyn Sawyer on the new online graduate application. The current graduate application is submitted online and the information is manually entered into SCT Banner. The new online graduate application will load directly into Banner.
 - GPC Meeting during Getting Started Week

The GPC will be scheduled to meet during Getting Started Week next fall.
 - C. Office of Graduate Studies Report
 - Academic Fairs

Lyn Sawyer recently represented the graduate programs at academic fairs and transfer student orientations. She will be going to three community college fairs in the near future.

December Graduation

Lyn will provide the Program Coordinators with the names of students who plan to graduate in December and still need to complete some forms. The deadline for Thesis Format Review is December 6th.

Non-degree Students

Lyn reminded the council non-degree students are allowed to enroll in a maximum of 12 credits. To continue to enroll, a student must meet the program's admission requirements and be accepted in degree-seeking status. (NOTE: This limit does not apply to students in certificate programs.)

Online Graduate Application

The online application has been tested by students and works well. The new application process will allow the applicant to view the documents received by Graduate Admissions.

Graduate Degree Audit

Lyn complimented Terry Maignath on the work he has done to build the online degree audit in SCT Banner. It will show what courses a student has taken and what needs to be completed.

Lyn remarked that it will be a wonderful tool when it is implemented.

Marshall Booker Graduate Scholarship

This year's graduate scholarship was awarded to Jacqueline Roquemore, a student in the M.S. in ENVS program. She has completed 24 credit hours with a cumulative 4.0 GPA.

V. Committee Reports

A. Credentials

Marsha Sprague reported the Credentials Committee recommends Chris Kolloff for Probationary membership. He is an adjunct teaching PSYC 535 this fall and was approved to teach by Dr. Cartwright prior to the fall semester. A motion was made and passed to approve Chris Kolloff for Probationary membership.

B. Assessment – no report

Marsha Sprague asked about the report on the MAT five-year initial review. A note was made to clarify the due date.

C. Governance & Administration – no report

D. Admissions, Graduate Assistantship & Degrees – no report

E. Curriculum & Planning

Roberta Rosenberg reported the Curriculum and Planning Committee reviewed a proposal to consolidate MUSC 580 and MUSC 592 and to create a new MUSC 580. The Curriculum and Planning Committee recommends approval. A motion was made and passed to approve the new MUSC 580, Jazz Ensemble Techniques (1-1-0). (NOTE: This will be effective Summer 2008)

VI. Old Business – none

VII. New Business

A. Felony Conviction Question on MAT Application

Marsha Sprague stated 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. She proposed a question be added to the MAT application that would address this. A discussion followed as to wording of the question to be included, and the issue of background checks was discussed. Marsha Sprague offered to prepare wording to address this issue and have it reviewed by the university lawyer. She will bring proposed language to the next GPC meeting.

B. SAT and ACT Optional for Undergraduate Admissions

Beginning with the class entering Fall 2008, the SAT and ACT test may be optional if certain undergraduate admission requirements are met. After discussion, there was no support to change to any of the graduate admission requirements.

C. Grades of "U"

Kelly Cartwright distributed pages 115 and 117 from the *2007-08 Graduate Catalog*. She stated the Academic Suspension policy and the grading system seem to be in conflict. A grade of "U" may be given for unsatisfactory progress for thesis in progress, and the Academic Suspension policy states a graduate student will be suspended if six credit hours of "U" are earned. David Hibler, Program Coordinator for the M.S. in APCS, said there was resistance to changing the grade of "U" because a grade of "I" has a deadline while a grade of "U" does not. The Governance and Administration Committee was asked to review the grading system and the Academic Suspension policy and bring a recommendation to the next GPC meeting.

D. Additional Meeting Dates

The date and time of the November GPC meeting date will be announced by email.

The meeting was adjourned at 4:00 p.m.

Submitted by Marilyn Harris, Recorder