

**Graduate Council**  
**Minutes**  
**10.29.07**

Present: Don Basse, Ed Crowther, Tracey Robinson, Gene Schilling, Mary Valerio, and Teri McCartney

Guest: Dr. Michael Mumper

**Information/Discussion Items**

- Minutes from 09.24.07
  - Approved with no changes

**Assessment/Program Review**

- Dr. McCartney reviewed the new template for graduate program reviews and the accompanying data sheet.
- There was no discussion.

**Planning**

- Good Neighbor Money
  - Dr. McCartney reviewed the criteria for Good Neighbor Scholarships for out-of-state students.
    - All agreed this was fair.
    - **Action - Dr. McCartney will create the “form”.**
  - Dr. McCartney also expressed that students other than those meeting the criteria may qualify for scholarships.
    - These will be on a first-come, first-served basis.
    - Students will need to contact the Graduate School.
    - This will take effect Fall, 2008
- HPPE Degree Plan
  - Dr. Robinson handed out the revised degree plan for HPPE
    - The degree plan and explanations are attached.
    - Grad Council members had specific questions about Field Study and Practicum
    - After discussion, Grad Council approved the revised degree plan to take effect Spring, 2008
- Graduation Checklist
  - Dr. McCartney reviewed a new graduation checklist to try to eliminate some of the problems with conferring degrees in a timely manner.
    - Chairs will be sent a stack of checklists with names of students intending to graduate.
    - These forms will be returned with the same paperwork that has always been required.
    - The process has not changed; we’ve simply added a checklist so advisors know who has applied for graduation and the Grad School knows, in a timely manner, who has or has not completed requirements.

- Dr. Basse asked that the process be explained more clearly.
  - Dr. Crowther asked that the department chair signature (or designee) be added to the checklist.
  - Gene Schilling had questions about the process and forms.
    - **Action - Dr. McCartney will make the revisions suggested and email chairs about the process**
- Plus/minus Grading System
  - After discussion with Faculty Senate, the vote for +/- grading was meant only for undergraduate courses.
  - Should anyone wish to change the standard system to the +/- system for graduate courses, he/she would need to bring it to Grad Council and then have graduate faculty vote on it.

### **Summer Contact Hours**

- Dr. McCartney handed out contact hour sheets for summer courses, both last year's and the proposal for this year.
  - The basic premise is that we have overscheduled the number of contact minutes required by quite a bit.
  - Donna has devised a schedule (start and end times) that cuts back on the number of minutes.
  - **Action – Grad Council members will take back to departments for discussion.**
  - **Action – Department Chairs should contact Donna directly with feedback.**

### **Other**

- Dr. Basse asked why the graduation application due dates are so early.
  - After much discussion, Dr. McCartney agreed to look into this.

### **Guest**

- Dr. Mumper visited with the Grad Council regarding his thinking about graduate programs and about summer school
- Questions/concerns that came up:
  - Summer auxiliaries
    - Housing
    - Food service
    - Social environment
  - Academic programs should come before camps in regards to scheduling classrooms, housing, etc.
  - Taking care of current graduate programs before creating new ones:
    - Compensating art faculty
    - Not building programs based on overloads
    - Okay to start programs based on overloads but then revenue should be earmarked for those programs to hire faculty or other resources

**Next meeting: Monday November 26, 2007 at 3:00 pm in ES 222**