

**Graduate Council**  
**Minutes**  
**11/27/06**

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

**Announcements and Discussions**

- Minutes from 10/30/06 were approved via email
- The Graduate School will be producing a newsletter early next semester
  - Please send Teri a paragraph or two about exciting things in your department
  - Don asked that we have a link on the ASC homepage and the Grad School homepage to departmental newsletters. Teri will work with Mark Schoenecker on this.
- Counselor Ed's handbook is finished and will be sent to Nancy Wahl for review
- Teri will check with Darrel Meis about the cost of purchasing graduation robes
- Don suggested we have a universal form for hiring adjuncts. Teri will work on a form for Council approval, then take to Cabinet

**MA in Humanities: History**

- The Council asked Dr. Crowther for more information regarding the program, including questions about syllabi, degree plan, the TAH grants, the application process, course numbering, etc.
  - Council members will send Teri feedback about the syllabi
  - She will compile and send to Ed
  - Teri will send Ed a copy of a degree plan
  - Teri will ask that all syllabi and degree plan are re-submitted before our last meeting
- The program will have to be approved by CCHE (in January) and HLC (Teri is working on approval application)

**Old Business**

- Teri double-checked with Council on policy for GPA
  - 2.75 in last 60 hours for all but Teacher Ed who is going with 3.0 for last 60 hours
- Thesis bindings
  - Teri reported no luck finding companies to bind theses for less than \$50.00 per book, a little less if more than one copy ordered
  - Gene suggested asking the library if they will help pay for this
  - Teri will follow up

- Data sheets
  - Council reviewed what data the programs need for the program review data sheets
  - Teri will revise with the Council's feedback and send via email for one last review

### **New Business**

- Grade forgiveness policy
  - Dr. Basse asked that we reconsider the graduate policy of averaging grades for the same course, rather than replacing grades as is done for undergraduate courses
  - Council could come to no consensus so Don suggested members take this back to their departments
  - Council will make decision at next meeting
- MAT/GRE score "shelf-life"
  - Both MAT and GRE keep scores for only 5 years
  - The Council agreed to make a 5 year limit on scores our policy
- Policy notebooks
  - Per Cabinet and HLC requirements, the Graduate School needs to have a policy page on website by end of February
  - Teri is working on transferring current policies to new format
  - She will be sending them out via email to Council members for review, feedback, and an "official" vote.

### **Next Meeting**

- December 13 at noon at Chili's
- Teri will make reservations and buy