



GRADUATE COUNCIL

Minutes of Meeting Held on April 8, 2013

Present: Professors Zhou, Wang, Monaghan, Talu, Sridhar, Medina-Rivera, Ziolek, Bubenik, Spicer, Bowen, Bagaka's, Thornton, Schultheiss, and Dean Zhu

Absent/Excused: Professors Boboc, Plecnik (sabbatical replacement for Ray), Pettey, Regoeczi, Rutar, Shukla, Resnick

Guests: Professor Santosh Misra (CIS Department, Business)

Dean Zhu called the meeting to order at 1:05 p.m.

1. **Approve Agenda** – The Agenda was approved as written
2. **Approve minutes from March 5, 2013 meeting** - The minutes were approved as written.
3. **New Business**
 - ❖ Open Discussion—Policy regarding changing majors
 - i. Dr. Misra presented Council with a problem his department is experiencing. A large number of students entering the Master of Computer Information Sciences (Business) program are transferring to the M.S. in Software Engineering (Engineering) within days of arriving at the University.
 - ii. The MCIS department spends a large amount of time recruiting these students to eventually lose them to another department. On the reverse side, the department receiving the students is getting a large number of transfers during the first week of the semester. This last-minute processing time does not allow them the time needed to advise their current students.
 - iii. Dr. Misra states that the transfers are mostly international students from one specific geographical area.
 - iv. As a side issue, Dr. Sridhar has had problems with the international transcript evaluations and would like to know who is doing them currently. In the past, there would be comparable letter grades next to each course, along with a numeric value. Now the transcripts only show a GPA that does not always coincide with the numeric values of the courses.
 - v. Transfer applications do receive the same time and processing as 'regular' applications.

- vi. Several suggestions were made:
 - Sending the CIS Program of Study out *before* the formal admission letter.
 - Letting the students know they are *conditionally* admitted with the conditions listed, giving students up to 12 months to complete the conditions.
 - Making it clear in the admissions letter that “transfers are not guaranteed” or not permitted for a certain time period.
- vii. A Council member feels that this is not an issue for a Graduate Council policy, but rather an issue between departments to handle.
- viii. Dr. Zhu suggests the two departments get together to reach an agreement on how to handle this issue. He offers his help to facilitate, if needed.

4. Continuing Business

- ❖ Discussion - Thesis/dissertation electronic/paper copies
 - i. Following the decision at a previous Graduate Council meeting to eliminate paper copies of theses and dissertations, a number of other issues have been raised in the College of Graduate Studies. The staff needs clarification of these issues.
 - Summary—The College of Graduate Studies will no longer require 3 paper copies be submitted; individual programs/departments can decide if they want a paper copy; the student can have a paper copy bound for themselves or others; the library will not continue to submit a paper copy to the Archives; the library will not continue to bind copies but will share names of businesses that can provide that service and can also give those names to the Graduate College
 - ii. Graduate College staff have requested a paper copy to allow for easier review of formatting.
 - iii. Council members feel that printing even one copy is a waste of resources. Formatting can be checked online and it might just be a matter of additional training or getting used to a different system.
 - iv. The consensus of Council is to **not** have a paper copy submitted
 - v. One Council member did agree to defer to the Graduate College’s staff expertise if they truly feel a paper copy is necessary. Embarrassing errors will exist forever electronically. Another Council member felt that most errors are in the Table of Contents and References sections. Perhaps only those pages could be printed out for review? Additional help or training to review online should be explored first, however. Dr. Schultheiss will consult with the staff on these issues.
 - vi. Dr. Thornton confirmed that the library will no longer keep paper copies for the Archives once the “digital copies only” policy goes into effect. The library also hopes to digitize the old library copies by scanning them and storing them on a server accessible to the University only. It would be very difficult to contact the authors of the old theses/dissertations for their permission to put the papers online.

- ❖ Dr. Bowen raised an issue concerning international admissions. A very qualified student for her Psychology program was rejected as “not qualified” because she had a three-year degree from a German university.
 - i. Council members shared their similar experiences
 - ii. Some Council members felt qualified students should be accepted and the three-year degree should be recognized in the U.S.
 - iii. The U.S. standard is 4 years beyond the high school. Another Council member cautioned that there may be other issues involved in accepting anything less than that, such as immigration policies.
 - iv. Dr. Talu thought the U.S. Department of Education kept an equivalency table for international schools/U.S. schools. He hoped our admissions personnel were consulting that list.
 - v. It was suggested that a representative from international admissions attend the next Graduate Council meeting to discuss these issues.
 - vi. Dr. Bowen mentioned the “bridge program” in the College of Business, as an example, to cover the gap between the international 3 year program and the U.S. four year standard.
 - vii. Dr. Sridhar acknowledged that those students are not admitted as graduate students but as a non-degree student. His department admits students, conditionally, with the specific criteria listed for full admission. Upon completion of the conditions the students are then admitted as graduate students. These conditions are acceptable to the Consulate and visas are issued.
 - viii. Council members continued to discuss admission criteria, 3-year versus 4-year degrees. Dr. Zhu will follow up and see who could come to the next Council meeting from Enrollment Services.

5. Graduate Council Representation & Standing Committees – Available reports

a. Faculty Senate

- The faculty submitted a vote of ‘no confidence’ in the administration, with a vote of 31 to 11.
- Before the vote, President Berkman spoke but faculty did not feel that a more reasonable time line was suggested.
- The merge of the Religious Studies and Philosophy departments’ administrative functions, without curricular changes, was approved.
- While the 4-to-3 conversion affects mostly undergraduate students, the new block schedule impacts the entire University. Not all University personnel are aware of this new schedule change. It is scheduled to go into effect Fall 2014. The Registrar’s office will be doing the course scheduling and classroom assignments. They will not be scheduling any courses ‘off the block.’
- There are separate issues and terminology—block scheduling (clusters/Freshmen Foundations) and time blocks. Faculty were told Admissions & Standards did not have input, a draft was just submitted. There are OBOR issues for the amount of classroom time for each credit hour that will also need to be considered. Each class block from 7 a.m.-2:00 p.m. will be 50 minutes. Therefore, a 4-credit hour class will need to meet 4 times per week.

- b. University Admissions & Standards
 - Dr. Zhu read Dr. Regoeczki's report—The Committee met on March 20 and spent time discussing the new block schedule grid.
- c. College of Graduate Studies' Admissions & Standards – No report
- d. University Curriculum Committee
 - Even though many feel the 4-to-3 conversion does not affect graduate students, it does, because of cross-listings.
 - The proposals being received by UCC for undergraduate course changes could be cross-listed with a graduate course. How will this affect the graduate course? Will it stay at 4 credits, change to 3 with the undergraduate course? If the course is going to change, UCC will be receiving the course proposal, essentially, twice
 - If an undergraduate, cross-listed course is being submitted for a change in credits, UCC is asking if they need to wait for the graduate component or if the graduate course is going to stay at 4 credits.
 - Dr. Zhu suggested that the UCC chair send a memo to chairs to indicate what is happening with the graduate component
- e. Graduate Faculty Review Committee
 - Forty-nine applications were received. Two were denied, forty-seven were approved with two receiving an initial 3-year appointment, and 45 receiving the standard 5-year appointment.
 - The Committee is requesting faculty submit abbreviated CV's dealing with the last five years ONLY.
 - The Committee has asked for clarification of the Engineering criteria. The criteria state that when using peer reviewed materials “the applicant must provide evidence of the nature and extent of the peer review.” Does the College want this statement enforced? Dr. Talu felt this was probably a hold-over from older guidelines. He suggests contacting the chair of the College Graduate Affairs Committee, Dr. Gatica, which Dr. Schultheiss agreed to do.
- f. Petitions Committee – There were 15 petitions in February, 5 in March
- g. Grade Dispute Committee – No report
- h. Program Review Committee – No report
- i. University Research Council
 - The Council met to review the Faculty Scholarship Initiatives. Thirty-five proposals were received and eleven were funded.
 - Encourage faculty to apply; awards can be up to a maximum of \$5,000

6. Announcements

- ❖ Following the election process, faculty elected to Graduate Council are being currently notified; Graduate Council Committee members will be appointed at the May Council meeting
- ❖ The Graduate Faculty By-Laws revisions vote has passed
 - i. This will move through the University approval process
 - ii. Dr. Zhu encourages all Colleges to revise their graduate faculty status guidelines to align with the new standards

7. Final Meeting: The final meeting will be **MONDAY**, May 6 @ **1:00 p.m.** in PH 200.

8. Adjournment: The meeting adjourned at 2:39 p.m.