

GRADUATE COUNCIL

November 19, 2014

The Graduate Council met at 12:36pm in 129... with the following members present: Armbrust, B... (ex-officio), Clancy, D... Spivey. Absent members were ...

Minutes of September 24, 2014

The minutes from September 24, 2014 and October 27, 2014 were approved by motion of Kelso and seconded by Day.

Dean's Report

The Graduate Council is in a transition year for membership. The membership will be on an academic year instead of a calendar year. Day has agreed to serve an extra semester and McKillop has agreed to serve as the council chair for an additional semester. At the end of the spring semester, a new council will be elected.

Academic Affairs Report

No report.

Chairs Report

Graduate Advisors Meeting: The departments were up to date with the approval of the Council has made.

Graduate Faculty Meeting: The meeting was well attended and several council members were present. McKillop had good feedback from faculty that attended.

Graduate Certificates: The following disciplines were approved for a certificate program: Behavior and Health, Econometrics, Life Span Studies, and Mathematics for Advanced Secondary Instruction. Students enrolled in certificate programs will be standing with The Graduate School. The requirements for each certificate program will be included in the proposals and in the General Catalog. The recommended hours for a certificate program is 12-18 hours. The Board of Regents requires a minimum of 12 hours of graduate work in a discipline or from eight or more.

Mathematics for Advanced Secondary Instruction: Goals addressed accreditation concerns and an email ballot for this graduate certificate was approved by the Board of Regents of Education Preparation). is the minimum accreditation requirement for a graduate certificate program.

"The CAEP Policy Manual indicates that, "The CAEP standards include an option, purely for preparation, to work in preparation for a license, certificate, or endorsement; it also includes graduate-level coursework for licensed educators to gain a level of knowledge and skill."

Programs that lead to a certificate and/or an alternative credential for which the state or country requires national or state program review must be included in the SAFE report.

Gansle stated that the certificate faculty do not address how this will be implemented. Education should not be charged with collecting data for this certificate program since not given through their school.

Theatre Changes: The Graduate Council will review via email per the department's request to report to the University regarding the minor. The minor consists of twelve hours as follows:

- 15 hours in literature and history (THTR 7901; THTR 7902; THTR 7903; THTR 7904; THTR 7912; THTR 7913; THTR 7914). (THTR 7922 was removed from the required courses. The number of hours remains the same.)
- Three hours of electives. This replaces "Three credit hours of knowledge of Human Sciences."

Theatre Minor: The Graduate Council will review via email per the department's request to report to the University regarding the minor. The minor consists of twelve hours as follows:

- Three hours of general education (THTR 7921 or THTR 7922)
- Six hours of theatre history and literature (THTR 7902; THTR 7903; THTR 7904; THTR 7912; THTR 7913; THTR 7914)
- Three hours of electives in theatre and related areas (THTR 7923, THTR 7924, THTR 7925, THTR 7926)

### Routine Business

Skype/Teleconference: Kelso reported the committee's (chairman, Gansle, chairwoman, Gansle, chairwoman) recommendation is based on an application submitted by a student. In response to a request to hold a Skype exam should be submitted at the time of the application.

Remote participation of graduate committee members to review applications.

Current guidelines sent to departments from The Graduate School while a request is submitted to use Skype for a graduate exam (https://www.gradschool.com/graduate-exams/).

1. This cannot become a routine practice for the department. The Graduate Council would need to approve for this to become common practice.
2. The department should not be held responsible for an unhappy committee member during the exam process. Graduate School should provide support for such grounds.
3. Chair and the student should have a trial with the system to be sure that the system works.
4. The PPT, or other visuals, should be printed and embedded on a second screen (the visuals should be printed materials for the person participating and to review prior to the exam).
5. The chair and the Graduate School Representative should be notified in writing to write the Graduate School upon a brief account of how this technical procedure was handled.

Proposed Guidelines regarding remote participation for 2020 Final Exams and PhD, MEd, and EdS final exams:

Remote participation on graduate exams is intended to facilitate input from committee members located outside of the state, or during excused absences. Remote participation will be required with their application for exam forms. This form will be signed by all committee members. Remote signatures are not acceptable and the responsibility of the student to make sure that the remote participation exam is fully functional, allowing both visual and oral participation by the remote committee members during all phases of the exam.

Example of Graduate School form attached.

Kelso moved for approval, Chance seconded, and motion was passed.

### Old Business

ETD Withholding: Petitions committee reported that students can submit a request to withhold a thesis/dissertation for one year, but also require one for one year for the digital year cycle. Students are requesting for a hold for a year if they are having difficulty with their dissertation in the initial two years. Further requests will be denied.

MFA students may have their documents embargoed permanently due to creative differences. These students must send a digital copy to the Graduate School of Arts and Sciences online. This is standard practice among MFA programs.

Kelso moved to keep the current policy as it is, McKillop seconded, and the motion was passed.

Nardone motion that Department Publishing the general dissertation 10 years after the student released the document without the author's (student) permission. It appears to be published through Student Theses and Dissertations in 2001. I don't have that the draft (signature) included all the documents in the library, which is a situation that should be discussed at a future council meeting. Should discuss this at a future council meeting.

### New Business

BAF Concentration: Biological and Agricultural Engineering does not have a doctoral program. The department requested a concentration in Biological Engineering for the PhD degree in the Department of Science. The concentration will appear on the student's transcript. Students are required to take 12 hours from the BAF department. Chance motioned for approval, Day seconded, and the motion was carried.

Construction Management Concentration: Construction Management does not have a doctoral program. The department requested a concentration in Construction Management for the doctoral degree in the Department of Science. The concentration will appear on the student's transcript. Students are required to take 12 hours from the Construction Management department. Chance motioned for approval, Day seconded, and the motion was carried.

the doctoral Engineering Science program was passed.

**Philosophy Concentration:** The department requested a concentration in philosophy for the MA degree. Students would be required to take 18 hours in philosophy courses at the 5000 level or above. The council voted to return to the department to determine the number of philosophy courses would the student take, a cap on the number of philosophy courses, and the relationship between the concentration and WGS minors.

**Oceanography and Coastal Sciences:** The department requested a professional track option for the non-thesis program.

- Students will be required to complete 30 units of graduate coursework.
- A minimum of 18 hours in courses numbered at or above 7000.
- 6 hours of departmental core courses approved by the council.
- 9 hours of advanced course work in DOCS specialized area.
- 9 hours of field work in the Department of Oceanography.
- At least 3 semester hours of advanced field or literature research based on internship or a term project (e.g. thesis) and demonstrates acceptance of the student's discipline, immersive work and demonstrates acceptance of the discipline.
- 9 hours of electives (within or outside of the department).
- A student must pass a final examination in the discipline of the thesis.
- During the last semester, professional students must deliver and defend a professional written research report.

Kelso motioned to approve, Day seconded, and the motion was passed.

**Comparative Studies:** The department requested to remove two 7000 level courses required for the doctoral degree. The department will teach the existing 7000 level courses at the current courses and not limited to the existing course. Needs memo to approve. **Carole seconded, and the motion was approved.**

**Marketing:** The department requested to eliminate a minor and a concentration in Marketing for the doctoral degree. The department requested the elimination of a minor and elimination of two elective seminars from the program. The changes would reduce the number of required hours from 60 to 54. This will be completed by the end of the next semester. The department will highlight the time to devote to research. Kelso moved to approve, Day seconded, and the motion was passed.

**Education: MA in International Education:** The department requested to report to the council a GRE score in the education, experience. The council voted to return to the department for information.

**Geographic Information Science:** The department requested to report to the council a GRE score in the education, experience. The council voted to return to the department for information. The department requested to report to the council a GRE score in the education, experience. The council voted to return to the department for information.

