

## GRADUATE AFFAIRS COUNCIL

Friday, March 1, 2013

1:00 p.m. – Heth 043

**PRESENT:** Dean Grady (presiding), Nora Reilly (*ex officio*), Roann Barris, Brad Bizzell, John Brummette, Matthew Brunner, Virginia Burggraf, Joan Dickinson (*ex officio*), Susan Schoppelrey for Rana Duncan-Daston, Lauren Flora, James Gumaer, Rodrigo Hernandez, Kay Johnson, Jennifer Jones, Douglas Mitchell, Kristan Morrison, Brenda Tyler, Paul Witkowski, Sarah Hastings for James Werth  
Staff: Patricia Phillips (*recorder*)  
Guest: Dr. Kate Hawkins, Dean, College of Humanities and Behavioral Sciences

### 1. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at approximately 1:00 p.m.

### 2. MINUTES

A motion was made and seconded to approve the minutes from the February 8, 2013 meeting. The minutes were approved by consensus.

### 3. PRESENTATION by Susan Kassab, Director of University Enrollment and Advising Services: ELS

Ms. Kassab presented on the Educational Language Services. She spoke about the academic quality of ELS, the conditional admission stipulation for ELS, and the marketing of and recruitment for the program. For further information, please reference the Power Point presentation that was distributed after the GAC meeting.

Dean Grady suggested that the only way for this program to work is if departments allow for a “Conditional Letter of Acceptance.” This is a decision that needs to be made at the department level and not the Graduate College level.

### 4. ANNOUNCEMENTS

**Budget Update:** Dean Grady updated everyone on the two budget initiatives submitted by the Graduate College.

- The tuition awards offered to GTAs and GTFs have been moved to the top seven in the list of initiatives.
- The initiative to add \$1,000 to GTF’s stipends has dropped down on the list of priorities.
- The new building for the College of Humanities and Behavior Sciences is top of the list the three buildings being funded this year. Should know the final word on April 4<sup>th</sup>.

**Medical Withdrawal:** Mark Shanley, Vice President for Student Affairs has offered to attend the next GAC meeting in April to discuss the issue of medical withdrawal.

**Separate J-Board for Graduate Students** – There are currently three graduate students on the board who are trained to serve on the conduct board.

**McConnell Scholars:** Dean Grady announced that there were several candidates this year for the awards. Dean Grady, Dr. Nora Reilly and Dr. Bill Kennan met and chose five candidates (who had an average GPA of 3.8) to receive awards. The schools being represented are: Texas Christian University, Temple University, Elon University, University of Oklahoma, and Florida State. The award letters have been sent out.

**Electronic Thesis and Dissertation directions:** A revised manual has been uploaded and workshops are planned. All Workshops will be held in Library Classroom A.

Wednesday, April 3 - 4 PM

Friday, April 5 - 2 PM

Monday, April 8 - 4 PM

Tuesday, April 9 - 4 PM

**Spring replacements for assistantships:** It is not possible to get replacements after 5 weeks.

**Start sending over names of fall assistantship awardees:** Dean Grady asked that everyone let the Graduate College know the names and types of GTAs, GTFs and GAs awarded to both incoming and continuing students as soon as possible. All coordinators have received an Excel document that allows you to record your awardees' names and send them to the Graduate College. When you make a change, use the same spreadsheet, cross out the old information, and insert the new information. Only one spreadsheet should be "in play" at any time so we can keep track of awards more efficiently.

**Commencement:** Will begin at **5:00** PM in Dedmon Center, Friday May 10<sup>th</sup> –  
**NOTE NEW TIME.**

**Sequestration Day:** Dean Grady announced that the National Science Foundation, National Student Health, Department of Education and the Department of Defense will be affected in some fashion. Some grants will be cut in half, but we have not been formally told how this will affect our grants, if at all.

## 5. OLD BUSINESS

**The Policy Committee process motion from the February 8<sup>th</sup> GAC meeting.**  
This motion should have been tabled until this meeting. It was moved to reconsider.

*Motion was made to suspend the rules so that we can take up the recommendation of the Policies and Procedures Committee from the last meeting.*

The motion passed by consensus.

The following motion was then made by the Policies and Procedures Committee.

*Remove the current wording about the awards from the Graduate Catalog and encourage colleges to provide awards to students during their ceremonies. Names of these award recipients should be sent to the Graduate College in time for the names to be announced and recognition given at the hooding ceremony.*

There was discussion about the motion. The motion passed with 15 in favor, one abstention.

**MOOCs** – Right now MOOCs are being developed primarily for undergraduate courses. Discussion was held on the possibility of accepting MOOCs developed by nationally accredited institutions. Matthew Brunner stated that we do not currently accept MOOCs for credit.

**“Challenge” a graduate course** – Susan Schoppelrey, representing Rana Duncan-Daston, presented the following motion:

*Challenge examinations provide a mechanism for students to demonstrate knowledge they have acquired through work, life or educational experiences. Students who are able to justify that their previous academic preparation and/or life experiences are relevant to a particular course may choose to seek exemption from that course and substitute a course (with approval of their program) for those credits in the program of study. Challenge examinations are comprehensive and carry a processing charge. Each graduate program determines its own policies regarding which courses may be challenged, which students are eligible to take challenge examinations, and which experiences (if any) can form the basis for a challenge. Students cannot challenge a course for which they are currently enrolled nor can they challenge a course they have already completed. Students must earn a grade of “B” or better on a challenge exam in order to be exempted from that course, and challenge exams may not be repeated.*

Discussion ensued about the motion. A motion was then made to table this motion until the April 5<sup>th</sup> GAC meeting. The motion to table was passed by consensus.

**Enrollment deposits** – A discussion about whether programs should charge an enrollment deposit. Should this be attached to the tuition or a separate charge? The policy committee will visit this issue during their next meeting and bring a motion to the next GAC meeting on April 5<sup>th</sup>.

## 6. SUBCOMMITTEE REPORTS

**Graduate Faculty** – There was no report presented.

**Academic Course and Program Review** – Dr. Reilly presented the report from the February 15th subcommittee meetings, as attached. The report was approved as presented.

**Policies and Procedures Committee** – Reports from the Committee were presented as motions during the Old Business portion of the meeting.

**Graduate Student Council** – Mandy Morgan stated that they are working on scheduling time to have “Lunch with the Dean”.

## **7. GOOD OF THE ORDER**

- Dean Grady announced that the fee for the McNair Scholar has been officially waived.
- The following motion was made regarding continuous enrollment:

*Continuous enrollment is required of students who have completed all degree requirements but have not applied to graduate, excluding summers. A student must be enrolled in at least one continuous enrollment or other graduate credit during the term in which they graduate.*

The motion was tabled until the next GAC meeting on April 5<sup>th</sup>.

- A motion was presented to reduce the continuous enrollment fee from 1 credit hour to \$50. The motion was approved and second. A motion was then made to table, which was approved by consensus.
- Lisa Ridpath was requested to attend the next GAC meeting on April 5<sup>th</sup> to discuss out-of-state tuition waivers

## **8. ADJOURN**

Dr. Grady adjourned the meeting at 3:14 p.m.

**MINUTES**  
**ACADEMIC COURSE AND PROGRAM REVIEW COMMITTEE**  
**Friday, February 15, 2013**  
**1:00 p.m. – Lucas Hall Conference Room**

In Attendance: Roann Barris, Brad Bizzell, Lori Elis, Rodrigo Hernandez, Kay Johnson, Matthew Brunner, Nora Reilly (presiding, *ex-officio*), Patricia Phillips (recorder), Virginia Burggraf (guest)

**I. English**

**A. New Course Proposal**

1. ENGL 02-13-020113 ENGL 601 “Diversity in Engl. Lang. Arts”  
**Tabled at the request of English.**
2. ENGL 03-13-020113 ENGL 652 “Adv. Teach. Writing Digital Age”  
**Tabled at the request of English.**

**II. Nursing**

**A. Program Revision**

1. NURS 04-13-101212 **Approved**

**III. Social Work**

**A. Prereq./Title/Description/Syllabus Change**

1. SOWK 02-13-020113 SOWK 785 **Approved**

**B. Other Catalog Revisions**

1. SOWK 03-13-020113 **Approved**
2. SOWK 04-13-020113 SOWK 785 **Approved**

**C. Course Description and Syllabi Change**

1. SOWK 05-13-020813 SOWK 621 **Approved with minor changes.**