

Graduate Study Committee Meeting Minutes
March 18, 2008

Members Present: Mary Bucy, Carol Harding, Bob Broeg, Julia Smith, Mary Reynolds, Gwenda Rice, Shannon Talbott, Jesssica Henderson, Ben Lowe, Janeanne Rockwell-Kincanon, Tamina Toray

Guests: Linda Stonecipher, ex-officio; JoNan LeRoy, ex-officio; Tiffany Smith, recorder; Bryan Dutton, presenter; Max Geier, presenter

1. French Course Proposals—Carol Harding

- Continuing to clean up; last year asked College of Ed to stop offering French teaching major; don't have enough interest to support classes; focusing on undergrad minor and study abroad; want to maintain flexibility by continuing to have a few cross-listed courses

Questions:

- No major? Correct, still enough classes at the grad level to do an interdisciplinary degree.
- Split classes, extra requirements for the grad credits, listed? Documented on the syllabus, believe that all grad level classes would probably be done as by arrangement; Carol will check with Curriculum Committee to make sure don't need documentation regarding additional requirements at the grad level

Motion: Janeanne Rockwell-Kincanon moved to approve the graduate piece of the French proposal as a complete package; Gwenda Rice seconded; all approved.

2. Approval of January Minutes

-Corrections:

- Item 4:36 Update on Committees, first bullet, says Debbie Duran, should be Debbie Diehm.
- didn't hear if there was a change in footnote at bottom, "language and eligibility," decided to leave the same so parallel to undergrad
- Shannon Talbott is spelled incorrectly, should have 2 "t's"

Motion: Gwenda Rice moved to accept minutes as changed; Bob Broeg seconded; all approved.

3. Graduate Office Update—Linda Stonecipher

- Shared some updates from Presidents planning meeting from last Friday. Provided handout. Noted focus on data, numbers pulled from fall term. Dave McDonald tracks how many admitted. Within programs, tracking happens regarding number retained, completing programs, etc. Some inconsistencies in data that was

provided by the different offices across campus. Graduate Office is tracking non-admitted students, in addition to admitted students. Working on some of the inconsistencies by cleaning up the Banner database, so the data can be tracked.

- Mary Bucy has begun the process to survey student interest in Information Technology Master's degree program.
- Interpreting program has a proposal for a Master's program. Only three such programs exist across the country.
- Searched for Karla Hale's replacement. Made an offer and received a verbal "yes." She should start the second week of spring classes.

4. Anthropology—Ben Lowe

- In 2000, the Anthropology department revamped the curriculum to create a major. Error, all slash classes became 400 level courses. Would like to bring back the 400/500 split classes. The only numbering change, other than 400 to 400/500 split, is a 407 course.

Motion: Bob Broeg moved to vote on the courses as a group; seconded by Julia Smith; all approved.

- Question: Is there an interest in post-bac students coming back to pick up courses? Not a lot, more so in other areas, but Ben said he would look into that.

Motion: Janeanne Rockwell-Kincanon moved to approve package; seconded by Julia Smith; all approved.

5. Curriculum Form Changes—Bryan Dutton

- Instructions came from 2002-2004 faculty handbook. Camila Gabaldon is working on an electronic version; would like to bring her into this process.
- What do with paperwork if "Graduate Studies Committee excludes review of the following..." Bryan would like to make it explicit. Would like to see the instructions as stand-alone documents that would be posted on the faculty page of the website.
 - What would Bryan like done with these? He would like the committee to look at drafts. He doesn't want to make any changes to the process, just build current practices into the instruction set and update the forms. Mary Bucy had thought there might be some additions to the paperwork expected for the process; nothing has come forward at this time.

6. History—Ben Lowe

- Suggested Max Geier cover changes, as he was able to attend.
- Due to some changes in faculty hires, there is a shift in focus areas. The Americanist group of faculty was significantly reduced;

therefore, tried to consolidate and developed flexibility. Adjusting course titles and descriptions to more accurately reflect the faculty teaching and the content that is currently being taught. Driven by the undergrad program; making changes that need to be addressed by this committee because bringing back a 400/500 level course.

- Mary Bucy pointed out that, according to instructions, these requests fall under area where review by the committee is excluded, so she should be able to sign off. Does the committee want to vote?

Motion: Janeanne Rockwell-Kincanon moved to accept package; Bob Broeg seconded; all approved.

Action: Mary Bucy will sign and send forward.

7. Discussion:

- Outstanding Graduate Student Award—Janeanne Rockwell-Kincanon

- Preliminary process should be very easy; solicit nominations as outlined in proposal submitted to the committee last month; three-week window for receiving nominations; believe it would be one meeting to review nominees and come to a decision; in future, would like recipient of award to be decided by Dewey-Smith committee; due to time constraints, need to have this committee decide this year; volunteers—Tamina Toray and Mary Bucy (alternate); sent off request to President to make room for this reward in the commencement ceremony and publication and to have Dewey-Smith committee to make time to review these nominees in the future. President's response doesn't impact this year. No perpetual plaques exist for Pastega award, Dewey-Smith award, etc. Dave McDonald asked for a cost proposal on perpetuals. Award and winner needs to be turned in by end of March to be included in the awards banquet. Will send out a solicitation for nominations immediately.

- Academic Excellence Graduate Reception—Mary Bucy

- May 29 around 3:00 p.m. to 3:30 p.m. before graduate presentations begin. Quite a few presentations. If you have any graduate students that would like to be a part of this, please forward those names to Linda Stonecipher or Mary Bucy. Same deadline as Academic Excellence.

Meeting adjourned: 4:31p.m.