

Executive Committee of the Graduate Faculty 2006-07
October 19, 2006

Attendees: Robert Bolla, Zuzana Gullova, David Zietlow, Lori Russell-Chapin, Ed Sattler, Bernie Goitein, Rob Prescott, Jobie Skaggs

Absent: Fisher Stolz, Kevin Finson, Prasad Shastry, Sherri Morris

Guests: Kathy Beaty, Leslie Betz, Lynne Franks, Bonnie Price

Meeting Called to Order

Introduction of Members

- I. **Motion to approve minutes** from October 5, 2006 meeting. 1st Bernie Goitein, 2nd Rob Prescott. Minutes approved
- II. **Addition to Agenda:** None
- III. **Old Business:** None
- IV. **New Business**

- A. **Range of power of Graduate Coordinator to look at GPA based on Undergraduate Institution**

Dr. David Zietlow presented a modification to admission criteria with the College of Engineering & Technology and asked approval from the committee. The modification involves adding a delta factor to the GPA to improve the vetting process. Dr. Ed Sattler suggested updating the delta factor on a yearly basis and that Dr. Zietlow forward a copy of the updated policy to committee members. Dr. Bolla pointed out that the GPA adjustment is based on student success. He also indicated that admission criteria and decisions are differed to program faculty members. The committee supported Dr. Zietlow's request.

Later discussion focused on the importance of wording when a student is not admitted. Dr. Bolla provided an example, "*admission criteria we have reviewed is predictive of non-success at our institution*". Leslie Betz stressed that consistency in the admission process is important.

- B. **Topic Courses**

Kathy Beaty asked if topic courses should be approved by this committee. Concern that a few students need a credit(s) to graduate and a topic course is added near the end of a semester. After discussion, committee agreed that the current policy should be enforced. The current policy does not allow courses to be added past a specific date without a formal request. If a request is forwarded, it passes through the Graduate School. Dr. Bolla, per the committee's

request, will begin enforcing the current policy by not approving the late requests. Dr. Sattler reminded the committee that special arrangements would have to be made for seven week courses.

Kathy Beaty asked if the same policy enforcement should be applied to independent studies. After discussion, the committee concurred that independent study should be given greater flexibility.

C. Graduate Programs of Study

Dr. Bolla discussed exploring procedural changes that would shift collecting, updating, and storing Programs of Study out of the Graduate School. Such a change is typical in higher education and would decrease the amount of forms that must be processed by the Graduate School staff. Colleges and Departments would develop procedures that meet the needs unique to each program. Kathy Beaty indicated that the DARS program could eventually be used to develop and track Programs of Studies. The committee supported Dr. Bolla's request. At a later date, Dr. Bolla will present specific procedural changes regarding Graduate Programs of Study.

D. Committee Reports

Grievance Policy

Dr. Ed Sattler reported that the current Graduate Catalog does outline steps that should be taken by students if they wish to file a grievance. Dr. Sattler presented some suggestions toward updating the policy. First, clarification that the student would first meet with the appropriate Graduate Coordinator would be articulated. This meeting would clarify the grievance process for the student. He also found that the Exec. Committee of the Graduate Faculty have not formed a Graduate Student Grievance Committee. Discussion regarding number of members for the committee followed. Drs. Bolla and Sattler agreed three would be appropriate (one faculty appointed by the Graduate Dean who would be familiar with the student's major, one standing faculty member, and one student appointed by the Graduate Dean).

Recommendation form for Assistantship

The Assistantship form will be processed once the student is selected. Discussion followed regarding not requiring the College Dean to sign for Tuition Scholarship Information. The rationale for the omission is because many deans are not familiar with the details of funding of graduate assistants. Dr. Bolla asked that all committee members clear omission with their perspective deans. Additional suggestions included using a different title rather than College Dean and insert "for external funding" behind principal investigator.

V. Adjourn 4:20 PM