

GRADUATE COUNCIL  
MINUTES OF THE MEETING  
AUGUST 26, 2005

The organizational meeting of the Graduate Council was called to order at 1:30 p.m. Members in attendance were: Sally Ebest, Michael Griffin, Bill Kyle, Stephen Moehrle, Carole Murphy, Patricia Parker, Zuleyma Tang-Martinez, Yan Tian. Members absent were: Ta Pei Cheng, David Curry, Tom Eyssell, Janet Lauritsen, Carol Peck. Vacant positions: Ruth Iyob will replace Van Reidhead for the Social Sciences position; Nursing's position is currently vacant.

I. **Minutes**

The minutes of the March 2005 and April 2005 will be sent to Graduate Council electronically for a vote of approval.

II. **Election of Secretary/Vice-Chairperson**

Zuleyma Tang-Martinez was nominated and elected to serve as the Secretary/Vice Chairperson.

III. **Election of Subcommittees**

The Dean gave a brief overview of each subcommittee and asked each member to serve on one of the committees. The tentative committee list will be emailed to the Council and they will be asked to help fill any open slots by non-Council members in their area.

**Admissions and Scholarship** – Review admission criteria; prepare applications, set deadlines and makes recommendations for Graduate School Fellowships; advise the Graduate Dean on the Action Plan.

**Curriculum & Instruction** – Review all course proposals at the 4000-level and above.

**Program Development** – Because the action plan calls for more graduate programs, Dean Felix hired a GRA from Business to help faculty with a business plan for new programs. The Board of Curators, made up of many business people, look at new programs with a business perspective. A good example is the Ph.D. in Logistics. . The committee will review proposals for the Ph.D. in History and the Ph.D. in Community Psychology this year. Another project for the committee will be to prepare wording/regulations for the Ed.S. degree.

**Rules and Regulations** – The Dean would like the committee to:

- Recommend policies on 4000 and 5000 level courses in order to meet accreditation demands that graduate be clearly distinguished from undergraduate programming.

- Facilitate 2 + 3 transitions by eliminating the requirement to petition to take 5000-level courses.
- Simplify graduate enrolling data reporting.
- Recommend responses to the System's Academic Audit review that concern policy (e.g. graduate faculty review).

The campus committee on accreditation currently includes Dixie Kohn, Raleigh Muns, and Rick Rosenfeld. Please email Dean Felix if you would be interested in participating in a training session for the upcoming accreditation. It will be held in October.

Sally Ebest mentioned Preparing Future Faculty, which gets graduate students ready for teaching, research, and service. She plans to submit a proposal for a Certificate on University Teaching through Continuing Education.

#### IV. **Dean's Report**

The dean distributed a hand out of priority projects to meet its goals:

- Define the Graduate School's leadership on campus
- Maintain rigorous academic standards.

These resulted from the Graduate School assessment by UM System on April 28. Some items have already been achieved. For example, to define the Graduate School's leadership on campus, the Graduate Dean has become a member of the Chancellor's Cabinet.

The Provost will meet with the deans at a retreat to discuss the Action Plan and what changes need to be made and how to effect those changes; how to meet the rigorous academic standards set by the Action Plan.

In order to make our admission process more efficient, the Dean asked a graduate student to prepare an efficiency study on our admissions process. Suggestions were to steer applicants to the on-line application; maintain a similar process and deadlines for all programs. Some recommendations are being put into place while others are long-term goals. The Graduate Admissions office will pilot an electronic application process by uploading student's transcripts into Sharepoint and electronically submitting files to Graduate Program Directors. The Gerontology and Public Policy Administration programs will test the new process.

#### **Program Plans**

The dean would like the Rules & Regulations committee to review the timeline for submitting the M-1. Currently the M-1 is due after the first third of the program. The intent is to move the submission to the second semester of enrollment. We are also in the process of converting the program plans to DARS. There is still a question of flexibility as we try to list core courses and a provide list of alternate courses/electives. It is anticipated that advisors would be able to

go into DARS and approve electives. The process will start with one program as a test case.

Graduate School Day will be held on Monday, October 10 from 4:30 – 6:30 p.m. in the Century Rooms of the Millennium Student Center. Since our UMSL undergraduates represent 41% of our current UMSL graduate students, we will gear much of our recruitment efforts toward them. The Graduate Program Directors will provide us with their prospect lists; juniors and seniors will be sent information via email; the Dean will ask faculty to announce the Graduate School Day in their classes; an ad will be placed in the Current; and a banner will be hung in the MSC. Externally, we will mail post cards to area teachers who hold a BA degree and possibly place an ad in an area newspaper. We are working with Marketing to distribute information to local newspaper calendar sections. The Alumni Association newsletter will mention the Day as well.

In April 2006 the Graduate School will host its second Graduate Research Fair.

Dr. Tang-Martinez asked about last year's Admissions and Scholarship Committee decisions. The committee prepared a plan to spend the fellowship money without knowing the Provost and Chancellor had to approve it. Therefore less money was given to more students. The dean said the Council is asked to recommend how to spend the money and the Chancellor's decision was to increase the number of awards and make the money go further. .

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Zuleyma Tang-Martinez  
Secretary and Vice Chairperson

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