

GRADUATE COUNCIL
Minutes of the Meeting
January 21, 2005

The meeting was called to order by Dean Judith Walker de Felix at 1:40 p.m. Members in attendance: Joe Carroll, Elisha Chambers, Peggy Ellis, Tom Eyssell, Bill Kyle, Zuleyma Tang-Martinez., Carol Peck. Members absent: Wes Harris, Therese Macan, Nancy Shields, Richard Wright, Ta Pei Cheng David Curry (on leave); vacant positions: Business, Fine Arts.

I. Graduate Fair

The fair was discussed at the Graduate Program Directors' meeting and the date of Monday, April 18 was chosen. The group made the following suggestions:

- There should NOT be a limit on the number of participants.
- Focus on our own students – junior and senior level.
- Use flyers around campus, ask faculty to pass out flyers and announce the event in their classes at the graduate and undergraduate level.
- Mention at departmental alumni gatherings.
- Time frame: 4pm – 7pm so we catch the undergraduate students
- Ask campus research committee to judge or seek their advice on who should judge the competition.
- Make March 18 the deadline for students to apply. Use a registration form which requires the advisor's signature. This would ensure that the advisor is aware of the student's interest and that the student is ready to present the research.
- The event should highlight our very best and bring people in.
- Have a schedule of activities and presenters posted before the day of the event so attendees will know the focus of the event.

For future recruiting:

- Have a day where current graduate students would make calls to prospective students or to students who have been admitted but have not yet registered.
- Use a KWMU talk show where two or three graduate students would be guests and would talk about their research or their program

II. Minutes

The minutes of the December 23 electronic meeting were approved.

III. Committee Reports

Admissions and Scholarship – Peggy Ellis

The committee reviewed applications for fellowships that the Graduate School awarded about 5 years ago. Based on an estimated \$250,000 in new money to be used for fellowships, the committee recommends:

The **Chancellor's Graduate Scholars Dissertation Fellowships** are intended to assist doctoral students with completion of their dissertation. It is proposed that 7 fellowships will be awarded. An estimated individual stipend of \$14,000 will be awarded in equal payments over a 12 month period. Estimated budget: \$100,000

The **Graduate School Doctoral Recruitment Fellowships** are intended to attract and recruit exceptional graduate students at the doctoral level. It is proposed that 7 fellowships will be awarded. An estimated individual stipend of \$14,000 will be awarded in equal payments over a 12 month period. Estimated budget: \$100,000

The **Graduate School Minority Doctoral Fellowships** are intended to attract and recruit exceptional minority students for full time study at the doctoral level. Estimated budget: \$50,000.

The committee limited the fellowships to doctoral students since students are on campus for a longer period of time and need more funding than master's students. Also, recruiting for minority doctoral students has been a high priority.

Friendly amendments were made to take out the "U.S. citizen requirement" for the fellowships and use OEO guidelines for what constitutes minority status. It was also suggested that the wording in requirements be changed from "...should include indicators such as GPA, GRE scores,..." to "...should indicators such as GPA, relevant standardized test scores,..."

As an aside, Dr. Eyssell asked if a portion of the surcharge money on the graduate business courses could be given to the Graduate School. Dr. Felix will mention it to the Provost.

Other comments concerns:

Could the dissertation fellowship be used as a supplement to the maximum award? This award should be seen as freeing the student up from other duties. What happens if student gets the award but doesn't finish the project?

Minority – why 'first in family'? This group tends to be underrepresented.

Dr. Kyle asked if the dissertation fellowship could be awarded in addition to the NSF \$28,000 fellowship? The group believed a student could have both awards, as long as the student's committee made the nomination.

Dr. Peck suggested that any future monies be given to master's-level students.

Council accepted the committee report with the friendly amendments. The

Graduate School will prepare the announcements of these awards, when the funds become available, and distribute them.

Program Development Committee – Ta Pei Cheng

No report. The committee did receive a question from a faculty member about deletion of the outside member on a dissertation committee. The response is that the general policy is that an outside member is not required but units can make it a part of their requirement, if it makes sense. Drs. Tang-Martinez and Kyle said their committees have included outside members who have participated by phone, video conference or distance laboratories.

To make sure faculty are aware of changes approved at the Graduate Faculty meetings, perhaps such changes could be announced in the Graduate Program Directors' meetings and ask them to share the information with their colleagues.

Rules and Regulations – Bill Kyle

The committee received an assignment a few days ago and should have a report at the February meeting.

Curriculum and Instruction – Elisha Chambers

No business.

IV. Dean's Report

In April, the Graduate School will have its program audit visit. The exact date is not yet known. If you would like to see the report submitted by the Graduate School, please contact our office.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Mary Ellen Heckel
for Therese Macan