

Graduate Faculty
Minutes of the Meeting
April 5, 2006

The meeting was called to order at 2:00 p.m. by Dean Judith Walker de Felix.

I. Minutes

The minutes of the November 30, 2005, meeting were approved.

II. Report from the Graduate Faculty Nominating Committee

Dean Felix presented the slate of nominees from the committee.

Graduate Council (2006-08 term)

Susan Kashubeck-West, Education

Ruth Jenkins, Nursing

Michael Murray, Fine Arts and Communication

Carl Bassi, Optometry

Nominations from the floor to serve on the remaining slots were:

Zuleyma Tang-Martinez, Math/Physical Sciences

Theresa Guess, Social Sciences

Haiyan Cai, Math/Physical Sciences

Secretary to the Graduate Faculty 2006-07

Dr. Paulette Isaac-Savage agreed to continue her service in this position.

Faculty accepted and approved the slate for 2006-07. The Graduate School staff will verify the nominees' willingness to serve.

III. Report from the Graduate Council and its subcommittees

Dr. Tim Farmer presented a change in the rules and regulations from the Curriculum and Instruction committee.

Change the *Bulletin* and Section 7.1 to add an S/U option in the Graduate School Policies:

“The satisfactory/unsatisfactory (S/U) option, which is an option for undergraduate students, is not normally available in any courses for graduate credit. S/U grades may be given only for specific internships, practica, or project

courses as requested by a school or college, with prior approval from the Graduate Council. Courses on the S/U grading system will carry no points toward calculation of the grade point average.”

Rationale: The Social Work program requested addition of an S/U option for specific internships, practica or project courses. This request was discussed and found acceptable by the Graduate Program Directors and the Graduate Council. The S/U option would be a viable option for the Clinical Psychology and Education programs as well.

Discussion:

Our current policy does not allow us to accept transfer courses with the S/U grading in doctoral hours. If the S/U policy is approved, we may need to change our policy of accepting other institutions’ S/U courses. The Faculty gave Dean Felix the authority to edit the regulations to conform to the new policy.. The transfer policy would be for similar courses, not for all transfer courses.

A friendly amendment was made to define Satisfactory as “A or B equivalent”. Faculty approved the addition of the S/U grade to the Bulletin and section 7.1. The definition of the S grade will be incorporated into the Bulletin and the transcript information.

Dr. Farmer is chair of the Graduate Council C & I and a member of the Senate C & I. This dual role allows for a smoother transition. Courses are in better shape when they reach the Senate, because Dr. Farmer is aware of what the Senate requires.

The Senate C & I now uses an electronic process for course and degree program review. Courses are uploaded in Sharepoint. This allows the various units and approving bodies on campus to monitor and maintain information on the approval process of each document. At some point, all faculty will have read-only access to Sharepoint. Right now, the Senate Web site posts information on all course and degree program proposals and their status in the approval process.

Dr. Steffen asked about a better process for cross-listing (I wonder if it might be better to say cross-listed courses) courses and obtaining signatures of other departments. Dr. Farmer believes a typed acknowledgement on the cross-listed form will suffice.

Admissions and Scholarship Committee

The committee received applications for the Dissertation Fellowships and the second round for the Recruitment Fellowships. A decision should be made within the next week. The committee has been asked to reconsider the deadline dates for the Recruitment Fellowships. The deadline for round one for some departments is too late and the deadline for round two is too early for other departments. The

committee will look into either a rolling deadline or moving the first due date to late February and the second due date to mid-March. If necessary, the Dean might be given authority to review special cases.

IV. Dean's Report

The dean requested an editing change to the Graduate School Policies. The Education Specialist degree was approved a few years ago but the policies were never updated to include information on the degree. The Education and Graduate School faculty and staff worked on these changes and would like to recommend their inclusion in the Policies:

Sections 5.6 through 8.8 add the educational specialist degree title to the existing policies for the Master's and Doctoral rules.

5.6.1. Courses Taken at the University of Missouri-St Louis

At least half of the credits for the master's, *educational specialist* and doctoral degree plans shall be from 5000-level courses and above.

5.9. Time Limitation

The maximum time allowed for completion of a master's degree is six years after the first course enrollment. *The maximum time allowed for completion of an educational specialist degree is six years after the first course enrollment.* The maximum time allowed for completion of a doctoral degree is eight years after the first course enrollment. Graduate work completed outside these time periods may not be included in the degree program except under extraordinary circumstances and then only after petition to and approval by the dean of the Graduate School. An exception to the time limitation may be approved in advance with an authorized leave of absence.

8.8. The Master's Degree for Doctoral and Educational Specialist Students

Doctoral *and educational specialist* students may receive a master's degree in their unit for work they have completed toward ~~to a doctoral~~ *the advanced* degree. The unit establishes the requirements for such a master's degree. However, the requirements should, in principle, be similar to those for other master's degrees offered by the unit.

Doctoral students may also receive a master's degree for work they have completed toward a doctoral degree in another unit provided (a) they apply no more than two-thirds of the master's degree courses to their doctoral degree program; (b) they have been admitted to the master's degree program; and (c) they have obtained the approval of the advisors from both programs and from the

Graduate School. Credit from the master's degree must constitute less than half the total credits required for the doctorate.

Multi-disciplinary programs may seek programmatic exceptions to these limits when the program undergoes the approval process.

The Faculty moved to amend section 8.8 to change “advanced degree” to “a doctoral or Ed.S. degree”. Sections 5.6.1, 5.9, and the revised 8.8 were approved.

Note: In this document, the italicized portions are the same language used in existing policy. This section will reflect separate policies for master’s and doctoral students. Anything that is underlined is taken directly from the approved degree proposals.

11.1. Educational Specialist Admission

Each educational specialist degree program shall determine any eligibility standards beyond the minimum for admission to the Graduate School.

11.2 Educational Specialist Enrollment

All educational specialist degree students shall be enrolled for credit for access to university resources, including advisement, data gathering, or examinations.

Full-time status for all graduate students is defined as at least nine credit hours of course work. Individual units may require higher enrollments.

11.3 Educational Specialist Credit Requirements

A minimum of 60 semester hours of graduate credit is required for all educational specialist degree programs. *Individual programs may require a greater number of hours.*

11.4 Educational Specialist Residence Requirement

At least one half of the courses in an educational specialist degree program must be completed in residence at UM-St. Louis.

11.5. Educational Specialist Time Limitation

All courses included in an educational specialist degree program, whether taken at UM-St. Louis or at another institution, shall have been completed within six years after enrollment in the first course.

When educational specialist students have earned a master's degree at any institution, appropriate credits may be applied toward meeting the requirement for the specialist degree, subject to unit approval. Such credits shall constitute less than half of the total credits required for the educational specialist degree. Credit for courses taken for a master's degree is exempt from the six-year time limitation.

11.6 Filing the Educational Specialist Degree Program

An educational specialist degree student enrolled shall file an approved program plan with the Graduate School before completing two-thirds of the credit hours required in the program. Students may petition the dean of the Graduate School to change the degree program after it has been filed.

11.7 Comprehensive Examination, Scholarly Paper, or Exit Project

Each program requiring a comprehensive examination for the specialist degree informs the Graduate School of (a) the number of times the unit will allow its students to take a comprehensive examination, and (b) the period of time that the unit will allow between the first and final attempt to pass the examination.

Programs recommend Graduate Faculty members to serve on committees for capstone projects. The Graduate Dean shall review and may appoint the committee.

11.8 Educational Specialist Thesis

Units recommend Graduate Faculty members to serve on committees for capstone projects. The Graduate Dean shall review and may appoint the committee.

Educational Specialist degree students who write a thesis must submit to the dean of the Graduate School one copy of the thesis by the posted university deadline, normally six weeks before the end of the term in which graduation is sought. The chairperson of the thesis committee is responsible for verifying that the final draft of the thesis is acceptable to the Graduate Dean and the thesis committee.

Students shall disseminate the thesis according to current Graduate School procedures.

The Faculty made a friendly amendment to add the word “Normally” to the beginning of section 11.4. This will address the differences in residency requirements for the Ed.S. areas. The revised section will read:

11.4 Normally, at least one half of the courses in an educational specialist degree program must be completed in residence at UM-St. Louis.

Faculty approved sections 11.1 through 11.8 as revised.

Graduate School Open House

The Open House is scheduled for Monday, April 17, at 4:30 p.m. in the MSC. The event has been advertised in the Riverfront Times, a tag line has been added to current radio ads and posters and flyers have been distributed around campus and emailed to upper-level undergraduates. Due to a low number of nominations, the deadline for students to present research posters has been extended to April 10. Faculty was asked to get the word out to their students to consider participating in the event. Faculty suggested the title may need to be changed to clarify the research poster portion. A more academic sounding name of the event would sound better for students who would add this to their vita. Another problem may be the time frame conflicts with other student presentations.

Proposal to form a Graduate Faculty Senate from the Graduate Council and Graduate Faculty

The dean distributed a proposal designed to give graduate faculty more leadership in the development of graduate policies while also limiting the bureaucratic layers and faculty members' time commitments. Under this proposal a Graduate Faculty Senate would become the chief legislative and policy-formulating body for the Graduate Faculty of the University of Missouri-St Louis and would take the place of the current Council and Graduate Faculty meetings. This proposal will be presented to the Rules and Regulations committee of the Graduate Council in 2006-07.

Comments: Take out the provision to remove members who do not attend three consecutive meetings as it seems punitive.

Dr. Pope moved and Dr. Brown seconded that the Graduate Council C & I committee be combined with the Program Development committee next year. Faculty unanimously approved the motion.

Grad Council representation: the representation should flow with where the graduate programs are housed. Perhaps elect representatives by the number of students in degree programs rather than the number of faculty. This may not be good since the number of students could fluctuate whereas the number of faculty remains fairly constant. With the addition of the College of Fine Arts and Communication, the number of faculty in the Humanities sector of A & S has been reduced dramatically. We've had a hard time getting representatives for that sector.

The Gerontology and Public Policy programs do not have representation on Council.

Faculty asked the Graduate School to provide a spreadsheet about the number of graduate faculty, where graduate students reside, or the number of graduate programs (degrees only, not graduate certificates).

Would representation on the Graduate Council be a task force issue?

V. Other business

Dr. Pope noted that requiring sign-offs on course proposals and degree programs is not indicative of approval but rather is acknowledgement of the proposal. The Provost does not want any one person or department to have the ability to stop a proposal from being forwarded through the system. If an approval is not noted on the forms, the Senate will not review the document.

We need to look at the University system rules and regulations to make sure our policies are in compliance.

Dr. Cristiani would like to see a session by Dean Felix where sharing and prevention tips on many issues would be presented to faculty and administrators. The Dean mentioned a CGS suggestion to look at felony records of applicants before making an admission decision. The intent is NOT to deny a felon admission, but to determine the type of felony and if there would be impediments to their course of study, i.e. counseling, nursing, etc. Another suggestion is to ask Peggy Cohen's Center for Teaching and Learning sessions to include a discussions with someone from UM Legal who could answer questions, concerns with administrators.

There being no other business, the meeting adjourned at 3:20 p.m.

Respectfully submitted,

Paulette Isaac-Savage
Graduate Faculty Secretary

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