

GRADUATE FACULTY
Minutes of the Meeting
November 30, 2005

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

I. Minutes

The minutes of the April 21, 2005, meeting were approved. Dean Felix suggested members be sure to check the Graduate School website and read through the minutes of the Graduate Council and Graduate Faculty minutes for pertinent information. April's minutes described the extra \$250,000 that the Graduate School received for fellowships and recruitment efforts.

II. Election of a Graduate Faculty Nominating Committee

The committee's sole purpose is to select nominees to serve on the 2006 Graduate Council. These nominees would be elected by vote at the April 2006 Graduate Faculty meeting. Graduate Faculty recommended the following faculty; and the Graduate Dean's office will contact them to verify their willingness to be on the nominating committee.

Ken Thomas, A & S Social Sciences
Tom Eyssell, Business
Shawn Woodhouse, Education

Since no nominees were suggested from A & S Humanities, A & S Math/Physical Sciences, Fine Arts, Nursing or Optometry, the Graduate School will contact the appropriate Graduate Program Directors and chairs for suggestions.

III. Graduate Council Report

Curriculum and Instruction Committee – Timothy Farmer

The committee formulated a proposal to streamline the course approval process. It has been forwarded to the Senate C & I committee. The proposal would allow the Graduate C & I committee to review and approve courses at the 5000-level and above and report their findings to the Senate C & I committee. Those courses would **not** require an additional review by the Senate C & I committee. The Council C & I committee would continue to review 4000 level courses and forward them to the Senate C & I committee for their review. To be consistent, I added the word committee throughout this paragraph

The Graduate School is piloting a process to electronically submit, log and review course proposals through Sharepoint. The Sharepoint library tracks all changes made to the course proposals. Currently, signoffs are handled by typing in the person's name and telephone number. One person in each college has been designated to submit electronic course proposals. Access to the site is restricted and will remain so until controls can be put into place. Additional information on the process may be found on the Senate website.

The Graduate Program Directors asked the Council to look at the nature of 4000 level courses, whether they are senior level or graduate level. The C & I committee will review the matter and report to the Graduate Council.

Program Development Committee – Tom Eyssell

The committee reviewed the existing ESL placement test requirement. All international graduate students are required to take an ESL placement test but no policy supporting this requirement can be found. The Graduate Program Directors want the ability to allow students to opt out of the requirement. Currently, there are four departments who wish to opt out. The committee has endorsed this proposal and will discuss it with representatives from ESL and International Student Services at the January Graduate Program Directors and Graduate Council meetings. This proposal only relates to international students who are not going to be GTAs. The State mandates that international GTAs be tested on their English ability before a teaching assignment is given.

Admissions and Scholarship Committee – Dean Felix for Mike Griffin

The committee selected recipients for the Graduate School Dissertation Fellowships. The recipients are:

Anand Jeyeray, Ph.D. Business – Information Systems
Jorge Brea, Ph.D. Physics
Osman Ozturgut, Ph.D. Education

The committee also chose the campus nominee for the MAGS Thesis Award. This year's nominee was Krisanna Scheiter, M.A. in Philosophy. Runners up were Oliver Weihberger, M.S. Physics, and June Jeffries, M.S. Biology.

The committee's next project will involve finding nominees for the Bridge Fellowship. The Fellowship is intended to prepare underrepresented students for work in the fields of mathematics and science. The problem has been finding undergraduate students who were in the Bridge Program. It has been difficult for the campus to track these students. The committee would like find ways to use these fellowships as a recruiting tool.

Rules and Regulations – Dean Felix for Bill Kyle

The committee will consider a proposal to use pass/fail grades for practicum courses. There has been a delay in meeting due to an incomplete slate of committee members.

IV. Dean's Report

The dean distributed an update to the campus' Action Plan that include the following items:

Increase the number of certificate programs – This should be fairly easy to accomplish and the Dean invited faculty to recommend new programs.

Increase the number of internships and externships. The Graduate School provides tuition scholarships to students who receive external assistantships.

Increase graduate enrollment by 150 students each year. Overall, graduate enrollment has increased by 4%.

Increase enrollment of African American students and ethnic minority students. The goal for increasing African American students has already been surpassed. The reporting of ethnic minority students has been inconsistent. For example, some international students are included. The Registrar's office will correct this.

Marketing campaign. The marketing committee meets weekly to review whether to outsource or handle marketing internally. Faculty suggested it would be helpful to target marketing efforts toward particular programs and/or integrate program efforts with the campus campaign. The Provost is working with the deans to see what each unit is doing re: marketing. The consensus is that we have not been successful in integrating internal and external marketing strategies. There has also been a problem with advertisements that suggest applicants can apply one week before classes and get admitted. This is not true at the graduate level and has caused ill will when applicants learn they can't be admitted for the current term.

Selectively add doctoral programs. The dean hired a GRA to assist faculty with preparing a business plan for new programs. Currently, only the History department is working on a new degree program. The new Carnegie classification requires 15 doctoral programs and a doctoral graduation rate of 50 students. Although we offer doctoral programs in 14 areas, only 11 have separate federal ID codes. We would need to either add four new programs or divide some of the existing areas (such as in education or psychology) to increase our numbers. We have already reached the goal of awarding at least 50 doctoral degrees in one year.

Increase publications of faculty. Dean Felix requested and the Provost approved Graduate School Faculty Research Fellowships. They are designed to increase the diversity of dissertation committee members and chairs by recognizing associate professors working toward promotion to full professor. Each fellowship supports

a faculty member from a group under-represented in his/her discipline to work on research projects to enhance his/her application for promotion to full professor. There are additional faculty fellowships available on the Academic Affairs website.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Paulette Isaac-Savage
Graduate Faculty Secretary