The meeting was called to order at 1:30 p.m. by Dean Judith Walker de Felix. Members in attendance: Donald Gouwens, Stephanie Van Stee for Alan Heisel, Beth Huebner, Susan Kashubeck-West, Haitao Li, Michael Griffin, David Kimball, Donald Sweeney, Matthew Taylor, Maris Gillette, Adrian Clingher, Wes Harris, Associate Dean. Members absent: Wendy Olivas, Ben Torbert, Wilma Calvert. Guests: Sue Farberman, Kimberly Allen, Shelly Hanko.

I. Minutes

The minutes of the September 26, 2014 meeting were approved.

II. Nomination to the Graduate Faculty

Jessica Z. Taylor, Research Assistant, College of Nursing, was approved for Graduate Faculty status.

III. Course and Program Proposals

Council reviewed and recommended approval for the following courses pending clarification:

CAST 4798 “Child Advocacy Studies Field Experience Seminar”
The course is listed for graduate credit but the description states that the course will be taken by students pursuing a minor in Child Advocacy Studies. Would graduate student be allowed in this course? Should ‘minor in’ be deleted if the course is also intended for graduate students?

Bio 6102 “Advanced Topics in Behavioral Ecology”
The ‘catalog pages’ section of the document lists ‘Biochemistry and Biotechnology. This needs to be changed to ‘Biology’.

Council recommends approval for the following courses as presented:

Crimin 4370 Crime, Justice and the Media (new)
Hist 6127 Museums and Communities (new)
Nurse 6111 Healthcare Systems Concepts and Theory (Change T, D, P)
Nurse 6130 Research, Interventions and Evidence Based Practice (Change T, D, P)
Nurse 6418 Organizational Behavior (new)
Nurse 6420 Healthcare Law and Regulation (new)
Nurse 6424 Social Determinants of Health (new)
Nurse 6518 Pathophysiology for Advanced Nursing Practice (change D)
Nurse 6520 Pharmacology for Advanced Nursing Practice (change D, P)
Nurse 6524 Health Assessment for Advanced Nursing Practice (Change D, P)
Nurse 6530 Clinical Diagnosis for Advanced Nursing Practice (Change T, P, D)
Nurse 6660 Introduction to Health Systems Management and Policy for Underserved (new)
Nurse 6730 Leadership in Population Health I (new)
Nurse 6731 Leadership in Population Health II (new)
Council reviewed and approved the following program proposals:
Ph.D. Political Science (change)
DNP, emphasis Leadership in Population Health and Healthcare Systems (add emphasis)
DNP, emphasis Advance Practice Nurse Practitioner (add emphasis)
Doctor of Nursing Practice (change requirements)
The Graduate School policies will need to include a separate section on professional degrees for projects/scholarly papers.

III. Proposed policy on Thesis Section 8.11

The Dean submitted a proposal to add a section on master’s theses, similar to those for the dissertation. The suggested policy is below:

8.11 Master’s Thesis
The Master’s Thesis Committee shall consist of at least three members of the Graduate Faculty who can contribute their expertise to the thesis study. The committee chair and at least one other member shall be faculty in the department offering the degree. The Graduate Dean shall review and approve the committee membership and any changes in membership.

The thesis must be written on a subject approved by the candidate’s thesis committee and must be the candidate’s own work. The reuse of text from previous papers authored or co-authored by the student shall be evaluated by the committee prior to the thesis defense. In the thesis, the student must clearly and explicitly identify all reused text and the original source(s) of that text......

The final defense of the thesis shall be open to the public (except during committee deliberations or) unless the thesis chair requests that the dean of the Graduate School permit a closed meeting on the basis of an embargoed study. After deliberating on the defense of the thesis, the Master’s Thesis Committee shall vote on whether the defense was successful. The defense shall be deemed unsuccessful if there are two negative votes, even if outnumbered by positive votes. An abstention will be considered a negative vote. A student failing the defense shall have the opportunity for one additional presentation before the same committee. The Master’s Thesis Committee shall determine the timing and format of the subsequent defense. The Master’s Thesis Committee makes the final decision on the defense, whether pass or fail, and reports the results to the Graduate Program Director, who informs the Graduate School no later than two days after the defense.

Master’s degree students shall disseminate the thesis according to current Graduate School procedures. The final copy of the thesis must be typed according to current Graduate School requirements. To be accepted by the Graduate School, the copy must be legible, neat, and paginated correctly. An abstract is required. .... The chair of the thesis committee shall determine the grade for the thesis.

For proposed section 8.12 (formerly 8.10) the department will decide the procedures used for the thesis but they must be posted on the department’s website.

8.12 Final Master’s Projects and Examinations
Graduate Program Directors recommend at least two Graduate Faculty members (.... Graduate faculty with expertise in the topic) to serve on committees for capstone projects and examinations. The Graduate Dean shall review and appoint the committee.
Programs that offer alternatives or requirements for capstone projects or examinations are expected to post procedures that have been approved by the department. Graduate program directors shall inform the Graduate School when the department initiates or changes their procedures.

The chairperson of the capstone committee is responsible for verifying that the final project or examination is acceptable to the committee and the Graduate Dean by submitting current Graduate School forms for documenting those approvals. It is the responsibility of the committee chair to grade project/examination.

The Dean will incorporate some of the languages suggestions from Council and then it will be sent to the full Graduate Faculty for a vote.

IV. Dean’s Report

Graduate applications are down by 13% by admits are up by 12%.

We are expanding the I Chose UMSL awards to include alumni who graduated within the past five years.

Dr. Harris reported that there have been improvements in getting applications to graduate school processed more quickly. This is based on contacting applicants who have not yet submitted a transcript, working on processes in Graduate Admissions and getting Program Directors to act on applications more quickly. The time to process applications is down by 20 to 25% from Fall 2013.

Discussion ensued about problems with the online letter of recommendation process. There have been many problems with it. Also the letters submitted via the online process aren’t as robust as others submitted directly to the university. Suggestions were: have a login for users where they could simply upload the letter; find ways to get the letters of recommendation uploaded to web now; get a better electronic system.

It was suggested that we take the electronic letter of recommendation off-line until a better product can be found.

Dr. Harris recommended the Quick Admit process to get last-minute applications admitted more quickly – usually within five days.

Our next discussion will include policies for the professional doctorates.

The meeting adjourned at 2:50.

Sincerely,

Mary Ellen Heckel for
Susan Kashubbeck-West, Secretary
and Vice Chairperson