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Graduate Associate Deans' Group Minutes

Graduate Council

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Graduate Deans' Group
Thursday, March 26, 2015, 2:00 – 3:30 p.m.
University Center, Room 220

Attending:

Kate Atchley (for Bruce Behn), Sherry Cummings, Joy DeSensi (Chair), Patricia Freeland, Mary Gunther, Carolyn Hodges, Stephen Kania, Yvonne Kilpatrick, Sandra Leach, Catherine Luther, Brent Mallinckrodt, Lisa Mullikin, Stefanie Ohnesorg, John Stier, Dixie Thompson

The meeting was called to order by Joy DeSensi at 2:00 p.m.

1. The Minutes of February 12, 2015 were approved.
2. Updates – Carolyn Hodges
 - a. The Graduate School had its annual Planning/Budget with the Provost. A primary focus of the budget is funding for graduate students. Over the last few years, the number of NSF graduate research fellowships has increased from 5 to 13, for which the Graduate School has not received additional funding. Hodges requested that the tuition for the NSF fellows be waived, so that existing funds can be used to support more new students admitted to programs. She also requested an increase in the Diversity Fellowship funding we receive from the State.
 - b. Hodges is preparing a memorandum about the policy on *Grade of Incomplete* to indicate that the policy allowing up to one year to remove the Incomplete will be strictly enforced. The memorandum will support the intent of the policy by clarifying policy guidelines, that is, the appropriate context for an incomplete and how it should be managed between the instructor and the student. Instructors and graduate students would be aware that:
 - i. A grade of Incomplete is a temporary grade indicating that the student has performed satisfactorily in the course, but, due to unforeseen circumstances, has been unable to finish all requirements.
 - ii. The student should have completed at least 50% of the class (preferably more).
 - iii. If the student hasn't completed 50% of the class, then the instructor and student should consider the option of withdrawal from the class.
 - iv. If a grade of Incomplete is given, the instructor and student should meet and the instructor and student agree in writing about the work required to remove the Incomplete and a date when the work must be submitted.
 - v. For students on an approved LOA, if the work is not completed within a year, the instructor may submit to the dean of the Graduate School a request for an extension of time to submit the grade, outlining the proposed date and reason and including supporting justification.
3. Assigning of Advisors to Graduate Students – Dixie Thompson

The Graduate School requested that OIT insert the names of the Graduate Associate Deans as the students' default advisors because Dr. Hodges was previously listed as the default advisor for all graduate students. The associate deans expressed concerns about issues associated with their managing the requests at the college level.

- a. After discussion with the associate deans about how to assign default advisors most effectively, Dr. Hodges indicated that she would review options with the Office of Information Technology.

4. Grading Scale for Graduate Students – Stefanie Ohnesorg

A report from the Academic Policy Committee (APC) was presented regarding a proposal to revise the grading scale for graduate students. Following review of data from other universities and a discussion among APC members a vote revealed unanimous support to recommend to Graduate Council that the undergraduate and graduate grading scale be the same. The associate deans offered perspectives and comments and strongly recommended that prior to bringing the proposal forward to the Graduate Council that it be reviewed and discussed among the faculty within the departments and programs in order to secure feedback from the instructional faculty.

5. Joy DeSensi

- a. The Director of Graduate Studies Workshop is Tuesday, March 31, from 9-11a.m. in the Shiloh Room. We have a full agenda and it should be a very informative meeting.
- b. Fellowships:
 - The fellowships are currently being evaluated. We will post the names of the recipients on the Graduate School website on April 9.
 - The Associate Deans were strongly encouraged to have the departments post the name of their Director of Graduate Studies prominently on their websites.

Dr. DeSensi reminded everyone this is the last meeting for this academic year. Dr. DeSensi expressed her appreciation to all the Associate Deans for their work and commitment to the graduate students and to the Graduate School. Dr. DeSensi communicated that she is retiring May 31, 2015.

The meeting was adjourned at 3:00 p.m.