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Graduate Associate Deans' Group Minutes

Graduate Council

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GRADUATE DEANS' GROUP
THURSDAY, JANUARY 20, 2005, 2:00 – 3:15 P.M.
4th FLOOR CONFERENCE ROOM, ANDY HOLT TOWER

Attending

Mary E. Papke (Chair), Tammy Barnhart, Bill Dunne, Jerry Faria, Sarah Gardial, Tom George, Alan Hollis, Barbara Klinkhammer, Jan Lee, Anne Mayhew, Buddy Moore, Stefanie Ohnesorg, Masood Parang, Kay Reed, Rose Ann Trantham, Jenny Wright,

1. Call to Order – Dr. Mary E. Papke, Chair.
2. Time Limits for All Graduate Assistantships - Dr. Mary E. Papke

A revision for the Graduate Catalog has been passed by the Academic Policy Committee and forwarded to the Graduate Council for final approval. The current statement located on page 43, bottom paragraph, left column is to be deleted. The new proposed statement on page 42 after Work Assignments and Related Factors reads as follow:

Proposed statement for Graduate Catalog: The maximum number of years that a graduate student can be appointed to a 25% or more assistantship is three years as a master's student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Departments or programs may impose stricter limits. Requests for an extension beyond the maximum terms here specified must be made in writing by the academic unit to the Dean of Graduate Studies. Established time limits for completion of graduate programs – six years for a master's program and eight years for a doctoral program-also apply to all graduate assistants.

Department heads and program coordinators will be reminded to monitor appointments of assistantships at the Graduate Coordinator's Workshops.

3. Deadline for Graduation Application – Dr. Mary E. Papke

The Academic Policy Committee is recommending that the Graduate Council approve a change in the deadline for the graduation application, as stated here:

A student planning to graduate must submit an application for graduation no later than the last day of classes of the term prior to the term he/she intends to graduate.

The purpose of the proposed statement is to allow the respective offices (Graduate Student Services and the Registrar's Office) to communicate with and check on each applicant for graduation in a more timely fashion.

4. Discussion of External Reviewers for Doctoral Dissertation Committees – Dr. Mary E. Papke

A change in the policy statement is being considered by the Academic Policy Committee to encourage doctoral students to include an additional reviewer on the dissertation committee who is external to the university. Questions were discussed as follows:

- Would external reviewers of doctoral dissertation committees participate as part of the dissertation committee only?
- Would external reviewers sign the doctoral committee appointment form thus indicating their participation?
- Would external reviewers participate in the approval of the graduate program (Admission to Candidacy)?
- Would external reviewers participate in the signing off of the approval page and the pass/fail form of the defense of dissertation?

5. Other

Best Practices in Teaching Program– Dr. Mary E. Papke

- This program will be made available in 2005–2006 to new GTA's, new faculty, and restricted current faculty as a developmental tool for teaching.
- Sessions will be offered in both the Fall and Spring Semesters of the academic year.

Web Orientation for Graduate Studies – Dr. Mary E. Papke

- The Web Orientation Site for Graduate Studies is nearing completion. It will be reviewed by Graduate Council members and Graduate Student Senate members before being released.

Appeal Process Committee – Dr. Mary E. Papke

- Mary Papke is in the process of evaluating other university's appeal processes. A subcommittee of the Deans' Group will be involved in drafting a proposed change for the appeals process.

Post-Doctorate Policy – Dr. Mary E. Papke, Dr. Buddy Moore

- Buddy Moore is in the process of working on developing policy for post-doctorates. Details will be reviewed and discussed in future meetings.

Interdisciplinary Programs – Dr. Bill Dunne

- Bill Dunne asked for information on the process for development of interdisciplinary graduate degree programs.

Meeting Adjourned at 3:15 p.m.

The Graduate Deans' Group Meeting for Thursday, February 10, 2005, has been cancelled.
