



## GRADUATE COUNCIL

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### Minutes of Meeting Held September 12, 2019

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*Present:* Dean Sridhar, Associate Dean Schultheiss, Professors Arndt, Porter, Pourdavood, Kim, Tayyara, Matcham, Quinn, Ekelman, Hatch, Kumar, Allensworth-Davies, Registrar Representative Nina Cook, Student Representative Nathan On

*Absent/Excused:* Professors Sparks, Kothapalli, Falk, Kostead, Carnell, Sola, Shukla, Library Representative Diane Kolosionek, Registrar Kevin Neal

**1. Approve Agenda** – The Agenda was **approved** as presented.

**2. Welcome**

- ❖ Dr. Sridhar welcomed Council members, especially the newly elected. He mentioned that this is an active, working committee that looks at any and all proposals involving graduate programs before they move on in the University process. He thanked everyone for the work that they will do. All were reminded that materials for the meetings would be in Curriculog for everyone's reading before meetings.

**3. Approve minutes** – April 24, 2019

- ❖ **A motion was made, seconded and the April minutes were approved as written.**

- Around the room, everyone introduced themselves and their college/program to Council. Dr. Sridhar explained that the student representative was included via a request and a Graduate Faculty By-Laws change. He is a full voting member and should not hesitate to include himself into conversations and discussions.
- A new Research Council representative is needed. This is a three-year term with three meetings in the Fall and 2-3 meetings in the Spring. This Committee is responsible for awarding funding to the University internal awards applicants. Dr. Roland Pourdavood volunteered.

**4. New Business**

- ❖ Curriculog proposals
  - i. Labor Relations & Human Resources – Admission revision
    - The department felt their practice was out of line with other universities' MBA programs. The revision is to waive the GRE/GMAT requirement for those students from AACSB accredited schools. Students will be admitted to a non-degree seeking track and will matriculate into the degree program once they complete 12 credits of coursework in good academic standing.
    - **A motion was made to approve the proposal, which was seconded and passed unanimously.**
  - ii. Graduate courses in Curriculog – for review
    - Dr. Sridhar explained the previous process of reviewing graduate courses. As course proposals come through Curriculog, the Associate Dean reviews them in detail. If there are any questions/issues the department is contacted for clarification. Then a list of reviewed graduate courses is made for Council's approval. It is still expected that Council members check these courses, especially those from one's program.
    - A draft document was shared that shows the types of things used to review courses and proposals at the Graduate Council step in Curriculog.

- **A motion was made to approve the list of courses (with the possibility of HSC 692 not being included), which was seconded and passed unanimously.**

**5. Graduate Council Representation & Standing Committees** – Available reports

- a. Faculty Senate
  - There were no graduate proposals reviewed. President Sands did comment on the decrease in graduate enrollment and the new opportunity of CSU Global.
  - A Council member did comment on the declining graduate enrollment and questioned what we can do and what is being done. Dr. Sridhar mentioned the work being done over the last few months by Grad College staff with a Task Force and several on campus/off campus events. The international student declines are a national issue and due to several factors (politics, other university enticements, research at top-tier universities).
  - Another discussion topic involved an “open access books” presentation
- b. University Admissions & Standards
  - Dr. Sridhar attended the first meeting to discuss the international student CSU Global initiative
- c. University Curriculum Committee
  - Dr. Sridhar attended the first meeting to discuss the international student CSU Global initiative
- d. Graduate Faculty Review Committee
  - The Committee presented their recommendations for the Summer semester applicants.
  - **A motion was made to accept the Committee’s recommendations, which passed unanimously.**
- e. Petitions Committee
  - Twenty petitions were reviewed in the summer, the next meeting is soon.
- f. Grade Dispute Committee
  - None pending
- g. Program Review Committee
  - All Committee names have been submitted to the Office of Academic Planning
- h. University Research Council - no report
- i. Graduate Student Awards Committee
  - The Committee will be meeting soon and advertising for the awards will begin next week through sources such as email, our web site, and the Graduate Student Newsletter. The deadline is November 1<sup>st</sup>.
  - The Three Minute Thesis competition deadline is December 1<sup>st</sup> with the competition in February. We offer three workshops with information on preparing for the 3MT.

**6. Discussion items**

❖ Grade Disputes

- i. Dr. Schultheiss explained that per the Graduate Catalog listing, students can petition a grade for two reasons: 1) unfair treatment, a student treated differently than other students, and 2) a math error in the grade computation. A question has been raised, what can the Committee do if something happens in a class that impacts all students’ ability to be successful? Alternatively, if there was a practice in the class that is unfair to all the students? Not expecting a solution today, Dr. Schultheiss asked if the grade dispute policy in the catalog should be revised. Should it be modified at all since it does not address these types of issues?
  - Discussion topics included such issues as: the syllabus should be transparent to all students; University Admissions & Standards Committee only reviews that the correct process was followed—they do not comment on the dispute; should chairs be consulted
  - A Council member asked who could actually change a grade? The answer is the instructor and/or the chair. A comment was made that chairs may need more training. Some are placed into positions without extensive guidance/training.
  - Dr. Schultheiss mentioned that the Committee does not have the power to intervene on behalf of all students in a class if something seems unjust

- ❖ Simultaneous degrees
  - i. The Graduate Catalog has wording about subsequent degrees but not two Master's degrees at the same time. Do we want to revise the language to include a student taking two degrees at the same time (simultaneously)?
    - Discussion topics included: full time status for international students; can students apply credits to more than one degree (double-counting); should 'simultaneous' be added in place of the word 'subsequent' or have both?
    - Dr. Sridhar suggested a few work with Dr. Schultheiss to draft revised catalog language. Dr. Porter volunteered. A question was asked about certificates—should students be encouraged to get a certificate along the way of their degree. The answer is 'yes.'
- ❖ Capstone/Master's exit projects
  - i. Continuous enrollment of one credit for thesis/dissertation students is required, but the Catalog does not mention Capstone or Projects. Dr. Schultheiss explained the process of giving a "T" grade to students who continue to work on theses/dissertations semester after semester. How does this apply to capstones and projects? The question was raised because of a course proposal for a Master's Project changing credits. Dr. Schultheiss wanted to verify that Council agrees Capstone & Projects are different from theses/dissertations courses and the Catalog does not need to be changed.
  - ii. **A motion was made to approve the HSC 692 course for a credit change, which was seconded and unanimously approved.**
- ❖ Question—Does a faculty member need to have graduate faculty status to be on a graduate admissions committee or a graduate program committee in their department? If so, does it need to be a certain level?
  - i. The consensus was that someone *should* have status in order to make graduate decisions but thought it could be program-specific. It was suggested to include some language in the By-Laws.
  - ii. A suggestion was to add "under normal circumstances" like it is listed for Program Directors. Dr. Sridhar said we would draft broad language and bring it back to Council next month for review.
- ❖ Cross listings
  - i. Just a reminder that courses across more than one level are not approved. Current courses have been grandfathered. It was clarified that 500/600 can be Master's, 600/700 and 800 are doctoral.

## 7. Informational

- ❖ Last year an Engineering proposal (MCIS) was approved by Graduate Council in April. When it reached the UCC stage a revision was made and two undergraduate courses were removed from the prep program. It was felt that it did not need to return to Council, Council members would be informed of this change.

## 8. Items for future discussion

- ❖ A Council member requested a future discussion on marketing graduate programs in light of the enrollment decline. Dr. Sridhar said he would have David Easler (Director of Graduate Recruitment) come to the next Council meeting to briefly discuss the current plan.

## 9. Next Meeting: Friday, October 18 @ 10:00 a.m. in PH 104

## 10. Adjournment: The meeting adjourned at 11:30 a.m.