

GRADUATE COUNCIL MINUTES
May 11, 2016

The Graduate Council met at 12:30pm in 129 Himes with the following members present: Chance, Day, Eades, Euba, Gansle, Harrison, Kelso, Lane (ex-officio), Lee (ex-officio), Lindau, Lockridge, Marchand, Massé (ex-officio), Matthews, McKillop, Mocan, Page, Perry, Pojman, and Spivey. Absent members were Broussard, de Queiroz, and Ortner.

Minutes of April 6, 2016

The minutes from the April 6, 2016 meeting were moved to be approved by Day, seconded by Lockridge, motion was passed.

Dean's Report

Graduate Council Member: Massé thanked Gansle for serving as the 2015-2016 Graduate Council Chair. She also acknowledged the following whose terms expired in 2016: Day, Euba, Kelso, Matthews, McKillop, and Spivey.

Dean's Representatives: Chance submitted a proposal to modify the process of finding dean's representatives. He believes the dean's representative is needed; however, there needs to be a clearer policy. The process needs to be simplified and more central to the role of the graduate faculty member. An alternative proposal is to mismatch dean's representatives with unrelated fields. The purpose of the dean's representative is to help the student. The student could be required to choose own dean's representative as an external field member. Chance surveyed twenty schools and twelve have external field members. The dean's representative does not have to be an expert, but in a related field. Spivey commented that the dean's representative does not serve a purpose and suggested maybe having an outside person from outside the university. Pojman noted trying to match a dean's representative to the student's research is too difficult. The exam cards could have a check box certifying the defense was kosher. It is important for students to have a dean's representative, because sometimes things can go wrong and less things could go wrong with a dean's representative present. It was discussed that any faculty member who has doctoral students should be required to serve as a dean's representatives. A policy should be in place for those graduate faculty members not serving as a dean's representative should have their graduate faculty status removed. The expectations and role needs to be clearer. At the end of the semester, departments should send a list of students needing a dean's representative to be found before the exam. Department graduate advisors or major professors may suggest dean's representatives.

This will be discussed in greater detail at a future Graduate Council meeting.

EDA Revisions: Massé discussed with the Associate Deans revising the Economic Development Assistantship award. A few people want useful comments as to why they did not receive the EDA. This was considered a genuine point for junior faculty. Two suggestions were made:

1. Prior approved proposals available for review for those wanting to apply for an EDA. This would be with the faculty members' permission to share the approved proposal.
2. Identify the top 30% and the awards committee would provide commentary for those whose proposals were not approved.

Euba stated that the mandatory comments from the committee for those who vote three to one. Eades does not believe it would be too difficult to include comments. The council agreed that prior recipients should be asked to review and vote along with the awards committee. The awards committee will need to meet prior to voting to discuss caliber of voting and assessment of proposals. McKillop noted that it would be an extra burden on those evaluating the proposals, but unrealistic expectation if proposal is revised and resubmitted in order to get funded. Comments will also cause a debate between the proposer and the committee. The council recommended posting a list of winners so others will know what proposals were approved. Pojman commented that he is not willing to add comments. It is difficult to take time to vote anyway. There are criteria that the proposers and committee should follow. After the next voting, Euba recommended that the committee meet with the dean to explain why voted the way they did and add previous winners, that are not members of the Graduate Council, to the committee to vote.

Exams via Skype: Massé discussed with the Associate Deans allowing exams via Skype or VOIP. Only one committee member may use VOIP. The student's committee will determine if approves of the request. It may not be the chair, student, or dean's representative. A request for an exception may be submitted for extraordinary circumstances to be approved by the Graduate School Dean or Associate Dean. The request must be approved at least two weeks prior to the student's exam. The council agreed that the Graduate School needs to be consistent with the exceptions. Eades mentioned that final exams have intense discussions which is difficult to do if students are not present and can be difficult with technology. It could potentially put the dean's representative in a difficult place. Matthews noted that the final exam is testing the student and not just the dissertation/document. The council agreed that the request to have VOIP must be approved by the committee chair and department chair (or director of graduate studies). The student and chair must check the technology first. McKillop stated that the students are ahead of us in technology. If use Skype, conference call, etc. the absent person should review the power point and dissertation ahead of the exam.

A proposal will be discussed at a future Graduate Council meeting.

Failed general and final exam requirements: Massé mentioned that there is no policy on failed general and final exams and nothing in the General Catalog. Some departments do not report failed exams and state that the exam was cancelled and never took place. Many departments hold the exam cards until the student retakes the exam. Everyone at the exam will sign the exam cards, but the chair will hold until he/she agrees the student passed. At that point the chair will turn in the exam cards. Other departments require a student to take more coursework or another class before passing. The question is what constitutes a failure. The council suggested creating a form that states pass/fail/defer up until the end of the following semester (spring/fall) to retake and pass the exam. Another suggestion was to give the committee one week to turn in the paperwork for a pass or the exam automatically turns into a fail. Once the student takes the exam for the second time, there is no deferred option.

A proposal will be discussed at a future Graduate Council meeting.

Summer Graduate Student Institute: The three-week seminar will include ten graduate students and ten faculty members. The group will discuss The Graduate School Mess: What Caused It and How We Can Fix It by Leonard Cassuto.

Academic Affairs Report

The Board of Regents is reviewing graduate and undergraduate degree programs. They are also looking closely at new proposed programs. The role of the Graduate Council is to review the new proposed programs and is charged to look at the proposals carefully. The Graduate Council can ask questions of the department proposing the program (i.e. recruit students, resources, etc.). This will assist the Board of Regents and Board of Supervisors.

Chairs Report

Commencement: Gansle reminded council members to attend commencement on May 13th.

New Chair and Co-Chair of the Graduate Council: Susan Eades was nominated as the chair and John Pojman was nominated as the co-chair for the 2016-2017 academic year. Lockridge motioned for approval, McKillop seconded, and the motion was approved.

Old Business

MLA final exam removal: Mark Boyer was present to discuss removing the final exam for the MLA degree. The proposal was revised since the last time the Graduate Council discussed. The council did not have any additional questions. Chance moved to approve, Lindau seconded, and the motion was carried.

New Business

Master's students (thesis vs non-thesis during graduating semester): Master's students who have submitted graduation paperwork indicating a thesis track are not allowed to switch to a non-thesis status in the semester of graduation. Accordingly, master's students who have submitted graduation paperwork indicating a non-thesis track are not allowed to switch to a thesis status in the semester of graduation.

Kelso motioned to approve, Lindau seconded, one member abstained, and the motion was carried.

CBS curriculum changes: The department requested General Catalog updates that reflect changes in the Physiology course offerings, which were approved by the Courses and Curricula Committee in January, 2015. The changes were implemented in order to expand CBS coverage of Graduate Physiology topics. Part of these changes included dropping courses CBS 7628 and CBS 7629 in order to change the sequencing of numbers so that a third course could be added. CBS 7632 was added to become the first in the sequence. CBS 7633 (formerly CBS 7628) became the second in the sequence, and CBS 7634 (formerly CBS 7629) became the third.

Kelso moved to approve, Day seconded, one member abstained, and the motion was carried.

Master of Science in Agricultural and Extension Education: Michael Burnett was present to discuss the proposal. The Human Resource Education and Workforce Development (HRE) graduate degree in AEEE moved to the College of Human Sciences and Education. The undergraduate program in Agricultural and Extension Education and Evaluation remains in the College of Agriculture. The department is requesting approval to establish a master's degree. A letter of intent for the doctoral degree is forthcoming. The AEEE area of concentration was previously with HRE and was left in the College of Agriculture. HRE

formally dropped the concentration once AEEE was approved. This degree will attract K-12 teachers, existing students, people employed in extension and already have tuition remission. Currently there are ten to twelve students in the concentration and some with long term goals to obtain a doctoral degree.

Kelso moved to approve the request in principle until a letter from HRE is submitted stating the department supports this request. Day seconded the motion and the motion was passed.

Executive Session

Standing Committee Reports

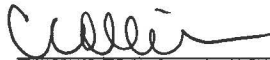
Promotion and Tenure Committee: No report.

Graduate Faculty: The pending graduate faculty nominations will be emailed to the council for voting.

Awards Committee: No report.

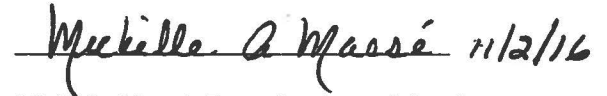
The meeting adjourned at 1:58pm.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:



Michelle Massé, Dean Graduate School