



Graduate Studies & Research

Graduate Council Minutes

September 18, 2001

Members present were Drs. Parette, Athinarayanan, Barnes, Brown, Buchanan, Cron, Desai, Gifford, Gould, Heischmidt, Milde, Raschke, Waterman, and Werne. Drs. Randolph, Roberts, and Summary were absent. Drs. King, Leitner, Mohdzain, Pope, Popham, Shepard, Skelton, Wade and Ms. Heckenkamp were visitors to the Council.

The minutes of April 17, 2001 were **approved**.

Dr. Cheryl Milde was elected as Vice Chairperson and will also serve as chair of the Committee on Student Appeals.

Dr. Parette made the following announcements:

- Christina Heckenkamp has been asked and has agreed to serve an additional term as a student representative and nominations for the second student appointee should be sent to him via email.
- There is a need for International representation on the Council and subsequently Dr. Adelaide Parsons was elected to serve on the Council in an adjunct capacity, similar to the position held by Dean Sarah Cron who represents Kent Library.
- In the Graduate Program Review process, it was discovered that different sources were used to compile data and these differences have been reconciled and will be consistent with data collected by Institutional Research. The purpose of this review was to give us a profile of programs and faculty resources and to consider restructure of our programs. Dr. Parette noted that “conversations” will be held with Deans/Chairs in the days ahead to identify “new” graduate programs that might be developed on the Southeast campus. Dr. Parette noted limitations of the review, and that the review was intended to be a “conversation starter” similar to the Performance Indicators process. The intent of the review was to present broad “profiles” of departments that would then be responded to by programs via strategic planning and other internal processes.

Graduate Assistant Handbook Revisions (Werne/Gifford). A proposed draft of the *GA Handbook* was recommended for approval, with the understanding that the document would undergo revisions as needed. The document will be archived on the School of Graduate Studies and Research website.

Thesis Recommendations/Thesis Guidelines (Raschke/Gifford). The Council was asked to accept the three broad recommendations of the Thesis Guidelines Committee which provide a framework for the structure of the thesis process. Dr. Parette explained that these guidelines essentially afford the School of Graduate Studies and Research discretion over developing specific policies that govern format of the thesis document, while departments/programs would have discretion to dictate guidelines pertaining to the “body” of the thesis. Specifically, the guidelines approved were:

1. Each department with a graduate program shall choose or develop an official style manual to serve as the departmental standard for theses. Such a style must at the minimum contain standards for organization of contents, format of table of contents, formats for citations and references, fonts used, heading styles, formats of tables and figures, and other issues specific to the discipline. The Dean of the School of Graduate Studies and Research will review and give final approval of the style to be used in either case. An official list of approved styles will be maintained by the School of Graduate Studies and Research in both print and on-line forms.
2. The School of Graduate Studies and Research will develop a set of standards for typographic and material format of graduate theses, such as paper type and margins.
3. Each department with a graduate program will produce a document explaining the thesis proposal process for students, and copies will be made available to the School of Graduate Studies and Research. The School of Graduate Studies and Research will maintain both print and web copies of these procedural documents for student and faculty use.

Dr. Parette noted that recommendations for guidelines were forthcoming from three additional faculty/staff working groups regarding internships, graduate papers, and creative projects. These recommendations will be presented to the Council at its October meeting.

SC560 Communication Principles of Leadership and Team Building was **tabled**.

A policy statement pertaining to the Provisional Admission and Undergraduate Coursework Fee Payments was deferred to the October 16th meeting. The Subcommittee on Academic Excellence will consider this policy issue in the context of other policies in the *Graduate Bulletin*, and bring forward a recommendation to the Council.

The meeting adjourned at 12:00 p.m.