**Graduate Council**

**Minutes**

**November 18, 2011**

The Graduate Council met Friday, November 18, 2011 at 1:00 pm in the Cardinal Room of the University Center.

**Members present**: R. Adams, J. Byrd, L. Comer, L. DeWald, G. Graham, S. Higgins, Karen Lunnen , A. Malesky, D. Sally, J. Shirley, S. Swanger, and L. Wright

**Members absent**: R. Carton, K. Cooper-Duffy, K. Greysen, S. Ha, B. Kloeppel, P. Robertson , and K. Topolka-Jorissen

**Others present:** E. Frazier; F. Buskey (proxy for P. Robertson and K. Topolka-Jorissen)

**Announcements** The announcements were distributed as an electronic handout for the meeting.

A concern was raised regarding the test scores received to date on the new GRE exam. Dean Higgins said he would follow up with Educational Testing Services and provide a response.

Dean Higgins announced that graduate enrollment projections for the 2012-13 academic year were lower than they were for the 2011-2 academic year. Projections are conservative with no significant increase in growth. Retention is the focus.

Dean Higgins also said he is working hard to get financial incentives for recruitment increased. Contact Kristie Coggins in the Graduate School if you need recruitment assistance.

An e-mail will be sent to the Deans on December 1, 2011 with information and instructions about requesting assistantships and tuition remissions for the 2012-13 academic year.

**Approval of the Minutes** Motion and second to approve the minutes of the October 7, 2011 meeting. Motion passed.

**Standing Committee Reports**

**Graduate Faculty Review**

The following persons were approved by the Graduate Faculty Review Committee as members of the graduate faculty and came as aseconded motion for approval.

Zahed Subhan Entrepreneurship, Sales & Marketing. Hospitality & Tourism Associate

The request to have graduate faculty appointment and expiration dates available in Banner is still under review by IT.

**Curriculum Review**

The following curriculum items were reviewed by the Curriculum Committee and came as aseconded motion.

**AA-5:**

MUS 689 Internship in Secondary Education- Music (3, 6, or 9, R12)

Motion passed.

The Curriculum Committee had questions regarding the calculation of FTE credits for courses that are shared by disciplines such as MUS 689. Dean Higgins said the matter is currently under discussion, but there has been no resolution or final decision.

Dean Higgins discussed the Curriculum Committee’s proposed revisions to the AA-4, AA-5 and AA-6 curriculum forms with the Provost’s Office. The Curriculum Committee will review the Provost’s Office outcomes and report back to the Graduate Council at the January 13, 2012 meeting.

Motion passed.

**Academic Program & Policy Review**

The following policy items were reviewed by the Academic Program & Policy Review Committee and came to the Graduate Council for a first reading, discussion and review. Jessica Shirley presented on behalf of the Academic Program & Policy Review Committee.

**Leave of Absence:** The Proposed Stop Out/Leave of Absence policy **(see below)** was received positively. There is a question about “does the continuing graduate student, not enrolled for Summer Session, have to reapply?” The Stop Out/Leave of Absence policy will be voted on at the January 13, 2012 meeting.

**Time Limitation:** The current Graduate School Time Limitation Policy was reaffirmed by the GC and does not need to come back to the Committee or Council for a vote. No difference was noted by the Council members in the new and old policy.

**Transfer of Credit:** The current Graduate School Transfer of Credit policy **(see below)** was reaffirmed and does not come back to the committee or Council for a vote.

**Student Financial Aid**

No report.

**Agenda Items**

A report on the No Grade

The meeting was adjourned at 2:30 pm.

Submitted by – Elizabeth Frazier

Please note: All attachments are on file in the Graduate School with the Graduate Council meeting minutes.