

GRADUATE ADMINISTRATORS COUNCIL (GAC)

Koch Hall Administration Building Board Room

February 19, 2009

9:00 – 10:30 a.m.

Attending: Phil Langlais, chair, Brenda Neumon Lewis, Martha Walker, Osman Akan, Sharon Judge, Robert Wojtowicz, Ali Ardalani, Isao Ishibashi, Chris Osgood, Ted Remley, Mona Danner

Guests: Jay Wright, Associate General Counsel
Mike DeBowes, Director of Student Judicial Affairs

Approval of February 5, 2009 Minutes

Dr. Isao Ishibashi requested that the minutes read: “Dr. Lewis agreed that the external transfer policy is acceptable. He stated that some clarification of the internal transfer policy needs to be made in the catalog.”

Updates/Announcements

Dr. Phil Langlais reminded the Council that Graduate Teaching Assistant Award nominations are due by Friday, March 6, 2009.

Because the graduate financial support system has become complex, Dr. Langlais informed the Council that he has asked University Auditor Deane Hennett and Jim Harris to research funds that support graduate students. They will look into the entire system by which the University supports graduate students and then make recommendations on how the University could be more efficient in managing and distributing these funds. To ensure an accurate review, Dr. Langlais asked the Council to comply with any requests that Mr. Hennett and Mr. Harris may have.

Dr. Sharon Judge asked how many graduate credit hours students should be enrolled for in the summer semester. Dr. Langlais stated that other institutions generally require students to be enrolled for at least six graduate credit hours during the summer semester; currently, we only require three. SCHEV policy covers mainly fall and spring semesters and SCHEV has not been clear what their policy is regarding summer enrollment.

Dr. Brenda Neumon Lewis reminded the Council that each College’s revised Graduate Catalog copy was due on Monday. She asked that they be submitted to her as soon as possible. Dr. Lewis announced that there will not be a printed Graduate Catalog for this year; however, GPDs will receive a copy of the current Graduate Catalog on compact disc (cd). She informed the Council that she will try to work with OCCS to make the online Graduate Catalog more user-friendly.

Follow-up on the Issues related to Interface of Academic Affairs/Student Affairs

The Council continued the discussion on the issue related to the interface of Student Affairs and Academic Affairs. Mike Debowes went over the additional changes in the document and answered questions of clarification. Dr. Robert Wojtowicz reiterated that a final draft of the policy will be forwarded to the Provost's Council. "Faculty" will be replaced with "instructor of record." In addition, the agreed-upon language will be included in all decision letters distributed to graduate students, informing students that disciplinary and academic decisions are separate.

Dr. Ali Ardalan informed the Council that a few members of the faculty do not have a favorable view of Judicial Affairs. Dr. Mona Danner recommended that each semester Judicial Affairs send to all faculty members a one page report summarizing the cases handled. The reports should include all cases that have been reported to Judicial Affairs for that semester, as well as the outcome of those cases, in a simple table format. Dr. Sharon Judge recommended that students also receive the periodic reports. Mike DeBowes stated that he is currently in the process of compiling such data. He hopes to have a report completed by the end of the spring 2009 semester that will report on previous academic years.

Dr. Ali Ardalan stated that Dr. Nancy Bagranoff asked each instructor in their College to attach a one and one-half page document on how to avoid plagiarism to their syllabus. Dr. Robert Wojtowicz recommended that all six Colleges adopt this practice and post the policy for students to see. It was recommended that Dr. Bagranoff be invited to bring an example of the document to Provost's Council for all to see.

Recommendation by SEM GRAD Committee to improve communications between GAC and graduate faculty, GPD's, department chairs and administrative units

In the previous SEM meeting, the issue of improving communication between GAC and graduate faculty was briefly discussed. It was suggested that faculty feel the Council is a closed, top-down group and that faculty need more input to the decisions that are made. Dr. Robert Wojtowicz posed the question, should GAC membership be opened up to non-administrative faculty? It was recommended that the Chair of Faculty Senate sit in with GAC. Dr. Langlais recommended that the Council revisit this topic and add it to the agenda for the next meeting.

Dr. Ali Ardalan recommended that the agenda be disseminated a week before a GAC meeting occurs, in an effort to allow members to ponder and discuss topics before the next meeting.

Dr. Mona Danner asked, is there a way to get GAC minutes online faster? Dr. Brenda Neumon Lewis stated that minutes cannot be provided online until they are approved. She informed the Council that GAC minutes are available on the Office of Graduate Studies website. Dr. Sharon

Judge recommended sending out a University Announcement to remind the community that GAC minutes are available online.

Review revised Admission Appeal Policy

Dr. Brenda Neumon Lewis stated that in the draft of admission appeal policy "...Dean or equivalent official" had been changed to "...Dean and his or her designee". Dr. Mona Danner recommended that students must provide additional documentation in writing when they submit an admission appeal request. She suggested the last sentence of the policy be changed to "Students who appeal must do so in writing and include a statement or documentation that demonstrates how the decision was capricious or arbitrary." Dr. Ali Ardalan reminded GAC that in the case of some interdisciplinary programs, there may not be a chair. Dr. Mona Danner recommended that the appeal process should stay in-house, beginning with the GPD responding to the student in writing, the case being forwarded to the Department Chair (if applicable) and finally to the Dean. Dr. Robert Wojtowicz stated that there should be an evaluation process that includes more than one person making a decision on an application. Dr. Brenda Neumon Lewis stated that she will re-word the policy and bring it back to GAC.

Updates from 2008-09 Sub Committees

University Thesis/Dissertation

Dr. Mona Danner informed GAC that another issue has come up, and that the task force will have a report prepared for the next meeting.

GTAI Institute (Criteria for Evaluation of Oral Presentation and Recommendation for Continued Training)

Dr. Ali Ardalan informed GAC that Karen Medina has a list of all students who have taken the iBT. They will compare these students' iBT scores to their SPEAK Test scores, in an effort to determine what an acceptable iBT score should be.

In an effort to further evaluate students' pronunciation and other capabilities, Dr. Robert Wojtowicz recommended that a few more questions be added to the evaluations completed by faculty and peers at the GTAI Institute. Also, he stated that a goal of the Committee is to identify an iBT score that is an effective indicator of future success as a GTA. This will help to ensure that GTAs are able to successfully teach before they have been recruited.

Meeting adjourned at 10:30 a.m.