

# Graduate Council Minutes

## October 31, 2003



The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Tom Berg presided.

### I. Call to Order

Members present: Drs. Frank Bailey, Claudia Barnett, Ken Blake, Jackie Eller, Bichaka Fayissa, David Foote, Michael Hein, Jung-Song Lee, Jeffrey Walck, Norman Weatherby, Andrew Worsey, Barbara Young

Ex-officio members present: Interim Dean Robert Carlton

Guest: Dr. Kaylene Gebert

### II. Dr. Kaylene Gebert, Executive Vice President & Provost

Dr. Gebert welcomed everyone, thanked him or her for his or her participation on the committee, and noted the importance of the council to the entire graduate program. She hit upon several key issues that both the President's office and Academic Affairs are working towards, some of which are:

- Strong emphasis on Ph.D. programs – area of focus
- New programs at both the master's and Ph.D. levels to define our "niche" /specialty areas for distinction
- Graduate Assistant stipends and the need for an increase in those salaries in order to draw stronger students
- Program Reviews – really look at and examine closely – what can we do to strengthen our programs?

In conclusion, Dr. Gebert emphasized raising standards across the board, in our programs, our graduates, our assistants, and our faculty. Graduate Faculty should be a hallowed status, what does it mean? What are the expectations? How is it recommended? Chairs should establish a level of accountability. She would like to see the council involved in the review of programs and the "crunching of numbers" to meet our budget directives.

Dr. Gebert then entertained any questions the council members had and invited each member to feel free to talk with her individually at anytime either formally or informally. She again thanked the council for their efforts on behalf of the University.

### III. Announcements

- A. **Dr. Thomas Berg, Chair** – No announcements
- B. **Dr. Robert Carlton** – In Dr. Cunningham's absence, Dr. Carlton informed the council that at the next council meeting in November, the Master of Professional Science degree would be discussed as well as two new RODP programs that accompany it.

### IV. Approval of Minutes – September 26, 2003

A motion was made to accept the minutes of the September 26, 2003 meeting. The motion was seconded and carried.

### V. Sub-Committee Reports

- A. **Graduate Faculty and Program Review**  
**Dr. Jackie Eller, Chair**

Consent calendar attached – all items have been recommended for approval. Move was seconded and carried.

**V. Sub-Committee Reports (continued)**

**B. Student Affairs and Travel**  
**Dr. Fayissa Bichaka, Chair**

Nine student travel grants have been awarded totaling \$4,230.50 leaving a remaining balance of \$34,820.89

**C. Policies and Procedures**  
**Dr. David Foote, Chair**

Dr. Foote reported that the Policies and Procedures Committee met on October 23, 2003, to discuss guidelines for the disbursement of funds for graduate faculty travel. Minutes of the meeting were passed out to the council and members were asked to review and send any input and/or suggestions to Dr. Foote. Dr. Berg felt strongly that the governing body for the funds should either be the same as or work closely with the sub-committee that disburses the funds for graduate student travel. Jackie Eller noted that Women's Studies has a similar fund and she will send Dr. Foote a copy of their guidelines.

**VI. Old Business**

▪ **Status of course materials for approval of online Masters' in Education.**

The Graduate Office has not yet received copies of this information from Connie Jones; the Graduate Council will receive accordingly.

**VII. New Business – No new business**

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker  
Recording Secretary