

MINUTES OF THE GRADUATE COUNCIL MEETING

October 27, 2003

The Graduate Council Meeting was called to order at 12:05 p.m. on October 27, 2003 in Brown Hall 210 Conference Room. Members present: Dave Johnson, Chairman, William Stone, Andrew Campbell, Thomas Engler, Navid Mojtabai, Tanja Pietrass, Al Smoake, Ron Thomas, Dick Reilly, Ken Minschwaner, Hamdy Soliman, Stephen Bruder

1). Call for Approval of Minutes:

The chairman called for approval of minutes of September 26, 2003 meeting. William Stone moved approval of minutes, Al Smoake seconded. Minutes were approved as presented.

2). Announcements:

- A. Math and Electrical Engineering Proposals – Johnson informed the council that this proposal was passed at the Board of Finance meeting. The programs may now begin admitting students for Spring 2003. Adjustments have been made to on-line applications to accommodate these new programs and we are awaiting new applicants for these programs.
- B. Minority Scholarships
So far we have received only two applications. Students must fill out the FAFSA form at Financial Aid to qualify as well as be nominated by the department. Permanent residents or US residents qualify to apply. Doctor Johnson stated that a ¼ Assistantship should also be added to these scholarships. A final decision on these applications should be made by Friday, 10/31/03.
- C. Other - None

3). Old Business:

- A. Assessment (Johnson)
Graduate Student Questionnaire – handouts were given to the council. Johnson stated that this questionnaire was the product of an earlier Graduate Council committee. He informed the council that he would like to make this questionnaire available to all exiting graduate students and would also be made available on-line. There was a discussion as to whether the questionnaire should employ responses limited to "yes/no" or use a scale from 1 to five. Respondents will be asked to identify themselves on the questionnaire, but this information will not be made

available to departments. Departments will be responsible for the assessment of their graduate programs.

- B. Stipend Guidelines (Johnson; Attachment)
It was discussed in the last meeting that Maximum stipends would be done away with pending concurrence by Wilds. Wilds spoke with Peterson concerning this decision and learned that there needed to be some kind of a limit on the upper end to satisfy federal funding agencies. Ken Minschwaner moved to set all maximums at \$35,000.00. Navid Mojtabai questioned the \$35,000.00 maximum. Tanja Pietrass asked how we compare to other schools. It was decided that a minimum amount would be publicly available, however, a maximum would be agreed upon internally. Johnson stated that at this time we will leave the stipend as printed and the Graduate Office will handle those that exceed maximum internally.
- C. Other - None

4). New Business:

- A. Materials Engineering Catalog Changes - Johnson went over the changes with the council. The motion was made by Campbell and seconded by Soliman to accept these changes. During discussion questions that were asked that could not be answered. A motion to table these changes until the next meeting was approved.
- B. Biology Catalog Changes (Smoake; see appendix A Attachment)
Smoake proposed two new graduate courses for the Biology Department: Biology 502 (Directed Research) and Biology 500 (Introduction to Research). Smoake stated that he would like to see all new biology graduate students enrolled in Biology 500. The course would cover safety, courtesy, ethics, etc. It would be graded as an S/U and no credit to be used towards graduate degree.

Some council members questioned the use of the number 502 as a Directed Research course (normally numbered 500). Smoake stated that the numbers could be changed to correspond with normal practice. Smoake moved to accept these two courses with the numbers exchanged so as to conform to existing numbering norms. Campbell seconded. All approved.
- C. Mechanical Engineering Catalog Changes
Dr. Reilly proposed approval of a new specialization under the Engineering Mechanics M.S. degree in Mechatronics. Questions were raised by council members regarding whether some of these classes were

cross-listed with others, etc. Reilly withdrew the proposal so that it could be presented again at the next council meeting.

D. Other Catalog Changes

Dr. Reilly made a motion to the council that Engineering Science (ES) courses 500-level and above be redesignated Engineering Mechanics (EM). Stone seconded the motion. The motion passed.

5.) **Student Questions/Concerns (GSA Representative):** None

6.) **Adjournment:**

Meeting adjourned at 12:55 PM