

MINUTES OF THE GRADUATE COUNCIL MEETING

April 12, 2007

The Graduate Council Meeting was called to order at 12:05 P.M. on Thursday, April 12, 2007 in Brown Hall, Room #210. Members present: David Johnson, Chairman, Sayavur Bakhtiyarov, Robert Bowman, Deidre Hirschfeld, Her-Yuan Chen, Scott Teare, Oliver Wingenter, Keith Miller, Rebecca Reiss, Earl Eiland, Navid Mojtabai, David Westpfahl, Clint Richardson, William Stone

1). **Call for Approval of Minutes:**

The chairman called for approval of minutes of March 8, 2007 meeting. Johnson stated that a change needed to be made to the March 8th minutes. "Faculty Council" needed to be changed to read "Faculty Senate" Hirschfeld moved approval of amended minutes. Bowman seconded the motion. All agreed and minutes were approved as amended.

2). **Announcements:**

- a. Application Trends– Johnson provided a handout to all members on how many applications had been received for each department for 2005-2006 and 2006-2007 in graph form. The graph showed that applications were low last year as compared to those received for this year. Johnson asked all departments to contact the graduate office if they would like to look over the incomplete files for each department. He stated that the graduate office would not automatically send the incomplete files to the departments but that the departments to request to have them sent over for review if they wished. Johnson stated that all DE, P/T, and F/T students were included in the count. He stated that Special Graduates were not counted but that if anyone wanted to request that information separately, he would be happy to run a query to see how many special graduate applications had been received to date.
- b. Fall 2007 TA Orientation: August 15-17, 2007– Johnson stated that he had made a little progress in the orientation process for Fall 2007 TA's. He stated that dates for the orientation had been zeroed in. All TA's are to arrive no later than the evening of Tuesday, August 14, 2007 to begin orientation on Wednesday, August 15, 2007. Orientation will go through August 17, 2007. There will be group activities for the TA's and they will also spend half of their time with their departments. TA's will be required to give micro teaching presentations where they will be video taped. Johnson will review the tapes as well as the department chairs. Dr. Bakhtiyarov and Tanja Pietrass will be involved in planning group activities. Some of the things mentioned that students can do during the extra orientation time is to get set up with ID cards from the Registrar's Office, get set

up with Social Security Numbers and make housing arrangements. Johnson asked if there were others that were interested to let him know. Existing TA's will be invited as well. Johnson mentioned that he had spoken to Gerity about \$8,000.00 to \$9,000.00 to pay stipends during this time. Gerity stated that the money would be made available. Those students needing housing for Tuesday and Wednesday nights will be put up in the dorms for those two nights only.

- c. Graduate Student Conference –Eiland stated that the Graduate Student Conference will take place September 20 – 21, 2007. Eiland asked that all departments encourage their students to get involved. Cash awards will be given to students. Eiland stated that he needed faculty involvement. Certificates will be issued.
- d. Other – No other business.

3). Committee Reports:

- a. Graduate program review (see attached; Hirschfeld) – Johnson stated that he had included in the minutes handouts that were presented in the last Graduate Council Meeting on Committee Reports and stated that these are the forms that will be used to do the review. Hirschfeld stated that she had not gotten any feedback from council members since the last meeting. Johnson stated that the data was to be included in the annual assessments.
- b. Ad Hoc Committee on Funding Graduate Recruitment - Bowman stated that he had not yet been to talk to Gerity about funding graduate recruitment and was going to go to him in the Fall. Johnson mentioned that he would like to speak with Gerity earlier about this and get him thinking about funding before the fall semester. Johnson stated that he would like to get a group together to strategize. Recruitment is now being done through Hobson's, Peterson's Guide, Grad School. Com, and posters that are sent out in November to different universities.

4. Old Business: -

- a. Graduate Assessment Rubric (see attached) – Johnson stated that the numerical system using 1-4 had been re-instated. No more comments had been received. Hirschfeld mentioned that she thought she had sent Dr. Johnson an e-mail concerning the assessment. Materials department does not wish to sign any assessment forms. They wish to be left anonymous. They do not want the student or other faculty to know what they have written. Johnson felt that this was unacceptable but later told the departments to do the assessment however the individual departments chose to assess their students but that the assessment needs to be done.
- b. Digital Theses and Dissertations – NDLTD vs D Space –Johnson stated that Theses was already going up on D Space. He mentioned that MST Program

would also be putting up Independent Studies as well. He asked that more attention be paid to references cited in MST projects.

5. New Business:

- a. ESL – Bowman stated that Linda Walsh’s 500 level graduate writing class would no longer be offered and stated that we needed support for our International students with weak language skills. He mentioned that other services were offered through Literacy Volunteers. Johnson stated that he had spoken to Gerity about money from administration to cover an ESL course for the Fall semester. Johnson stated that he would cover this in the next graduate council meeting in the fall.
- b. Electrical Engineering Certificate Program – Johnson stated that this topic would have to be discussed further in the next graduate council meeting but asked other departments to think about this program.
- c. Teaching Assistantships (Bakhtiyrov) – Johnson asked that Bahkhtiyarov speak to Gerity first about how TA funds are generated and then if he was not satisfied with the answer to invite Gerity to the next council meeting if needed.

6. **Student Questions/Concerns (GSA Representative) :** Eiland stated that student travel applications were due. April 15th is the last day to submit them. Eiland was asked by Bowman if an e-mail could be sent to the departments explaining about student travel and what the travel involves. Eiland stated that the student could get up to \$1,000.00 to travel to meetings, etc. Eiland gave out the webpage where departments can go to check out the GSA travel.

7. **Adjournment:** It was moved that the meeting be adjourned, Hirschfeld
Seconded the motion, all agreed and the meeting adjourned at 1:10 P.M.