

**Graduate Council Meeting**  
**October 03, 2007**  
**Minutes**

**Call to Order:** The meeting was called to order at 3:03 p.m. The presiding officer was Dr. Donzell Lee. Other members in attendance were Dr. Reginald Lindsey, Dr. Darlene W. Dungee, Dr. Linda Godley, Dr. Josephine Posey, Dr. Doris McGowan, Dr. M. S. Zaman, Dr. William S. Piper, Dr. Doris Gary, Dr. Vivek Bhargava, Dr. Alice Gill, Dr. Carolyn Dollar, Dr. Bettaiya Rajanna, Dr. Kimball P. Marshall, Dr. Cynthia Surria, Dr. Alvin T. Simpson, and Dr. Lixin Yu.

**Minutes:** Copies of minutes for the meeting held on February 27, 2007 were handed out to members present. Minutes were accepted with a correction from **Dr. Reginald Lindsey. Dr. Lindsey revised the following statement under Thesis Proposal. Collaboration of research theses between Alcorn State University and outside universities will be coordinated by advisors.**

**Remarks:** Dr. Donzell Lee shared information on SACs Criteria with Deans and Department Chairs. Dr. Lee asked them to review the SAC=s Criteria on Pages 24-25, Item 3.6 (Educational Programs) and give him feedback. Indicate on the SACs Criteria if your department is in compliance. If your department is not in compliance, list discrepancies. He also passed out the Comprehensive Standards and asked the members to focus on Page 62, Institutional Effectiveness; Page 63, Section 3, Number 1; Page 64, Numbers 6, 7, and 9; Page 65, Numbers 10 and 13; Page 66, Numbers 14, 16, and 17; and Page 67, Numbers 18, 19, and 20. After Dr. Lee receives the feedback from the Deans and Departments, he will compile the information and present the report at the next Deans Council meeting and forward that report to the Vice President (See Attachments).

**Enrollment Report:** Dr. Donzell Lee passed out the Enrollment Report for Fall Semester, 2007 to Deans and Department Chairs (See Attachment). Dr. Lee informed the Council that the reports are available to the Deans and Chairs on the University Website Link. After down loading the report, you may sort by Department, name, major, etc. Dr. Alice Gill informed Deans and Chairs that any report that you need on a consistent base that you want to see on Report on Demand can be requested through the Registrar=s Office.

**Report of Ad hoc Committee on the Thesis:** Dr. Carolyn Dollar distributed copies of Thesis Manual revisions to Council members. Dr. Dollar gave an overview of the revisions. (See Attachment.) Dr. Donzell Lee asked Council members to review the thesis manual and revise as necessary. The Thesis manual will be discussed at the next Graduate Council meeting.

**Project Committee:** The Thesis Committee was assigned to review the Project. Dr. Lixin Yu volunteered to work on the committee. Dr. Carolyn Dollar will chair the committee.

**School of Education Concerns:** Dr. Josephine Posey presented three items from a previous meeting with members of Department of Education, Dr. Donzell Lee and Dr. Alice Gill. Dr. Lee recommended that these items be presented to the Graduate Council. They are listed below:

- 1) Require a Graduate Level Course Number for Graduate Students in Lieu of the Undergraduate EN 350. EN350 is a writing course that is required for graduate students who fail the writing components of GMAT, Praxis I, and GRE. If the students do not the Graduate English Proficiency, they must enroll in EN350. The rationale is to be consistent with other graduate courses. After discussing, it was motioned by Kimball P. Marshall and seconded by Dr. Darlene Dungee to change the course number to 500.
- 2) Revisit the Current Application Fee: Increase fees from \$10 to \$25.00, earmark money for the Graduate School, and require all graduate students to pay an application fee. One of the advantages of increasing the application fee is to assign additional graduate assistants.  
The Graduate Council motioned and seconded to make recommendation to the Academic Council to increase application fees to \$25.00, earmark the money for the Graduate School and request that all graduate students pay an application fee.
- 3) Transfer of Master Degree Core Credits from a Previous Degree to Additional Advanced Degrees where Applicable. For example, a student receives a degree in Secondary Education in which Core credits are the same, in lieu of the students taking 12 electives, the student will transfer the previous Core credits. The rationale is customary in other Universities in the state of Mississippi. The Council approved transferring Master degree core credits from a previous Education degree.

**Department of Biological Sciences Concerns:** Dr. Bettaiya Rajanna recommended that the Department of Biological Sciences offer a Master of Science Thesis Plan and Non-Thesis Plan. The discussion was tabled and will be added to agenda at a later meeting.

**Graduate Council Meeting Time:** Dr. Vivek Bhargava proposed that the Graduate Council meet at 1:00 p.m. instead of 3:00 p.m.. Members agreed to meet at the early time.

**Ad hoc Committee on GRE:** Dr. Donzell Lee proposed that a committee form to evaluate each part of the GRE. The committee will also decide if we continue using the Analytical Writing as a factor for admissions. Committee members are Dr. Linda Godley, Kimball P. Marshall, Dr. Alvin Simpson, and Dr. M. S. Zaman.

The meeting was adjourned at 4:22 p.m.