

Graduate Council Meeting October 27, 2010/Minutes

Call to Order: The meeting was called to order at 3:02 p.m. by Dr. Donzell Lee. Other members in attendance were Dr. Dovi Alipoe, Dr. Vivek Bhargava, Dr. Diane Blanchard, Malinda Butler, Dr. Robert Carr, Jr., Dr. Linda Godley, Dr. Julia Odom, Dr. Babu P. Patlolla, Dr. Bettaiya Rajanna, Ms. Lula Russell, Dr. Blanche Sanders, Dr. Cindy Scurria, Dr. Alvin T. Simpson, Mr. Jimmy L. Smith, and Dr. Lixin Yu.

Minutes: Graduate Council members reviewed and approved the minutes for the meeting held on August 4, 2010.

Report on GRE and Admissions - Dr. Donzell Lee distributed a report on GRE for currently enrolled graduate students by departments. The report indicated averages for each program by Analytical Writing, GRE Quantitative, and Verbal. Currently the Analytical Writing score is 3.0 for all programs except MBA. The MBA Analytical Writing score is 3.5. The Analytical Writing score of 3.0 is used to meet the Graduate English Proficiency. Dr. Lee requested that departments who have not submitted a graduate admission formula should submit by November 03, 2010.

Certification of Writing/English Proficiency – Dr. Cindy Scurria and Dr. Donzell Lee discussed the Graduate English Proficiency Exam and EN 504 (Writing Class). The current process that is in the catalog is not providing the writing skills that are necessary for students. Our goal is to develop a workable procedure that will document how each department is satisfying this requirement. After a detailed discussion, Dr. Lee asked the Graduate Council members to motion on the following proposal: 1) Departments develop an admission formula for each program; and 2) Develop and implement a professional writing course for each program. The proposal was tabled until the next Graduate Council meeting on November 17, 2010.

Incomplete Grades and Enrollment – Mr. Jimmy Smith discussed the policy for incomplete grades. He informed the Graduate Council that effective for spring 2011 semester that all ‘Incompletes’ that exceeds the time stated in the policy will be turned into ‘Fs’. If you need an extension, contact Mr. Smith immediately. Students who have completed a degree and had an incomplete grade, the ‘I’ will be turned into ‘W’. Mr. Jimmy also discussed enrollment for fall 2010 semester. He informed the departments that alternate pin numbers have been sent to department chairs. The purpose of alternate pin numbers is to ensure that advisors meet with their students and advise them.

Enrollment Report – Julia Odom distributed the Graduate Fall Enrollment Demographics Report for fall 2010 semester. She informed the Graduate Council that the School of Graduate Studies met our enrollment goal for fall 2010. Our goal for fall 2010 was 674. The actual number of students enrolled is 702. Additional information was included in the presentation: Graduate enrollment projection for fall 2008, 2009 and 2010; Two hundred and forty-eight (248) students were newly admitted for fall 2010; and Twenty-two prospective new students are admitted for spring 2011.

Graduate Catalog - Ms. Julia Odom informed the Graduate Council that the School of Graduate Studies will publish a graduate catalog. All changes should be submitted electronically in word by November 11, 2010 to jodom@alcorn.edu. The deadline to publish our catalog is December 1, 2010.

Graduate Faculty – Dr. Donzell Lee will send a reminder to deans/chairpersons asking them to submit names of faculty members who have never applied for graduate faculty membership or are up for renewal appointments.

Announcement

Next Graduate Council meeting is November 17, 2010
Off-Site Review will be November 2-3, 2010

Meeting adjourned by Dr. Donzell Lee at 4:56 p.m.