

Graduate Council Minutes
September 28, 2011

Call to Order: The meeting was called to order at 3:08 p.m. by Dr. Donzell Lee. Other members in attendance were Dr. David K. Addae, Dr. Dovi Alipoe, Dr. Diane Blanchard, Dr. Malinda Butler, Dr. Linda Godley, Dr. Gary Lewis, Dr. Kimball P. Marshall, Ms. Julia Odom, Dr. Bettaiya Rajanna, Ms. Lula Russell, Dr. Cynthia Scurria, Ms. Eva Smith, and Dr. Lixin Yu.

Graduate Faculty –The Graduate Council approved Dr. Geraldine Q. Young as an Associate Graduate Faculty member for the School of Graduate Nursing. A letter approving the membership of Dr. Young will be mailed to Dr. Linda Godley, Dr. Diane Blanchard, and Dr. Geraldine Young. Dr. Lee informed Council members, who have faculty members teaching courses for Fall semester 2011 and have not been approved as graduate faculty must apply for graduate faculty membership.

Writing Proficiency Requirement – Dr. Donzell Lee reminded the Graduate Council Chairs that each department must establish writing proficiency and submit guidelines to the School of Graduate Studies by October 14, 2011. The admission letter for students who do not meet the Writing Proficiency will be amended. Currently the deadline for departments to submit documentation is during the first semester of enrollment. The new deadline to submit documentation will be during second semester of enrollment by midterm. The Agriculture and Biology Chairs submitted proposals showing how they will meet the Writing Proficiency.* Dr. Scurria suggested to Chairs, who are using writing as part of their Institutional Effectiveness, to request students to write a paper. Students failing to meet the writing requirements may attend the Writing Center for tutoring.

Thesis –The Graduate Council concurred at the July 27, 2011 meeting to hire a reader and develop a published handout for students writing theses. Ms. Julia Odom has been designated as a reader for graduate theses. Students requesting help with theses will call School of Graduate Studies. The request will be coordinated through Ms. Julia Odom. She will coordinate the process with students. Ms. Odom will meet with students after working hours. The revised thesis manual was passed out to Council members. * Dr. Lee asked department chairs to review the thesis manual and submit updates to School of Graduate Studies by September 30, 2011.

Project –Departments should develop guidelines for projects and non thesis options. Distribution of copies should be submitted to the School of Graduate Studies, J. D. Boyd Library, and any other applicable department. Dr. Donzell Lee will schedule a meeting with Chairs to discuss projects.

Online Programs – An Ad hoc committee has been formed to review online programs. Departments interested in offering new online programs should submit requests via email to Dr. Donzell Lee.

Announcement – Dr. Blanchard announced that some students have had technical problems with Smith Printing. She asked the Council to identify additional printing companies.

- **Concerns** – Some departments indicated that they have computer and technical issues that are interfering with their online classes. e.g., Illuminating has not been working properly. Technical issues should be emailed to Dr. Lee immediately so they can be addressed.

Meeting adjourned at 4:16 p.m.

*Attachments are available in the School of Graduate Studies office

FOR SCHOOL OF GRADUATE STUDIES USE ONLY

Departments communicated the following ideas how they will meet Writing Proficiency:

Advanced Technology, Dr. David K. Addae

1. Implementation of Writing Proficiency in spring 2012

Computer and Information Science, Dr. Lixin Yu

1. Gatekeeper class, CS 580 or CS 581 Research Project
2. Student will enroll in CS 523, Programming Languages
3. Students not making satisfactory scores, must attend Writing Center and submit documentation of progress

Biology, Dr. Rajanna is proposal two types of writing:

1. In house Writing
 - Students will write a paper and grade it based on a rubric scale
2. Remediation
 - Enroll in EN 351 – Technical Writing

School of Education and Psychology, Dr. Malinda Butler

1. Researching Life Text
2. Faculty will be trained

Business Administration, Dr. Kimball P. Marshall represented for Dr. Vivek Bhargava.

1. Students will write two papers and two random faculty members will grade papers
2. Rubric will evaluate that students passed 70 % out of 100

Agriculture, Dr. Dovi Alipoe

1. AN 501 – Technical Writing