

## **Graduate Council Meeting February 4, 2009/Minutes**

**Call to Order:** The meeting was called to order at 3:10 p.m. by Dr. Donzell Lee. Other members in attendance were Dr. Linda Godley, Dr. Vivek Bhargava, Dr. Meg Brown, Dr. Bettaiya Rajanna, Dr. Lixin Yu, Dr. Troy Stewart, Sr., Dr. Alpha L. Morris, Dr. Johnny Thomas and Dr. Barry Bequette.

**Minutes:** Graduate Council members reviewed and approved the minutes for the meeting held on January 16, 2008.

**Revised Mission Statement:** Dr. Donzell Lee submitted the mission statement for School of Graduate Studies. The Council discussed the revised mission statement and voted to accept the revised mission statement. A vision statement will be reviewed at the next Graduate Council meeting.

**Proposed Admissions Process:** A proposed admissions process for the School of Graduate Studies was discussed. The new process calls for assembling electronic student files of completed applications that will be forward to departments for their review. After the files are reviewed, the departments will submit their recommendations for admission to the Graduate Studies office. The Graduate Studies office will send appropriate letter to students and maintain official records. After discussing the process, the Council members voted to adopt. Departments should submit their Admissions Committee to School of Graduate Studies.

**Graduate Studies Demographics Report 2008-2009:** Ms. Julia Odom discussed the recently completed Graduate Studies Demographics Report 2008-2009. The enrollment report consisted of full-time and part-time students, graduate courses by departments, online courses, tuition, and perspective graduate for May 2009. The Council discussed the types of online courses offered at Alcorn State University. Dr. Barry Bequette requested Demographics Report data for academic year, fall 2007 - spring 2008. Ms. Odom will distribute enrollment report to Council members.

**Graduate Student Survey 200804:** Ms. Julia Odom distributed and discussed components of the Graduate Survey 200804. The survey focuses on students' perception of their programs, facilities and services. Dr. Lee shared some comments from the Survey for fall semester 2008. Dr. Lee will send a compiled list of comments of the Graduate Student Survey to departments. The survey schedule for spring semester 2009 was given to Council members.

**Areas of Concern:** A. Communication regarding newly admitted student - A log of current enrollment for academic year, 2008-2009 was passed out to Council members for their information. The log consisted of students' names, date that letter was sent to department, program, and term.

B. Academic Probation - Dr. Donzell Lee addressed the academic policy that is in the ASU Catalog because it does not address students who are on academic probation more than one time. It states student must not accumulate more than six semester hours of credit below B. Dr. Lee will develop a policy on academic probation and discuss at the Graduate Council meeting.

C. Undergraduate Enrollment in Graduate Courses - Dr. Donzell Lee discussed undergraduate seniors enrolling in graduate courses. The undergraduate senior may enroll in three to six hours of graduate courses if course work does not exceed twelve hours and cumulative grade point average is 3.0 (B).

The meeting was adjourned at 4:16 p.m.

**Graduate Council Meeting**  
**March 25, 2009/Minutes**

**Call to Order:** The meeting was called to order at 3:15 p.m. by Dr. Donzell Lee. Other members in attendance were Dr. Vivek Bhargava, Dr. Meg Brown, Dr. Bettaiya Rajanna, and Dr. Troy Stewart.

**Minutes:** Graduate Council members reviewed and approved the minutes for the meeting held on February 4, 2009.

**Admissions Committees in each Degree Department** - Dr. Lee discussed the electronic application flowchart for the School of Graduate Studies. He wants to make the admission process as easy as possible for students. Therefore he is requesting a one page on-line application for Graduate Studies. In the past we had used the on-line application that the undergraduate Admission office is currently using.

Dr. Lee announced the departments who mailed the names of their Admissions Committee members. He also informed the Council of departments who have not submitted their committee names. Lula Russell will e-mail departments to request missing Admissions Committee members.

**eFile Student Folders and Admissions Process** - Dr. Lee informed Council that we will start using the electronic process immediately. Graduate Studies will send complete electronic admission file to departments for a decision. The departments will make a decision and send an electronic file to Graduate Studies.

**School of Graduate Studies' Vision Statement** - Dr. Donzell Lee submitted the vision statement for School of Graduate Studies. The Council discussed the vision statement and voted to accept the vision statement.

**Graduate Student Survey Schedule for Spring 200901** - Survey Schedule was passed out to display the dates for the Spring 200901 semester.

**Graduate Faculty List** - Dr. List passed out a copy of the Graduate Studies faculty and requested that changes be submitted to the School of Graduate Studies.

The meeting was adjourned at 4:\_\_\_\_\_.