Graduate Council Minutes  
December 13, 2006  
Alumni Room, Davies Center

Members Present: Phillips (Chair), Amdahl, Christian, Dempsey, Erffmeyer, Gallaher, Gardner, Gonyo, Havholm, Jadack, Mann, Moore, Polnaszek, Rhoades, Schick, Shaddock, Sutton, Wendl, Zwygart-Stauffacher  
Guest: Scheible

1. The meeting was called to order by Interim Dean Andrew Phillips at 3:03 p.m.
2. The minutes of November 15, 2006, were approved as written.
3. Announcements from Dean Phillips:
   * We received a request to schedule the written comprehensive examinations a few weeks later in the semester, and others seem to be in agreement. Therefore, the exams will now be scheduled at the end of Week 9 or 10, but no earlier than Week 8 and no later than Week 11, during the semester.
   * Please use the forms on the Graduate Studies website. Many forms have recently been updated.
   * We are in the process of updating the Graduate Studies website. Please make sure that your departmental website is up-to-date because we may create direct links to your site.
   * We plan to create an electronic newsletter for graduate students and faculty which will include the latest news and deadlines. If you have information to add to the newsletter, please let us know.
4. The Council continued their discussion about the graduate catalogue updates. Phillips expressed his hopes to get a motion to approve an updated version of the catalogue today so that a revised version of the catalogue can be brought to a Graduate Faculty meeting for final approval. Items discussed:
   * Mission: A member of the graduate faculty submitted an alternative version of the Mission and Outcomes, and a copy was distributed to all members. A number of recommendations for changes were made, and a final version of the Mission will be inserted into the catalogue once approved.
   * Enrollment of Undergraduates:
      - It was suggested to keep the original statement, which is “The graduate credits cannot be used to satisfy requirements for the bachelor’s degree.”
      - With our existing system, a graduate course taken at the undergraduate (U/G) level cannot be counted at the U/G level since the two degrees are separate records. However, in an extraordinary circumstance, the college dean may waive a U/G requirement by justifying that the competency had been met by completing the graduate coursework, but the student would still be required to take additional credits at the U/G level to meet the 120-credit graduation requirement. Or, the college dean and provost may consider granting an exception to waive the 120-credit rule.
      - We are not encouraging U/G students to take graduate coursework. However, there may be special circumstances when it would be appropriate for an U/G student to enroll in a graduate course.
   * Admission to a Degree Program:
      - We are proposing to remove the “unclassified” admission status. Students will either need to enroll as a Special Student or be accepted into a specific graduate program. This semester (Fall 2006), we have 11 students enrolled as unclassified students, and all of them are in Education. These students would be given the option to enroll as a Special Student, or encouraged to apply for admission to the program in which they are planning to receive their degree.
      - Phillips originally proposed to remove the 12-credit maximum that Special Students may apply to degree requirements, but the Council decided to keep a maximum restriction, as well as decrease it to a 9-credit maximum, unless the student had prior approval from the Program Director.
- To help track this in the future, the Registrar’s Office will put together a report, at regular intervals, for the Graduate Studies Office listing the total number of earned credits for all Graduate Special Students.

* Written Comprehensive Examination:
  - We will plan to schedule written exams at the end of Week 8, 9, or 10 (no later than Week 11).
  - Programs will now be given “seven working days” (instead of one week) to grade the written exams and report the results to the Graduate Dean.

* Oral Examination:
  - Council determined that it is necessary to continue requiring that one member of the committee be from outside of the student’s department of specialization.
  - The student’s program adviser will no longer be required to be on the oral committee.

* A motion was made and seconded to approve the updates to the graduate catalogue, including the edits made at today’s meeting. The motion was approved. A final marked-up catalogue copy will be presented at a future Graduate Faculty meeting for final approval.

The meeting adjourned at 4:42 p.m.

Respectfully submitted,

Nancy Amdahl
Secretary to the Graduate Council
December 21, 2006