Minutes

Dean Willoughby called the Graduate Council meeting to order at 3:00 p.m. An agenda with a packet of information was provided to each Council member.

Dr. Barbara Hatcher referenced the Graduate College Information Day. She expressed appreciation for the attendance and assistance from each college at the event on November 6th. Organization for the event next year will be developed. Dean Willoughby shared that this was an opportunity that came to us quickly, and we wanted to take every advantage to use this event to increase information about our graduate programs.

Dean Willoughby shared some additional proposed recruiting events and tools:
Graduate Advisors Workshop
Recruiting Workshop
Graduate College Open House
Improved Graduate College Website
Each program is requested to provide the Graduate College with selling points (strengths) which would be attractive to prospective students to assist the staff in recruiting

Dean Willoughby thanked Dr. Sandy Rao for selecting the Graduate College as a project, in her MC 3360—Research Methods in Mass Communication class, to improve recruiting and marketing strategies for perspective students.

Dean Willoughby discussed the possible elimination of the GRE/GMAT as a Graduate College admissions requirement. He explained that many colleges have eliminated the GRE/GMAT as a Graduate College requirement. A Council member requested that the council be sent a listing of colleges not using GRE/GMAT scores. Dean Willoughby discussed that different programs may use it as one of the requirements for their admission decision. He requested feedback from the programs who wish to continue using the GRE/GMAT as a Graduate College requirement. A ballot will be sent electronically to all Council members for formal action. He requested a description of the admission process without using the GRE/GMAT from those programs who decide not to use it.

Dean Willoughby discussed changes in SACS requirements. Only in exceptional cases, and after extensive documentation, will faculty not holding a terminal degree be considered to teach graduate courses. This documentation must reflect an exemplary record and relate to a specific course. Faculty, who do not hold a terminal degree, must apply for Adjunct Graduate Faculty status to serve on master’s committees.

Included in the packet given to Council members were the following University Policies and Procedures: PPS 7.03 Nomination and Evaluation Procedure for Graduate Faculty; and PPS 1.08 Role of the Graduate College.
Dean Willoughby notified the Council that the following UPPS was approved and is now posted: UPPS 07.07.06 Salaried Graduate Assistant Employment Procedures

Scholarship flyers for the following scholarships were included in the packet: Graduate College, Scholars/Celebrity Classic and Mitte. Dean Willoughby suggested that these flyers may be copied and displayed in the departments to advertise these scholarships.

Dr. Paula Williamson discussed implementation of electronic submission of Thesis/Dissertations beginning with the Fall 2006 and Spring 2007 semesters. Several Council members noted that the Thesis/Dissertation Handbook, located on Graduate College website, is hard to find. It was suggested to have a link on the Graduate College website home page. Dr. Williamson briefly discussed that the document is being modified, because of a need for some clarifications (ex.: due dates). A Council member requested that the thesis/dissertation due dates be posted on an annual basis, instead of each semester. It was also requested that the calendar of due dates be emailed to the Graduate Advisors at the beginning of each semester.

Dr. Williamson announced that the Graduate College is in the process of developing a Thesis/Dissertation Writing Workshop. She also announced a cooperative dissertation/thesis workshop with Texas Tech University that will be held March 10-14, 1007, in Junction.

Dean Willoughby adjourned the meeting at 3:45 p.m.

Minutes by Sylvia Mobley

12/5/06