

Graduate Faculty Meeting
May 6, 2004 3:30 pm
Missouri Room (University Center East)

I. Introductory Comments, Committee Reports, and Informational Items:

A. IELTS as an alternative to TOEFL

The graduate faculty was asked to consider allowing international students to submit IELTS test results as an alternative to the TOEFL test currently required. The main question is how to correlate IELTS scores with our existing guidelines for TOEFL scores. Prof. Richard Miller has asked that at least one faculty member from the foreign languages department be consulted in evaluating the comparability of this test with respect to our current TOEFL requirements.

B. Committee to Update the Graduate Catalog

A committee consisting of the associate deans for research and graduate studies from each of the four schools has been formed to review and suggest updates to the graduate catalog. The objective is to revise the description of policies and procedures in the graduate catalog so that they are consistent with current practices by the colleges and departments. The committee will be chaired by Associate Dean K. Krishnamurthy from the School of Engineering.

C. Report from the Committee on Certificate Programs and Nondegree Graduate Status

Vice Provost Henry Weibe reported on behalf the committee. The committee believes that the current limit on the number of graduate certificate programs (up to 10 per year) is sufficient for the immediate future. The committee recommended that nondegree graduate status also be used in place of postbaccalaureate admission for students who appear to be qualified for regular graduate admission but have not supplied complete official documentation (typically transcripts and test scores) at the time they wish to enroll. A copy of the report is attached at the end of the minutes. Registrar Laura Stoll will implement the graduate non-degree option.

D. Adding Graduate Study Assistants to the Distribution List.

There are currently four graduate study assistants—one from each school or college. Roberta Cox, the graduate study assistant from the School of Mines and Metallurgy has asked that the graduate studies assistants be included in any future email distribution of the graduate faculty agenda. The graduate faculty chair will add their names to the distribution list.

II. Election of Graduate Faculty Officers and Committee Members

Committee Memberships for 2004-2005 Academic Year

Member	Representing	Committee	Term
	Graduate Faculty	AC Budgetary Affairs	04-06

Al Crosbie	Graduate Faculty	AC Budgetary Affairs	03-05
Craig Adams	Graduate Faculty	AC Curriculum	03-05
S. N. Balakrishnan	Graduate Faculty	AC Personnel	04-06
Matt Insall	Graduate Faculty	AC Strategic Vision	04-05
Dan Waddill*	College of Arts & Science	GF Membership	04-05
D. J. Belarbi	School of Engineering	GF Membership	04-05
Jerry Tien	School of Mines & Metallurgy	GF Membership	04-05
Ray Kluczny	School of Management & Information Systems	GF Membership	04-05
Dick DuBroff	Graduate Faculty	SC Research Policy	04-05
L Acar	Graduate Faculty	SC Research Policy	04-05
Bruce McMillin	Graduate Faculty	SC Research Policy	04-05
Joe Newkirk	Graduate Faculty	SC Research Policy	04-05

AC=Academic Council Committee, GF=Graduate Faculty Committee, SC= Special Committee, *=Committee Chair

Graduate Faculty Officers for 2004-2005

Member	Office	Term
Joe Stanley	Parliamentarian	04-05
Joe Newkirk	Secretary	04-05
Dick DuBroff	Chair	04-05

An additional representative for the budgetary affairs committee will be selected.

III. Items Proposed for Discussion & Resolution

A. Library Cataloging Form:

Andy Stewart, the Director of the Library, had asked the graduate faculty to consider a requirement that each student submitting a thesis or dissertation complete a form to assist the library in cataloging the thesis or dissertation and any accompanying materials (e.g. CD ROMS, maps, etc.). Prof. Ken Ragsdell moved that this requirement be adopted as of FS04, that the form be filled out on line, and that the requirement for completing this form be added to the official graduate student deadlines issued each semester by the Deans' offices. The motion as stated by Prof. Ragsdell was seconded and approved.

B. Stipend X:

A motion was approved to increase Stipend X, currently set at \$30,600 for academic year 2004-2005, to \$31,200 for academic year 2005-2006.

IV New Business

A. Roberta Cox has asked the graduate faculty to consider recommending revisions to Policy Memorandum II-20 which includes policies for defending theses and dissertations during intersession and registration in XX493. The chair of the graduate faculty will work with Roberta Cox to provide a written draft of these revisions for distribution to the graduate faculty and possible approval at the next graduate faculty meeting.

B. Provost Y. T. Shah requested that the graduate faculty form a committee to consider ways to increase graduate student enrollment and specifically suggested that the committee should focus on facilitating cooperative graduate level programs with industry.

C. The list of proposed graduate degree recipients provided by the registrar's office was approved. The next Graduate Faculty meeting is tentatively scheduled for Monday December 6, 2004.

The meeting was adjourned at approximately 4:15 pm.

REPORT FROM THE COMMITTEE ON CERTIFICATE PROGRAMS AND NONDEGREE GRADUATE STATUS

1. Certificate Programs:

It was decided that the limit of 10 was a "per year" limit and therefore not a concern. This was based on the material taken from the March 2001 Graduate Faculty meeting min. that states **"Each year, approximately ten "hot topic" areas, along with a four-course sequence from existing graduate courses that provide working professional with the knowledge they need to understand and contribute to these emerging areas, will be identified and advertised."**

2. Non-degree status for certain new graduate students:

The committee looked at two options (shown below) with regard to recommending the non-degree status. It was decided to recommend the second option. This action will reverse the administrative decision that was made several years ago and reinstate the graduate non-degree status for students that departments wish to accept based on unofficial records. This non-degree status is automatically removed as soon as departments grant official acceptance based on the receipt of official records.

Options considered:

1. Bring the recommendation to the Graduate Faculty for their endorsement to change back to the graduate non-degree admission status or
2. Tell Laura Stoll to implement it. The justification for No. 2 would be that we are simply reversing a previous administrative decision (which was never voted on by the graduate faculty) to go from non-degree admissions to the present post-bac system.