

Minutes of Graduate Faculty Meeting held on May 5, 2003

Agenda as announced:

1. Approve minutes for fall graduate faculty meeting
2. New MS degree in Technical Communications (Larry Vonalt)
3. Form-I timing (Mariesa Crow)
3. Approval of May Graduates
4. Election of officers for 03-04
5. New Business

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Chairman Don Madison called the meeting to order at 3:30 PM in the Mark Twain Room, UCE.

1. Minutes of Graduate Faculty Meeting held on December 2, 2002 were approved as distributed.
2. Larry Vonalt presented the new MS degree program in Technical Communications. A document with the details of the program was also handed out. The program was approved as presented.
3. Mariesa Crow discussed the following two items:
  - a. C & F grades.

The graduate Catalog states on page 18 states “A graduate student accumulating 10 or more hours of C and F grades (excluding courses for undergraduate credit only and also excluding C grades which were earned for courses that cannot be counted for graduate credit because of the time passed since C grades were awarded) shall no longer be a candidate for an advanced degree from this institution.”

A motion was approved to add a sentence to the above statement so that the new condition now reads as follow:

A graduate student accumulating 10 or more hours of C and F grades (excluding courses for undergraduate credit only and also excluding C grades which were earned for courses that cannot be counted for graduate credit because of the time passed since C grades were awarded) shall no longer be a candidate for an advanced degree from this institution. This limit is cumulative over all degree programs (M.S. plus Ph.D., M.S. plus 2<sup>nd</sup> M.S., etc.) and is not per degree program.

b. Timing of Form-I submission.

The current graduate catalog on page 19 states “Within six weeks after the beginning of the second semester in residence, the student will make a graduate program.....”

A motion was approved to amend this statement so that the new condition now reads as follow:

Within six weeks after the beginning of the semester in which the student takes his/her 15<sup>th</sup> graduate credit hour, the student will make a graduate program.....

4. List of May 2003 graduates as distributed was approved with the addition of Megan Hart (Geological Engineering).
5. Election of officers for 2003-04
  - a. K. Krishnamurthy was reelected unopposed to the position of Parliamentarian.
  - b. Joe Newkirk was elected unopposed to the position of Secretary.
  - c. Names of Don Madison and Dick DuBroff were nominated for the position of Chair. Dick DuBroff was elected by a majority vote.
  - d. A motion to thank Don Madison for his services was approved.
6. Under new business, Mariesa Crow described the original intent and limit on the number of certificate programs. Currently this limit is 5.
  - a. This limit will now be 10.
  - b. The guidelines will be revisited in the near future.
  - c. Life of an approved certificate program is 5 years.

Meeting adjourned at 4:25 PM

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Respectfully submitted  
By Lokesh R. Dharani  
Secretary, Graduate Faculty