

Graduate Council Meeting Minutes  
Nov. 14, 2005  
Havener Center-Turner Room

The graduate council convened at 3:00 pm to discuss agenda items for the graduate faculty meeting to be held on Monday December 5<sup>th</sup>. The following members of the graduate council were present: Dan Waddill, Joe Newkirk, Caroline Fisher, Frank Liou, K. Krishnamurthy, Vicki Hudgins, Roberta Cox, Ralph Wilkerson, David Van Aken, and Greg Hilmas.

The following agenda items were discussed:

1. Graduate Faculty Membership Committee. The current committee consists of Dan Waddill, D. J. Belarbi, Jerry Tien, and Ray Kluczny. They have all served this committee admirably for many years and have all indicated that they would like to be replaced. As chair of the graduate committee, I will try to find new graduate faculty members to serve on this committee. The requirements are that the members of the membership committee be members of the graduate council with one member from each School/College. In accordance with the rules of the graduate faculty, the new membership committee will be effective with the start of the new academic year.
2. The new IBT (internet based testing) TOEFL (Test of English as a Foreign Language): The minimum TOEFL requirement currently listed in the graduate catalog is 550 for the paper based test (PBT) or 213 for the computer based test (IBT). Using tables prepared by the Educational Testing Service, these scores correspond to 80 on the internet based test. Therefore the graduate faculty will be asked to approve modifying the next graduate catalog to include: “the minimum acceptable scores are 550, 213, or 80 for the paper based, computer based, and internet based TOEFL tests, respectively” or words to that effect.
3. Master of Engineering Degree Requirements: The master of engineering degree is a practice oriented degree currently offered in Geotechnics, Manufacturing Engineering, and Mining Engineering. Presently this degree requires that each candidate has an advisory committee to receive the candidate’s written project report and conduct an examination based on an oral presentation of the project. Departments offering this degree have requested that the oral presentation, examination and formation of an advisory committee be left to the discretion of the individual departments. This would have the effect of requiring a change in the catalog description of the degree according to a hand-out presented to the members in attendance at the graduate council meeting. According to the proposed changes, candidates would still have an advisor and would still be required to present a written project report to their advisor. A copy of the text of the current and proposed sections of the graduate catalog pertaining to this degree will be forwarded with the agenda announcement to members of the graduate faculty.

4. PhD in Systems Engineering: The graduate faculty will be asked to approve a new degree program for a PhD in Systems Engineering. A copy of the NP form for this new program will be attached with the announcement for the graduate faculty meeting.

5. Modification to Graduate Form VII: Graduate Form VII is used to report the results of the Comprehensive Exam for Ph.D./D. E. degree candidates. It has been requested that the form be modified to replace “Date of Final Examination” with “Exam Completion Date:.” The proposed change reflects procedures used in some departments where the exam is completed over a period of several days as described on page 24 of the current graduate catalog.

Therefore, the proposed agenda for the graduate faculty meeting will consist of the following items:

1. Requested approval of graduate degree candidates
2. Requested approval of the PhD in Systems Engineering program
3. Requested approval of changes in the graduate catalog for the Master of Engineering degree.
4. Requested approval of modifications to Graduate Form VII.
5. Requested approval of changes to the graduate catalog to reflect the new IBT TOEFL test.
6. Graduate Faculty Membership Committee.

The meeting of the graduate council was adjourned at 4:05 pm.

Respectfully submitted,

Richard E. DuBroff  
Chairman of the Graduate Council