

## **GRADUATE EXECUTIVE COMMITTEE MEETING MINUTES – January 19, 2012**

Present: Nolan Argyle, Mary Block, Michael Davey, Dianne Dees, William Faux, Janet Foster, Alfred Fuciarelli (presiding), Lyle Indergaard, Fred Knowles, Wallace Koehler, Jim Loughry, Rusty McClung, Corine Myers-Jennings, Nancy Swanson, David Wasieleski, Maria Whyte. Guests: Don Leech, Sade Miller, Rebecca Waters, Teresa Williams.

The meeting was called to order by Dr. Alfred Fuciarelli at 2:05 PM.

The minutes from November's meeting were approved.

Because a Psychology class meets in Room 3007 at 3:30, the committee agreed to start the graduate executive committee meeting at 1:30 instead of 2:00, beginning February 2, allowing enough time to review proposals and vacate the room by 3:00 pm.

### **Arts & Sciences**

Reactivation of CRJU 7910: Motion was made to approve; seconded. Fred Knowles reported that it was unclear why the course was deactivated but it is a necessary class for MSCJ majors. The reactivation was approved with one abstention.

### **Langdale College of Business**

Revised Catalog Copies MACC Program (3): Motion was made to approve; seconded. Nancy Swanson explained that two of the catalog changes are necessary to change course prefixes from ACCT to MACc, similar to how the MBA prefixes are used. A third catalog copy revision will update the deficiency point maximum to four points rather than the default number of three. The proposals were approved with one abstention.

### **Education**

New Course – LEAD 7999: Motion was made to approve; seconded. Don Leech said that the Master of Education in Higher Leadership would like to add a thesis option to their program. Several students expressed an interest in continuing their education and that the thesis experience would help prepare them for the terminal degree. The effective date was changed to summer 2012. The proposal was approved.

### **Other Business**

1. Thesis and Dissertation Update: Dr. Fuciarelli shared information regarding enrollment increases and the number of theses and dissertations reviewed. There has been a 52% increase in graduate enrollment since 2007. The number of thesis/dissertation reviews is increasing with the addition of new programs. Most students submit their work to the Graduate School very close to the deadline (14 days before graduation). Formatting issues are most common, but sometimes there are editing issues in the documents that should have been addressed by committees. In fact, two students are still in the review stage. If not completed by January 31, they will not have their degrees posted for fall 2011 graduation. The question was asked – do we need to move up the deadline by one week? Some universities have one month or mid-term deadlines. The College of Education has a timeline – dissertations must be submitted to the COE dean 10 days before the Graduate School's deadline. Teresa Williams said that she always recommends that students be prepared to defend their theses or dissertations by mid-term of

any given semester to allow ample time for committee members' changes to be made. She also displayed the Graduate School's Thesis and Dissertation Information web pages. The 2002 version of the *Thesis and Dissertation Guide* should be discarded. The web pages include a "Helpful Hints" link that with frequently made errors. Sample pages (title, copyright, fair use, abstract, table of contents, lists of tables or figures, acknowledgements and the first page of a chapter) are also included.

2. Graduate Peer Tutoring in Writing: Teresa Williams reminded the committee that a graduate assistant is available through the Student Success Center for tutor in writing. A flier was distributed with the agenda. The tutor is not an editor for theses or dissertations.
3. Graduate Student Symposium: The symposium is set for Friday, April 20, 2012. The date was moved up a week because needed space was available only on that date. Time will be from 2:00 to 7:00 pm in the UC Magnolia Room and Theater. A call for nominations should be distributed by January 31.
4. Graduate School Strategic Assistantships: Dr. Fuciarelli explained that the initiative is used to recruit students. There were 25 vacancies for spring, with eight filled. A call for nominations to the GSSA program is forthcoming with a deadline of April 1 for summer and fall appointments. Dr. Fuciarelli would like to form an advisory committee to assist in reviewing nominations. The GSSA is our most prestigious graduate student assistantship with \$10,000 stipend each year plus a tuition waiver. Should there be a minimum standard, such as a minimum GPA? As of now, the only requirement is that a student be admitted to a graduate program. The advisory committee will explore this issue.
5. Deficiency Point Policy for Undergraduates Taking Graduate Courses: Dr. Fuciarelli mentioned a possible concern: if an undergraduate is given permission to take graduate courses, and they make grades below a B and are later admitted to graduate programs, will deficiency points count if the courses are counted in their graduate curriculum? It was agreed that advisors will need to notify the Graduate School (Teresa Williams) if a deficiency point should be applied once an undergraduate taking a graduate course and making a C later uses the course for their graduate program.

Motion was made to adjourn, seconded, at 3:00 pm.

*Teresa Williams*

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Teresa Williams, Recorder

*Alfred Fuciarelli*

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Alfred Fuciarelli, Ph.D.  
Assistant VP for Research and Dean of  
the Graduate School