

Graduate Studies Meeting Minutes
February 23, 2012—3:00-4:30 Marcus White Living Room

Attendees: P. Lemma, S. Seider, M. Davis, N. Zlatareva, A. Hyman Gregory, K. Wlodarska, S. Kirstukas, E. Leonidas, M. Ciscel, M. Specter, R. Churchill, B. Emiliani, O. Perdomo, M. Lourdes Casas, C. Parr, K. Kostelis, J. Thomas, C. Fallahi, J. Turner, B. Nelson, D. Mulcahy, J. Thomas, D. Adams.

Susan Seider-Chair:

- Welcome and Minutes from January 26, 2012 approved.
 - **Meeting dates** for the remainder of **2012** Academic Year- See grid below.
- All meetings held in Marcus White Living room at **3:00-4:30 p.m.** (*Note: start time.*)

SPRING 2012

FULL GSC MEETING MWLR (3-4:30)	CURRICULUM Subcom. Rvac 466 (2:30- 4:00)	POLICY (meets Thurs. after full GSC mtg.) 2:30
3/29	3/15	3/1
4/26	4/19	4/5
		5/3

Notes from Dean Paulette Lemma

1. Final Enrollments for spring 2012

Total Graduate	Headcount 2,354	Credit Hours 13,772	FTE 1,148	Headcount 2,214	Credit Hours 13,294	FTE 1,108
	Spring 2011			Spring 2012		
Graduate						
Full-time	548	5,738	478	569	5,980	498
Part-time	1,806	8,034	670	1,645	7,315	610

- a) Trend in enrollment numbers indicate an increase in FT enrollment, which continues to grow: 569, compared to 548 (spring 2011). We have a more robust FT student body than in years past.
- b) PT enrollment numbers declining: 1,645 compared to 1,806 (spring 2011).

2. Dates:

- a) February 23: Graduate Reception → Held tonight following the GSC meeting. Some students have called to cancel but most are still attending.
- b) Graduate commencement will be held on Wednesday, May 16, 2012. Dean Lemma will have the number of students attending commencement by the next GSC meeting on March 29. This will help determine how many volunteers will be needed for commencement exercises (i.e., hooding, marshalling, etc.). Note: applications for

graduation are still coming in. Students must apply to graduate in order to participate in commencement.

- c) **Open House** will be held on Thursday, **March 15**. Faculty representation is still needed so please ensure that a representative from your department will be in attendance.
- d) **Comprehensive Exam results: Due: May 1**. Lists will be sent to departments containing the names of students who are eligible to take comprehensive exams. Departments must inform their students of dates, time, procedures for the exams, etc. The results of comprehensive exams must be sent to Dean Lemma by May 1. Departments should ensure that students are ready to graduate.
- e) **Graduate Forum** will be held in April. A firm date is still pending.
- f) Planning has begun for **Orientation to be held on Wednesday, June 13**. Students entering in summer or fall 2012 will be invited to participate. Department representatives are needed to do advising for new students. Dean Lemma will determine which departments need representation based on RSVPs from students. Students will arrive at orientation at 5pm and faculty advisors will be asked to attend from 6-7pm. Please think ahead about whether there will be faculty from your department available to attend.

3. Due dates for students

- a) Last day to apply to graduate: March 1 for spring; March 15 for summer. Please convey to your students.
- b) **Theses are due by Monday, April 16** if students wish to have their theses listed in the commencement booklet; otherwise no later than exam week. Please remember to submit grade change forms to Dean Lemma if students have an incomplete from a previous semester. Students should follow the guidelines for submission as noted in the thesis handbook. If a grade change form is not submitted students will be unable to graduate on time.
- c) **Special projects are due no later than exam week**. Please remember to submit grade change forms to Dean Lemma if students have an incomplete from a previous semester. Please have students follow the guidelines for submission of special projects: one original and three abstracts are due. Note: students should not submit three copies of their special projects. Only one is needed, along with three copies of the abstract.

Pat Gardner, Associate Director of Graduate Admissions

No Report

Notes from Susan Seider, Chair of GSC

GENERAL REMINDERS FOR SEMESTER- Please share with your department faculty

1. If your faculty needs to have a copy of an updated planned program please have them contact the graduate studies office and one will be emailed.
 - a. Please reiterate to faculty the importance of **not including SSN on planned programs**, especially in light of the recent university wide security breach.

- b. Dean Lemma added that student SSN are only used for very limited purposes including application for admission (optional) to graduate studies, in order to receive their ID and to be entered into Banner for the first time, for payment as a GA or student worker, for re-enrollment purposes, and for financial aid reasons.
- 2. GSA Academic Awards Reception will be held **tonight** from **5:00-7:00** p.m. in Constitution Room.

Committee Reports

- **GSA:** No report. Student representative not in attendance.
- **Scholarship:** Dr. Oscar Perdomo (Chair); Drs. Wang, Siporin (Tentative), Voight. Dr. Perdomo discussed the *GSA Scholarship* and the *Annual Graduate Community of Scholars Tribute*. A handout was provided containing information about both of these awards. Information about the GSA scholarship is available on the GSA webpage. The deadline for students to apply is April 1. Information about the Graduate Community of Scholars Tribute is available on the GSC webpage. The first Friday in April (April 6) is the deadline for nominations.
- **Policy:** Dr. Mike Davis (Chair); Members: Drs. Spector, Retelle, Seider (*Handout sent by email with agenda and minutes*)

Approved: Proposal to make changes to admission policy for the Master of Science in Teaching English to Speakers of Other Languages (TESOL).

Rationale for changes include:

- 1) Inclusion of program's newly adopted outcomes;
 - 2) Proposed inclusion of new topics course (Ling. 530) in list of program electives;
 - 3) Changes in the program's admission policies and procedures (minimum GPA for automatic admission increased from 2.70 to **3.00** (consideration of conditional admission between 2.40 and 2.99); also requires application letter and 2 references sent directly to department). Changes also provide faculty more control of admission process and allows for better initial advising and entry processes.)
- **Appeals:** No report. Dr. Ralph Cohen (Chair); Drs. J. DeLaura, G. Fitzgerald, J. Thomas, S. Seider.
 - **Curriculum:** Dr. Carlotta Parr, Chair, Members: Drs. Leonidas, Nelson, Panoutsopoulos. A. The GSC committee on recommendation of GSC Curriculum committee **approved** the following **course revisions** from the **English Department** :

1. Undergraduate/Graduate

Course Revision: ENG 448: Advanced Studies in American Literature 3

Approved as Amended [AS][GS]

Prereq.: ENG 398, or permission of instructor for non-majors; **or Graduate Standing.** Topics in American literature, with a focus on individual authors, literary theory/method, or other specialized subjects. Attention to literary criticism, interpretation, and research. May be taken under different topics for a maximum of

6 credits. Cross listed with AMS 448. No credit given to students with credit for AMS 448. [GR]

2. Undergraduate/Graduate Course Revision: **ENG 458: Advanced Studies in British Literature 3**

Approved as Amended [AS][GS]

Prereq.: ENG 398, or permission of instructor for non-majors; **or Graduate Standing.** Topics in British literature, with a focus on individual authors, literary theory/method, or other specialized subjects. Attention to literary criticism, interpretation, and research. May be taken under different topics for a maximum of 6 credits. [GR]

3. Undergraduate/Graduate Course Revision: **ENG 488: Advanced Studies in World Literature 3**

Approved as Amended [AS][GS]

Prereq.: **ENG 398**, or permission of instructor for non-majors; **or Graduate Standing.** Topics in World literature, with a focus on individual authors, literary theory/method, or other specialized subjects. Attention to literary criticism, interpretation, and research. May be taken under different topics for a maximum of 6 credits. [I] [GR]

4. Undergraduate/Graduate Course Revisions Approved as Amended [AS][GS]

Change prerequisites to make **ENG 398 a prerequisite for all 400-level courses**

Change the prerequisites of all the following courses to: "Prereq.: ENG 398, or permission of instructor for non-majors; **or Graduate Standing.**" ENG 445, 448, 449, 450, 451, 458, 461, 462, 463, 464, 470, 474, 475, 476, 477, 478, 480, 486, 487, 488

B . Drs. Parr and Adams explained that the university curriculum committee is trying to create a new graduate catalog to be updated annually on June 1 of each academic year. The new catalog will do away with outdated information and keep information up to date. The catalog will be redesigned to a web browser format with PDFs rather than read like a book.

- a. Discussion regarding how the information will be continuously updated. Once the catalog is posted for the academic year on June 1, it is locked down and changes cannot be made. This is kept as a record of the requirements for students enrolled in the program during that given academic year.
- b. Departments can control the information about their departments, programs, faculty, etc. via their department web pages.
- c. More information is available by contacting Dr. Adams or Mark McLaughlin.
- d. Dean Lemma noted that when admission changes are made, statements are should be included that indicate the date in which they take effect. Changes are effective one year out so that any changes made to admission criteria, for example in spring 2012 will be effective as of spring 2013.

New Business: None.

Meeting adjourned at 4:15 p.m.

Respectfully submitted: Dr. Amy Hyman Gregory