

GRADUATE COUNCIL
Minutes
Thursday, October 29, 2009
3:30 p.m., Westside Hall Conference Room

Council members attending: Drs. Berliner, Fischetti, Furia, Janicki, Kelley, Kinsey, McNamee, Seidman, Taylor and Vetter. Also attending: Sue Cody, Velu Ochoa-Riano and Wanda Underwood. Dean Roer presided.

I. Approval of minutes of September 24, 2009: The minutes of September 24, 2009 were approved as submitted.

II. Announcements

Graduate Faculty Update: The following faculty have been approved since the last Graduate Council meeting.

College of Arts and Sciences

- **Biology and Marine Biology** – Kyle W. Shertzer, special seven year appointment, David M. Wyanski, special seven year appointment
- **Psychology** – Alissa Dark-Freudeman, three year appointment

Watson School of Education

- **Educational Leadership** - Anita Brown, one year appointment, William R. Richardson, one year appointment, Virginia Teachey, one year appointment, Karen Wetherill, five year administrative appointment
- **Instructional Technology Foundations and Secondary Education** – Edward Caropreso, five year appointment

III. New Business

A. Program and Curriculum Committee

College of Arts and Sciences

Department of Biology and Marine Biology

BIO 598, Research, new course, approved

Department of Creative Writing

CRW 530, Creative Writing Workshop, course description change, approved

CRW 543, Forms of Poetry, course description change, approved

CRW 545, Forms of Creative Nonfiction, course description change, approved

CRW 547, Forms of Fiction, course description change, approved

CRW 580, Special Studies in Creative Writing, course description change, approved

CRW Degree Requirements change, approved

Department of Computer Science

CSC 525 (425) (MAT 525/425), Numerical Analysis, Deletion, approved

Department of English

ENG Degree Requirements, change in hours, approved

ENG Degree Requirements, Thesis Non-Thesis option, approved

ENG 512, Topics in Cinema, deletion, approved

ENG 525, Studies in Linguistics, title change, course description change, approved

ENG 551, Studies in Professional Writing, title change, approved

ENG 552, Rhetoric and Culture, course description change, approved

ENG 553, Studies in Rhetoric and Literacy, title change, approved

ENG 554, Theories and Practices of Critical Literacy, deletion, approved

ENG 560, Studies in British Literature, title change, approved

ENG 561, Studies in American Literature, title change, approved

ENG 565, Studies in European Literature in Translation, course description change, title change, prefix/number change, approved

ENG 566, Studies in Anglophone World Literature, new course, approved

ENG 566, Studies in Anglophone World Literature, syllabus, approved

ENG 572, Studies in Literary Criticism, course description change, approved

Department of Foreign Languages and Literatures (Spanish)

Changes to Post-Baccalaureate Certificate Program in Hispanic Studies, approved

SPN 550 Teaching College Spanish, new course, approved

Department of History

HST 571, Care and Management of Historical Collections, new course, approved
HST 571, Care and Management of Historical Collections, syllabus, approved
HST 572, Education and Interpretation at Museums and Historic Sites, new course, approved
HST 572, Education and Interpretation at Museums and Historic Sites, syllabus, approved
HST 574, Museum Exhibition, new course, approved
HST 574, Museum Exhibition, syllabus, approved
HST 575, Administration of Museums and Historic Sites, new course, approved
HST 575, Administration of Museums and Historic Sites, syllabus, approved

Department of Physics and Physical Oceanography

PHY 550, Fluid Mechanics, new course, approved
PHY 550, Fluid Mechanics, syllabus, approved
PHY 577, Observational Methods & Data Analysis in Physical Oceanography, new course, approved
PHY 577, Observational Methods & Data Analysis in Physical Oceanography, syllabus, approved
PHY 578, Geophysical Fluid Dynamics, new course, approved
PHY 578, Geophysical Fluid Dynamics, syllabus, approved
PHY 579, Ocean Circulation Systems, new course, approved
PHY 579, Ocean Circulation Systems, syllabus, approved
PHY 580, Coastal and Estuarine Systems, new course, approved
PHY 580, Coastal and Estuarine Systems, syllabus, approved

Department of Public & International Affairs

PLS 593, Study Abroad in Public Administration, new course, approved
PLS 595, Capstone Seminar in Public Administration, prerequisite change, approved

Department of Sociology & Criminology

CRM/SOC 561, Seminar in Criminology, degree requirement change/course description change, approved
SOC 508, Public Sociology Seminar, degree requirement change/course description change, approved

Cameron School of Business

Department of Information Systems and Operations Management

MIS 585 Copyright, Privacy and Cyber Law, deletion, approved

IMB 531, Cases in International Finance, course description change, approved
IMB 555, Leading Organizational Change, course description change, approved

- B. Reviewed and approved Full-time status courses:** IMB 599, Thesis, IMB 594, Capstone Project, BIO 598, Research, MIT 598, Development Project/Portfolio, MIT 599 Thesis, MIT 542 Internship, GRN 590 Practicum, CSC 594 Capstone Project, MIS 594 Capstone Project

C. Reviewed and approved proposed addition to Withdrawal Policy:

If the term of an individual course does not conform to the standard 15 week semester, the withdrawal period is calculated based upon the course term's equivalence (i.e., a student is allowed to withdraw from the course through the first 1/15 of the course term without having a grade entered; between 2/15 and 12/15 of the course term, a student who withdraws will receive a W; beginning 13/15, a grade of F will be assigned for a withdrawal).

D. Reviewed and approved proposed addition to Grades of Incomplete:

GRADES OF INCOMPLETE

An incomplete grade may be given if the course instructor determines that exceptional circumstances warrant extending the time for the student to complete the course work, but in no case will the extension exceed one year **unless approved by the Dean of the Graduate School and Research**. The instructor may set the maximum allowable period for completion of the course work, but in no case will the extension exceed one year. If the time allowed is to be less than one year, this information should be transmitted in writing to the student, with a copy to the Graduate School. If, within 12 months, a change of grade has not been submitted by the instructor, the incomplete automatically becomes an F.

E. Reviewed and approved policy for inactivating a graduate student record:

The decision of the Council was that after one semester of non-registration, the student could be inactivated. To maintain the status process, the following steps would be followed:

1. Run a report after the drop/add period each semester to identify students who are not registered.
2. Send the report to each graduate coordinator for their area. The coordinator would advise which students to inactivate with a status of "GS", Grad-School inactive, those students who will continue with an "AS", active status, or those that may need to complete a Leave of Absence form.
3. For students with a status of "GS", admission or re-enrollment is required, plus payment of the application fee.

F. Reviewed and approved policy for leave of absence:

1. The student will complete a Leave of Absence form and forward to the Graduate School with the appropriate signatures.
2. If a student does apply for a leave of absence and it is approved, the student status will be updated to "LG", Leave of Absence-Graduate School, in the term in which the leave of absence begins. The student's status will be updated to "AS" in the term they return. If the student does not return in the term specified on the Leave of Absence form, the student's status will be updated to "GS", Grad-School inactive.

G. Discussion of using same courses for second Master's degrees

IV. Old Business

Reviewed and made recommendation to Council on Request to Plan a Ph.D. in Coastal and Marine Science

V. Other - None

VI. Adjournment: The Council adjourned at 4:45 p.m.

**Graduate Council Meetings for 2009-2010
(All meeting are scheduled on Thursday)**

**December 8, 2009, 3:30 p.m., Alderman 215
January 28, 2010, 3:30 p.m., Westside Hall Conference Room
February 25, 2010, 3:30 p.m., Westside Hall Conference Room
March 25, 2010, 3:30 p.m., Westside Hall Conference Room
April 29, 2010, 4:00 p.m., Alderman 215**