MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL

April 22, 2010


OTHERS PRESENT:  Karen Alarie, Tina Hancock

ABSENT:  Pam Arroway, Steven Clouse, Bill DeLuca, Lloyd Fleisher, Craig Friend, Tim Hatcher, Haig Khachatoorian, Holly Swart

1. Approval of the minutes of the April 8, 2010 meeting of the Administrative Board of the Graduate School.

The minutes of the April 8, 2010 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Hodge encouraged board members to get all edits to Karen Alarie as there is only one meeting left on the agenda.

Dr. Hodge indicated that a summer meeting may be required, but a final decision would be made after the last meeting determines the possible workload.

Dr. Richard Venditti was recognized by the Board for his Advocacy Award from ACAAGS. Dr. Larick reported this information and indicated that the ACAAGS reception had a very good turnout. The keynote speaker Jackie Hughes-Oliver was excellent.
3. **Enrollment Update**

Dr. Hodge indicated that the current enrollment is up, but these are mostly new enrollments. New student enrollments are lagging, but are expected to catch up to the projected target.

4. **Update on Recent University Graduate Student Association (UGSA) Activities**

Ms. Feese reported that the seminar presented by Ph.D. Comic author, Dr. Jorge Cham went very well with about 300 people attending. Dr. Cham allowed UGSA to make the speech available online for 24 hours and another 400 people viewed the talk online.

The president, Ali Kefeli received more responses than he expected regarding the 10 vacant seats for the Student Government Senate and he has been able to fill them all.

The last meeting of the UGSA is Monday, April 23, 2010.

5. **Operational Items**

VMC 931 – Introduction to Physical Examination Skills: Laboratory Animal and Zoological Species – new course

*Approved*

VMC 937 – Introduction to Physical Examination Skills – Small Animal – credit hours, description, scheduling

*Approved*

Request to add prerequisites to MSE 702, 706, 708, 760 and 771

*Approved*

6. **New Courses:**

CH 772 – Solid State Chemistry

*Approved with revisions*

CSC 425/525 – Engineering Knowledge-Based Services, tabled on January 28, 2010

*Tabled*

EMS/ST 519 – Teaching and Learning of Statistical Thinking

*Approved*
7. Discussion Items:

h. Advisory Committee Chair

We need a recommendation to resolve the issue of whether or not each advisory committee must have a chair. The Handbook is ambiguous, but the coding in SIS is not. Students are not allowed to submit a committee without a chair. DGP’s and the Graduate School may override this requirement, but it requires a great deal of effort to accommodate the wishes of some programs to have two co-chairs instead of a chair. Examples of the ambiguous wording from the Handbook are:

from 3.13, Co-Majors and Minors:

2. Doctoral Students
Students may co-major at the doctoral level with the approval of both programs and with the appointment of a co-chair from each program on the advisory committee. Co-majors are not permitted between Doctor of Philosophy and Doctor of Education degree programs.
from 3.2, Advisory Committees:
A full member of the graduate faculty must chair the committee. However, an associate member of the Graduate Faculty may co-chair if the other co-chair is a full member.

from 3.6, Comprehensive Examinations:

When remote examinations do become necessary, it is the responsibility of the chair (or co-chairs) of the committee to maintain the academic integrity of the exam and to ensure that the spirit of the requirements outlined in 3.6.B. or 3.6.C. above are followed.

from 1.3 Graduate Faculty:
B. Responsibilities
Associate Status

Co-chair doctoral advisory committees when committee chair holds full Graduate Faculty status;

The general consensus was that a committee must be chaired, in the case of a chair or in the case of two co-chairs, by a full member of the graduate faculty. There was an understanding that the board may need to work the two separate policies into one rule because of the full/associate problem and the chair/co-chair issue.

8. Next scheduled meeting:
TBA