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

October 27, 2011


OTHERS PRESENT:  Karen Alarie, Dennis Boos (substituting for Spencer Muse)

ABSENT:  Mike Carter, Craig Friend, Lance Fusarelli, Design Representative, Brian Hoynacke, Kathy Krawczyk, Spencer Muse, Lian Lynch, Joseph Roise,

1. Approval of the minutes of the October 13, 2011 meeting of the Administrative Board of the Graduate School.

The minutes of the October 13, 2011 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Hodge reported that for Spring 2012 there are still about 100 sections that have no appropriate faculty member listed. He announced the update to the Administrative Handbook regarding faculty credentials for teaching graduate courses (Section 3.19 A) is complete. All graduate faculty must have the appropriate credentials to teach a graduate course. Supervised teaching and research courses must be taught by associate or full members of the graduate faculty. All courses without exception will be required to have the approved faculty member in place. All paperwork to appoint an instructor as a graduate faculty for Spring 2012 must be received by the Graduate School by December 5. See Section 1.3 Graduate Faculty of the Administrative Handbook for more details.
3. **Enrollment Update**

Dr. Hodge reported that we have exceeded our target and are above last year’s census. Applications are up by 16%.

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

There was no report available.

5. **Course Actions**

- COM 538 – Risk Communication – Approved with revisions
- COM 543 – Visual Content Analysis – Approved with revisions
- ENG 535 – Sociolinguistic Methods – Approved with revisions
- PO/PHY/ZO 524 – Comparative Endocrinology – Approved with revision

6. **Discussion Items**

   a. **Full or Part-time Status**

      Dr. Willits expects to have a proposal for the next meeting.

   b. **Revision of REG 11.35.3, Graduate Student Discipline**

      Board Members will garner feedback from their respective college committees and report their feedback at the November 10, 2011 meeting.

   c. **Graduate School Representatives (GSR)**

      **Do we need GSRs and, if so, what can we do the change the culture of not serving as a GSR when asked? Would a GSR pool be appropriate (e.g., each college get prior agreements from a group of faculty that rotates throughout the year? How about DGPs working together to swap out GSR time?**

      Early discussion focused on the topic of appointing the GSR/Outside-Member at the time the committee is established so as to avoid last minute rushes. It was pointed out that this is actually the expectation; however, when exam scheduling is done the GSR is generally considered expendable and therefore only half hearted attempts are made to accommodate their schedules. It was agreed that the GSR, once appointed, should be considered a member of the committee and be kept
in the loop during scheduling conversations. Discussion was then redirected back to the issue of whether we still need GSRs. Alternative solutions were discussed but none rose to the level of a proposal. A question was then raised as to what our peers (and others) are doing in this regard. It was agreed that a survey effort was needed to make that determination and Dr. Willits agreed to follow up. More discussion will follow once the college committees have had time to consider the matter.

7. **Next scheduled meeting**
   November 10
   10:00-12:00
   Winslow Hall Conference Room – ROOM CHANGE