
OTHERS PRESENT: Karen Alarie, Niki Robertson

ABSENT: Mike Carter, Lance Fusarelli, Bryan Hoynacke, Spencer Muse, Art Rice

1. Approval of the minutes of the January 26, 2012 meeting of the Administrative Board of the Graduate School.

   The minutes of the January 26, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge announced that the DGP workshops will take place on Tuesday, February 14 at 1:00 and Wednesday, February 15 at 10:00

   Dr. Hodge has just about resolved all graduate faculty teaching graduate courses for the spring semester.

3. Enrollment Update

   Dr. Hodge reported that applications are up 3.9% compared to this time last year.

4. Update on Recent University Graduate Student Association (UGSA) Activities
There was no report available.

5. **New Program**

Accelerated Bachelor/Master's Program in Plant Biology – **Approved with revisions**

6. **Course Action**

FYD 558 – Contemporary Issues in Volunteer Resource Management – **Approved with revisions and consultations**

7. **Discussion Items**

   a. Paper recommendation forms for admission – more and more graduate programs are striving to go paperless for the application process. The main obstacle is the recommendation form and letter. There is no policy that requires the recommendations to be completed online, however, many programs (mostly our largest) are requiring this or they will not review the application.

   There were several issues raised regarding the challenge of getting students to submit their recommendations online. One of the problems that was mentioned was that student’s may be confused that when they check the hard copy box, no message is sent to the recommender. It’s not the student submitting the recommendation, and there may be a challenge for the recommender to do the recommendation on-line. The Graduate School will investigate altering the information in Apply Yourself to make the information clearer to students regarding recommendation letters. Dr. Willits suggested that board members take this issue to the college committees for further discussion and feedback.

   b. Assistantship Course Load Restrictions – Confusion as to the rule for a full time load as the handbook states 12, but 9 is the restriction for assistantships.

   The rule 9 credit rule is problematic because there is no way for The Graduate School to enforce it. A motion was placed on the floor to eliminate the specific limits currently in the handbook and replace them with a general recommendation. Dr. Willits will create the recommendation and distribute it to board members to take back to the college for discussion.

   c. Prelim Oral Examinations – should the language be clarified as to who can attend and who is to conduct the actual examination as is done for the final?

   The rule requires that the exam be conducted by the advisory committee and that it be open to the graduate faculty. Concern was expressed that it is not clear as to who does what when. After lengthy discussion with no apparent consensus, Dr. Willits suggested that board members take this issue to their college committees to see what the focus might be and submit a few opinions that can be put to a vote.
d. A question was raised about the GSSP changes. Dr. Willits will contact Katie Lester to invite her to the board meeting to present the current changes to the GSSP for discussion.

8. Next scheduled meeting
February 23, 2012
10:00-12:00
Scott Hall, Room 216