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

March 15, 2012


OTHERS PRESENT: Karen Alarie, Bronson Bullock, Lindsay Gentile

ABSENT: Mike Carter, William DeLuca, Craig Friend, Lance Fusarelli, Bruce Hammerberg, George Hodge, Bryan Hoynacke, Lian Lynch, Vernon Matzen, Joseph Roise

1. Approval of the minutes of the February 23, 2012 meeting of the Administrative Board of the Graduate School.

The minutes of the February 23, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Willits announced that the Graduate Student Research Symposium will be held on March 20, 2012 from 1:00-5:30 in the McKimmon Center in conjunction with the 4th Annual Graduate Education Week to be held Sunday, March 18th through Saturday, March 24th.

3. Enrollment Update

No report was available

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

No report was available.
5. **Operational Item**

AND/PHY 552 – minor action memo for scheduling – **Approved**

6. **Course Action**

ARC 540 – Architectural Theory – **Approved with revisions**

ARC 541 – Architecture, Culture and Meaning – **Tabled**

ARC 542 – Sacred Architecture – **Approved with revisions**

FYD/ECI 557 – Volunteerism in Youth and Family Settings – **Approved**

HS 601 – Professional Presentation Skills in Horticultural Science – **Approved**

WPS 501 – Research Methods – **Tabled**

WPS 701 – Research Methods – **Tabled**

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.

   The consensus of the Board indicated that recommendations should go paperless with exceptions handled on a case-by-case basis. The ability to submit paper recommendations would be retained, but not advertised.

   b. Assistantship Course Load Restrictions – The handbook says the max for assistantship students is 9 hrs but there is no way to enforce that.

   There is currently a motion on the floor by Michael Stoskopf, seconded by Craig Friend,

   That the specific maximum course registration for assistantship students outlined in Section 4.2, sub-section D, of the Handbook imposing an upper limit of 9 hrs for full-time, 3/4 time, and 1/2 time assistantship students and 12 hrs for 1/4 time assistantship students be eliminated and replaced by a more general recommendation.

   where the recommendation would read
Students appointed to assistantships should consider the number of credit hours for which they register in any given fall or spring semester in light of the duties expected of them as a result of the assistantship. Limits to the number of credits such students may register for in a semester may be imposed by individual advisers or by programs. In such cases, registration should be established in consultation with the student's adviser and/or DGP.

This proposal was approved.

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?

Dr. Willits will create a policy using the final oral exam policy.

d. New Regulation: REG##: Parental Leave for Graduate Students

College committees will review the policy and board members will have feedback at the next meeting.

e. Proposed Repeal of RUL 02.15.07: Withdrawal of Graduate Students from the University

The board voted to remove this rule.

8. Next scheduled meeting
March 29, 2012
10:00-12:00
Room 216 Scott Hall