

**MINUTES
GRADUATE COUNCIL
October 20, 2011
1:00 P.M.**

MEMBERS PRESENT: Dr. Kenneth Gerhardt, Chair; Dr. Michael Annable, Dr. Andrea Behrman, Dr. Arthur Edison, Dr. Virginia Dodd, Dr. Mary Ann Ferguson, Dr. Peter Hansen, Dr. Carole Kimberlin, Dr. Lisa McElwee-White, Dr. Craig Osenberg, Dr. Joyce Stechmiller, Dr. Leonardo Villalón, Dr. Robert Westin, Ms. Nancy Parish (GSC)

MEMBERS ABSENT: None

GUESTS PRESENT: Mr. Richard Bryant (Admissions), Mr. Steve Pritz (Registrar), Dr. Bernard Mair (Provost Office), Dr. Christopher Silver (Design, Construction and Planning), Dr. William Tilson (Design, Construction and Planning)

STAFF PRESENT: Dr. Karen Bradley (recording), Dr. Laurence Alexander, Ms. Rimjhim Banerjee, Ms. Gann Enholm, Ms. Stacy Wallace

The meeting was called to order at 1:03 P.M.

I. ACTION ITEMS

1. **Minutes from the September 15, 2011 Graduate Council meeting.** Vote: Approved unanimously.
2. **Proposal for a “project in lieu of thesis” option to the existing Master of Science in Architectural Studies with a concentration in Sustainable Design.** Dr. Gerhardt explained that this was a straight-forward proposal. This degree has identical components to the thesis degree; the only difference is that the final document does not go through the Graduate School Editorial Office, and that the department/college submits it directly to the Library for archiving and dissemination. Dr. William Tilson indicated that the committee has several reviewers for these projects which are based on research. The students are working professionals whose companies benefit from these projects. This option is important to adapt to individual student needs. Vote: Approved unanimously. Effective Date: Immediately.
3. **Proposal to establish a policy governing the approval of Graduate Certificates.** Dr. Kenneth Gerhardt explained that the document presented includes changes, revisions and modification based on last month’s Council meeting. Each section of the document was reviewed and discussed.
 - Student Eligibility. Each academic unit must determine their application/admissions/criteria and certification process. There is not a central infrastructure for these processes. Dr. Mair indicated there will be a required application process for undergraduate certificates due to potential enrollment management concerns.
 - Responsibility for Developing and Overseeing a Certificate. Certificates that are listed in the current Graduate Catalog have already been approved by Graduate Council, and therefore do not need to undergo another approval process. Any certificate program

that has not had students complete the program in the previous five years will be closed. The Graduate School will request current information from the existing certificate units.

- Criteria for Completion of a Certificate. There will not be a maximum number of credits indicated. Related experiences (eg internships) will already have required academic credit registration. A minimum 3.0 truncated GPA must be earned for the body of work that creates the certificate.
- Issues to Address in the Application for a Graduate Certificate. Current Graduate Council approved certificates that are attached to a degree program will be included under that degree program's SLOs. All graduate level certificates sent for Council approval must now include Student Learning Outcomes (SLO), whether they are attached to a degree program, or are freestanding.
- Administrative Logistics. Academic units may describe their approved certificate programs in the Graduate Catalog. Mr. Pritz indicated that infrastructure will be created to get the remarks on the transcript.

Vote to accept proposal as amended: approved unanimously. Effective date: immediately.

The Graduate School will circulate a "tracked changes" document to all Council members with the above changes to include specific language created at the meeting. The finalized document will be sent to the University Curriculum Committee as an information item.

4. **Certificates spreadsheet.** Dr. Gerhardt reviewed the spreadsheet itemizing the existing Graduate Council approved Certificates. The Graduate School will review these data with the appropriate academic unit to confirm that the certificates are still being offered. If not, the academic unit will follow the policy for terminating certificates.
5. **Review of 3 proposals for Certificates in: Emerging Infectious Disease Research, Public Health, and Veterinary Forensic Sciences (Agenda items #5,#6,#7).** Council agreed with Dr. Gerhardt to table these proposals so that the academic units can resubmit after they review them for compliance with the newly approved policy.

The meeting adjourned at 2:25 pm.

Next Meeting: Thursday, November 17, 2011