
GRADUATE SCHOOL

Minutes: Graduate Board

Meeting date: Thursday, January 11, 2007

2:00–3:30 p.m. – Admin Bldg Rm 237

1. Program review recommendations/schedule/coordination

There is an upcoming discussion at the Academic Administrators Council about coordinating undergraduate and graduate program review. Many institutions combine the undergraduate and graduate reviews for the same discipline. The Graduate School Bylaws state: “Each graduate program shall be reviewed prior to its introduction and every 4 years afterward.”

ACTION: We will send out a request to all Graduate Program Directors to gather information on the date of the last review. This request includes specialized accreditation reviews as those can be done in place of program review. Once we have the baseline data, we will formulate a future plan.

2. Review assessment update document

ACTION: We will collect annual assessment data. This year we will use a table summary approach linking learning goals with assessment procedures, assessment results and any program or curricular changes. To expedite this process, we will schedule a follow-up meeting with each program director. In addition, the Board approves asking the following standard questions as part of the annual report: (many already do this) 1) number of grads, 2) placement of graduates, 3) average time to degree completion, 4) attrition, and 5) list of scholarly productivity by graduates.

3. Discussion re:graduation/commencement
(when can a candidate “walk?”)

There is variability in when doctoral candidates are granted permission to “walk through graduation” prior to completion of their final oral defense and dissertation edits. The standard for Graduate Schools appears to be a successful defense as the minimum standard, with most schools requiring receipt of final dissertation a few weeks prior to the graduation date. There was consensus that completion of the defense should be a minimum standard. An additional recommendation was to set a time limit of at least one month prior to graduation date. This issue will be shared with the Graduate Program Directors to seek input as well as discussion with the registrar.

4. Discussion – development of “Special graduate registration status”
call number

We are currently looking into creating a zero-credit hour course (IDC 999) that could be used under the following conditions:

- A student has completed all didactic coursework, but is still writing a thesis or dissertation. Registration would allow them to be listed as an active student in Banner for purposes of library access and building access.
- A student has existing coursework with one or more grades of Incomplete (I) and is not enrolling in any new coursework, but is using the semester to clear outstanding incomplete grade(s).

The Graduate Program Director would complete a form authorizing a student’s registration in IDC 999. This form would go to the Graduate Dean for final approval. The student would not incur any student fees for the semester. The student would not be allowed to register for IDC 999 for more than 3 consecutive semesters. Exceptions to this would have to be approved.

5. Electronic thesis/dissertation proposal

Review of proposal from J Bothmer about storage of electronic thesis and dissertations.

ACTION: Graduate Board supports moving this initiative forward with a one year embargo for faculty/students who have laboratory/sensitive data. Bothmer, Jensen and LaCroix will meet to discuss campus-wide initiative. Specific recommendations will be drafted and come back to the Graduate Board for approval.

6. Bylaws input

ACTION: Bylaws will be formally discussed at the February meeting.

7. Survey of Earned Doctorates

ACTION: Graduate Board approves recommendation to require all doctoral graduates to fill out the Survey of Earned Doctorates. This is a national data base used by several federal agencies and essential in evaluating the nation's work force. We will send out more information on this survey and links to survey for those who would like to review the instrument.

8. Set meeting times/Other

ITEMS to carry forward to next agenda:

- Use of electronic thesis/dissertations
- Discussion of institutional use of Dissertation Abstracts
- Bylaws

Meeting times will be sent out.