

*Graduate Council*  
Meeting Minutes

**Wednesday, September 12, 2007**

**Present:** Dr. James Badger, Dr. Lee Barrow, Dr. Linda Roberts-Betsch, Ms. Jill Brady, Dr. Susan Brandenburg-Ayers, Dr. Michelle Byrne, Dr. Max Burns, Dr. Delores Diaz (for Dr. Pamela Sachant), Dr. Barry Friedman, Dr. Chris Jespersen, Dr. Robert Laird, Dr. Georgia Mann, Dr. Jim Martin, Ms. Helen Miller (for Dr. Pamela Sachant), Dr. Richard Oates, Ms. Susan Perry.

**Absent:** Dr. Larry Berneking, Dr. Grace Newsome, Dr. Pamela Sachant (represented by Ms. Helen Miller and Dr. Delores Diaz), Dr. Shane Webb.

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Meeting commenced at 3:30 p.m.

**Handouts:**

- Graduate Council Chair Responsibilities
- Dean Responsibilities for Graduate Studies
- Academic Activities Committee Information
- Ad hoc Committee Report Memorandum

**Meeting:**

**I. Approval of Minutes (March 28, 2007)**

- Dr. Friedman moved for acceptance of minutes
- Dr. Brandenburg-Ayers made the second to approve
- Unanimous vote to approve

**II. Proposals for Course and Program Changes - Dr. Oates, Dr. Mann, & Dr. Jespersen**

1. Revision of the MED Program
  - Dr. Brandenburg-Ayers made the motion to approve the revision
  - Dr. Friedman made the second to approve
  - Unanimous vote to approve
2. Approval of a preliminary proposal for a Master of Music Degree
  - Dr. Badger made the motion to approve
  - Dr. Byrne made the second to approve
  - Unanimous vote to approve

3. Approval of a preliminary proposal for an M.A. in History
  - Dr. Friedman made the motion to approve
  - Dr. Brandenburg-Ayers made the second to approve
  - Unanimous vote to approve
4. Revision of History 6100, U.S. History
  - Dr. Friedman made the motion to approve
  - Dr. Badger made the second to approve
  - Unanimous vote to approve
5. Addition of History 6300, Studies in Latin American History
  - Dr. Friedman made the motion to approve
  - Dr. Laird made the second to approve
  - Unanimous vote to approve
6. Addition of History 6320, Regional Studies in Latin America
  - Dr. Friedman made the motion to approve
  - Dr. Brandenburg-Ayers made the second to approve
  - Unanimous vote to approve
7. Addition of History 6330, Indigenous Peoples of Latin America
  - Dr. Laird made the motion to approve
  - Dr. Byrne made the second to approve
  - Unanimous vote to approve
8. Addition of History 6400, History of the Middle East (graduate level component)
  - Dr. Friedman made the motion to approve
  - Dr. Badger made the second to approve
  - Unanimous vote to approve
9. Addition of History 6820, History of Indigenous Peoples
  - Dr. Friedman made the motion to approve
  - Dr. Brandenburg-Ayers made the second to approve
  - Unanimous vote to approve

**NOTE:** One proposal for a course change was missed in the meeting. English 6901 to English 6950 will be placed on the next meeting agenda for approval.

### **III. Old Business**

1. Transcript Policy – Dr. Roberts-Betsch
  - Ad hoc committee report

Dr. Roberts-Betsch discussed the transcript policy regarding certificates and concentrations at both the undergraduate and graduate level. An internal study revealed

inconsistencies in the NGCSU policies on certificates and concentrations. Representatives from Academic Activities and Graduate Council were tasked to develop policies that will apply to all departments. The representatives determined the academic credit hour requirement for certificate and concentration programs.

The graduate level certificate programs must be at least 12 academic credit hours and reported to the BOR. The graduate level concentration programs must be at least 9 academic credit hours. The transcript committee determined that certificates and concentrations will be reported to the Registrar for inclusion on transcripts. Dr. Roberts-Betsch sought approval from the Graduate Council for the new transcript policies. A motion to accept the new policies was made by Dr. Friedman and a second was made by Dr. Laird. It was a unanimous vote.

**NOTE:** Dr. Byrne clarified the academic credit hour requirement of 12 to 15+ academic hours for the post masters certificate in FNP.

## 2. Restructuring of Academic Affairs: Graduate Council and Transitional Issues

- a. Dr. Roberts-Betsch discussed the change in the reporting structure for Academic Activities. Some issues reviewed by Academic Activities are minor and do not have an impact on other programs. The decision was made to allow the Deans' Council autonomy to debate new courses and programs without submitting the issues to the Academic Activities Committee as long as the decision will not impact the budget or curriculum of another program. The Senate agreed to the change.

The report of changes made by the Deans' Council will be provided at Academic Activities Committee for review. If an issue receives a negative vote at the Deans' Council meeting; it will automatically be presented at Academic Activities. The Deans' Council can not veto a proposal.

- b. Dr. Roberts-Betsch sought input for a parallel process for the Graduate Council as far as filtering issues or changes through the Deans' Council that do not impact the budget or curriculum of other programs. A summary of actions taken by the Deans' Council and relating to graduate programs would be provided to the Graduate Council. Dr. Byrne made the motion to approve and Dr. Laird gave the second. Dr. Friedman opposed the proposal.

Dr. Roberts-Betsch will take the proposal to the Senate for a change to the statutes. The proposal must be passed by the Senate and a full faculty vote in order to be implemented.

- c. Dr. Roberts-Betsch sought a decision from the Graduate Council regarding an elected chair of Graduate Council as opposed to the appointed Faculty Associate as the chair. Discussion was held by the group to identify the benefits of both options.

Dr. Byrne made a motion to replace the Director of Graduate Studies with the

Faculty Associate as the chair of the Graduate Council. Dr. Laird gave the second. The vote was unanimous. The change will affect the statutes so it will go before the Senate as part of our statutory requirements as mandated by the Senate.

- d. There was discussion about the organization of Graduate Council information on the N drive. An updated folder will be maintained on the N drive for the Graduate Council.

### 3. Graduate Faculty Status

Dr. Oates sought information from the Graduate Council concerning graduate faculty status issues identified in the committee and council discussion on how to proceed. Graduate faculty status was redefined as a result of the SAC's requirements. Dr. Oates will obtain the current policy and speak with Dr. Young about the SAC's implications. This topic will be placed on the agenda for the next meeting. Outstanding issues will be discussed at that time. The current policy was not modified.