

**Graduate Council**  
**Minutes**  
**12/13/06**

Present: Don Basse, Tracey Robinson, Gene Schilling, Mary Valerio, and Teri McCartney

**Announcements and Discussions**

- Minutes from 11/27/06 were approved via email
- Updates
  - Thesis Binding
    - Library will pay for one thesis binding per student
    - HPPE and Art will need to develop a process for submission (e.g., printed manuscript comes to Grad School for submission to library)
    - This takes care of the library copy only
  - Master's Gowns
    - Teri spoke with Darrell at bookstore; students at all levels have always had to buy gowns; no change in policy
    - Hoods are loaned to students for ceremony
  - Handbooks
    - Teri is meeting with Nancy Wahl from the AG's office to review handbooks in January
  - Program Data Sheets
    - Dr. Basse suggested that they be taken to the Chairs for their approval as they are the ones who have to use them
    - Teri will do so in early spring
  - Department Updates
    - None

**Action Items**

- Grade forgiveness policy
  - Teacher Ed has not yet voted
  - Counselor Ed is in favor of change
  - Art and HPPE are not in favor of change
  - Decision will be made at January meeting
- Adjunct hiring form
  - Council made suggestions to clarify form
  - Council approved form
  - Teri will revise and take to appropriate Cabinet members for campus-wide use

- Academic Policy Review
  - The following policies were approved with minor revisions
    - Graduate Level Academic Advising
    - Graduate Level Complete Withdraws
    - Graduate Level Course Substitutions
    - Graduate Level Graduation Applications/Degree Checks/Evaluation of Degree Requirements
  - MA in Humanities: History
    - Council asked that revisions be made to syllabi before they are approved

#### Housekeeping

- Council members need to send times available for Grad Council meetings for spring semester
- Teri will remind during first week of semester

#### Action Items

- MA in Humanities with an emphasis in History
  - Syllabi approved with minor revisions
    - Era or Age of World Wars?
    - Delete amplified descriptions
  - Degree plan approved
- Grade Forgiveness Policy
  - TED, which had not voted previously, voted to sustain the policy of no grade forgiveness for graduate students
  - Don brought up his and his department's concerns with the policy
  - After discussion, Council agreed to keep the policy as is
- Academic Policy Review
  - Teri had no policies ready to review; the item will remain on agenda

#### Housekeeping

- Don suggested that the institutional syllabi have a standard ADA statement as part of the format; Teri will discuss with appropriate Cabinet members
- Meeting will be March 6 at 3:30; Mary will reserve ES 222