

**GRADUATE COUNCIL MINUTES**  
**Wednesday, September 9, 2009**

**Present:** Ann George, Stephen Harmon, Richard Herling, Rusty Jones, Chuck Killingsworth, David Kuehn, Sean Lauderdale, Paul McCallum, James Oliver, Brenda Roberts, Kent Runyan, Alice Sagehorn, Brian Sandford, Janis Schiefelbein, Robert Schwindt, Bipin Shah, James Sours, Don Ward, Ray Willard, Larry Williamson, Xiaolu Wu, Marti York

The minutes of the Wednesday, July 8, 2009 meeting were approved with no corrections.

**Dr. Sours moved for approval, Dr. Kuehn seconded and the motion carried.**

Because there are some new Council members this year, introductions were made.

The following was submitted for approval for Graduate Faculty Recommendation:

Gwendolyn Murdock                      Psychology and Counseling

**Dr. Williamson moved for approval, James Oliver seconded and the motion carried.**

The following were submitted for approval for Graduate Service Recommendations:

**Renewals and/or have received prior approval for other courses:**

Laurie Boyd                              Curriculum and Instruction  
09/WF  
CURIN\*879 Instructional Planning and Delivery

Gloria Flynn                              Special Services and Leadership Studies  
09/WF  
SSLS\*741 Topics in Spec Ed: Adaptive Learning Needs

Diane Watkins                              Special Services and Leadership Studies  
09/WF  
SSLS\*835 Elementary/Middle School Curriculum  
SSLS\*836 Secondary School Curriculum

Dr. Sagehorn moved to make all service recommendations a unit, Dr. Kuehn seconded. However, after some discussion, this motion was withdrawn and it was decided that renewals would be voted on separately.

**Dr. Kuehn moved for approval, Dr. Sours seconded and the motion carried.**

**New Appointments:**

Jeri Powers                              Curriculum and Instruction  
09/WF  
CURIN\*870 Developmental Reading Instruction

Jeremy Wade  
Mathematics  
09/WF  
MATH\*727 Linear Optimization  
MATH\*870 Tp: Advanced Numerical Analysis  
10/SP  
MATH\*763 Numerical Linear Algebra

Lori Chalmers  
Psychology and Counseling  
09/WF  
PSYCH\*845 Supervised Practice of Marriage and Family  
Therapy

Stephen Parsons  
Special Services and Leadership Studies  
09/WF  
SSLS\*847 The Principalship

**Dr. Ward moved for approval of the above four new requests, Dr. Roberts seconded and the motion carried.**

Erica Edwards  
Communication  
09/WF  
COMM\*733 Producing and Directing: Field Production

Dr. Kuehn inquired what level of degree is required for teaching graduate level courses. Dr. Snyder responded that 700-800 level courses should be taught by an individual with at least a masters degree. Edwards has completed her bachelors degree and is currently enrolled in her first three hours of graduate coursework for her masters degree. Dr. Schiefelbein inquired whether co-teaching was an option in this case so that a more qualified instructor could serve as the instructor of record. Dr. Snyder responded that is an option. Dr. Ward pointed out there are many occasions in which someone with a degree one step lower than the terminal degree required for that area is approved to teach graduate courses. Since a masters degree is the terminal degree for this area, could a bachelors be considered. Dr. Lauderdale stated that a conflict of interest has been created with this situation. It was decided Dr. Snyder would contact Dr. Allan and send her response to the Council via email for review before the next meeting.

**Dr. Kuehn moved to table this request, Dr. Killingsworth seconded and the motion carried with one opposed (Dr. Ward).**

Curricular Matters: None

Old Business:

Graduate Student Issues – Dr. Snyder

Dr. Snyder stated there are two issues for discussion and she submitted proposals for each. The first involves use of the IN/IP grade. Several instances have arisen in which a student returns after being absent for years and wishes to complete a course, change their option, etc. It is being proposed that IN/IP grades that do not automatically roll to an F after one year will roll to an IX after two years of no enrollment. This would signify that the course can no longer be completed

without re-enrollment in the hours necessary to complete it. The second issue involves students who return after being absent for two or more years and now wish to graduate. It is being proposed that they must enroll in something during their last semester to constitute graduation. Dr. Ward inquired whether a fee could be required instead of new enrollment. Dr. Snyder stated that it could; however, that change would need to be approved by the Board of Regents. Dr. Jones asked that these proposals be sent to department chairs.

New Business: None

The next meeting will be Wednesday, October 14, 2009 at 3:00 p.m.  
in the Inaugural Room of the Overman Student Center.

### **Proposed Policy for IN/IP and returning to complete degree:**

#### **CURRENT POLICY:**

##### **Incomplete Work/In-Progress**

Except for research, incomplete work at the graduate level is subject to the rule that it must be completed in the next enrollment period or, with instructor permission, no later than one year after receiving the incomplete. An incomplete not removed within one year shall be regarded as a failure and the IN grade will be changed to F and included in the computation of the student's GPA.

A grade of In Progress (IP) may be given when a student is enrolled in a course that requires the student to engage in projects that extend past the end of the semester. Such courses must be legislated and approved by the Graduate Council for use of the IP grade. As with incomplete grades, an In Progress not removed within one year shall be regarded as a failure and the IP grade will be changed to an F and included in the computation of the student's GPA.

#### **ADDENDUM FOR NEW PARAGRAPH AT THE END**

Research hours that have a grade of "IN" or "IP" do not roll to "F" after a year to allow students additional time to complete the required thesis or special problem/project. These research hours will be changed to "IX" if the student has not enrolled for two years or completed the course. Students returning to complete their degree will be required to enroll in all research hours required to complete the degree.

#### **NEW POLICY**

##### **Students Returning After Absence**

Students who have not enrolled for two years cannot graduate without being enrolled in a minimum of three hours of approved graduate credit during the semester of graduation. These credit hours can include hours required for validation of previous work.