

GRADUATE COUNCIL MINUTES
December 12, 2012

The Graduate Council met at 1:00pm in 129 Himes Hall with the following members present: Byerly (ex officio), Day, Dow, Euba, Hirschheim, Holton, Kelso, Lemieux, Matthews, McKillop, Nardo, and Reeve (ex officio). Absent members were Gaunt, Liu, Neff, and Spivey.

Minutes of November 13, 2012

Minutes were approved for the November 13, 2012 meeting. Kelso moved for approval, Hirschheim seconded, and the motion was carried.

Dean's Report

Council Members: Byerly thanked the council members for their service. He recognized Gaunt, Hirschheim, and Holton for their service. Day was recognized as the chair for 2012. The council elected a new chair for 2013. Day nominated Kelso, Nardo seconded. The motion passed unanimously.

Certificate Programs: The Board of Regents and Board of Supervisors have reviewed drafts of the certificate programs in Mass Communication and Materials Science. No response from the BOR or BOS; however, they do want to establish certificate programs. The process is taking longer than expected.

Thesis/Dissertation Policies: The thesis/dissertation policies of 20 universities were reviewed. Once a document has been approved, no one allowed changes to be made once published. If an error needs to be corrected, a page needs to be added to correct the error and specify the page number of the error. The Graduate School is not in the business to make substantive changes after approved by the faculty and Graduate School. Byerly stated that the policy to not allow changes should not be changed. The only reason to change should be if legal, public health or public safety issues are involved. In that case, the document should be taken off of the website with a notice that it was removed. Byerly noted that the redacted material and page should be behind the title page. Current requests are being submitted for changes years after the document has been published.

PS-45: PS-45 needs to reflect the way the university operates. A proposal is submitted to the Course and Curricula Committee which goes through the Faculty Senate's course and curricula committee. The final step is to the Office of Academic Affairs or the Board of Supervisors/Board of Regents. Concerns regarding graduate curricula/education changes operate under the principle that Graduate Faculty give the Graduate Council responsibility to act on their behalf. Changes need to be made in writing for accrediting agencies per policies governing the university.

Reeve commented that the SACS committee will trust the university policies; however, they will want to see verification at the on-site visit. The university has policies to regulate and manage. PS-45 needs to outline the undergraduate and graduate procedures. Currently the policy states that new curriculum in graduate programs goes from the Graduate Council to the Faculty Senate course and curricula committee before being sent to the Office of Academic Affairs. Graduate changes have not been handled in this matter for some time. Traditionally graduate faculty matters go from the Graduate Council to OAA. PS-45 will need to be revised to omit the Faculty Senate step or all graduate program changes should be sent to the Faculty Senate for review. Decisions need to be made how to regulate this

policy prior to the SACS review. Byerly is concerned that PS-45 does not include any forms for graduate minors, graduate concentrations, graduate changes, etc.

Day mentioned that the course and curricula committee currently approved graduate courses. He recalls that the Graduate School was involved when he served on the Faculty Senate course and curricula committee. Currently graduate course changes go to Byerly for approval before being sent to the course and curricula committee and curriculum changes go to the Graduate Council for approval. Nardo raised the concern that not all members on the courses and curricula committee are members of the graduate faculty. Reeve noted that the Graduate Council approval is the graduate level approval and OAA is another point of approval. Nardo suggested making a recommendation to the Faculty Senate to appoint only graduate faculty members on the course and curricula committee.

Byerly's concern is previous program changes have been submitted to the Faculty Senate and no decision has been made. This delays the process getting the proposals to OAA. Reeve mentioned if the course and curricula committee has any concerns and is not comfortable approving the proposal/changes, they will return to the Graduate Council for further information.

Lemieux questioned what would the graduate program changes going to the course and curricula committee add to the student experience. Reeve stated that the policy needs to be enforced. If changes to the policy need to be made, then the Graduate Council needs to send the revisions to OAA.

McKillop noted that it is not proper to send graduate program changes to the course and curricula committee if they are not graduate faculty members reviewing the graduate courses and programs. The Faculty Senate's main concern is justification, but the Graduate Council represents the graduate faculty and Graduate School concerns when making recommendations to the Graduate School Dean. She recommended that the course and curricula committee composition should be changed that all committee members should be members of the graduate faculty. The long term plan should be to revise PS-45.

Holton mentioned when he first joined the Graduate Council they were not a representative body and now the council is a representative body; therefore, the course and curricula committee may be redundant. Kelso suggested maybe members of the course and curricula committee not on the graduate faculty could recuse themselves from voting on graduate program matters. Reeve agreed that a majority should be appointed and recuse if not on the graduate faculty.

Byerly informed the council to send any additional comments or concerns to Reeve. At this time the council will proceed and will send to the Faculty Senate for approval. This issue will be discussed at the next Graduate Faculty meeting.

Chairs Report

No report.

Routine Business

Online Degree Programs: Four online degree programs are requesting for an exception to the GRE requirement. Holton sent a studyt via email on the GRE. A resolution for discussion was submitted to the Graduate Council at the November meeting. Professional degree programs would waive the GRE or GMAT if the student had professional experience. Day is in favor since

these students would be further away from their undergraduate experience and are less likely to do well on standardized testing. In professional fields, test scores are down since the student has been out of school for a period of time. Byerly indicated that most will continue to use the GRE/GMAT. The only exceptions will be for experiences where the department felt substituted for test scores. Test scores are used to determine who is more likely to succeed in graduate school. Matthews questioned if this would be decided on a department by department basis. Holton noted that the student must meet a list of criteria in HRE in order for the GRE requirement to be waived. Reeve commented that the MBA program developed a matrix. There is a traditional baseline, then different programs with different criteria. Ed Watson will submit a final revision for approval.

The resolution is acceptable under the right situation. At this time, the Graduate School is formalizing admission standards for online programs. The online programs are beginning to be advertised and cannot begin without approval of proposed resolution. "The Graduate Council authorizes the Graduate School Dean to approve departmental petitions modifying admissions standards in professional Master's Degree programs (typically non-research, professional development, and not leading to a doctorate). Common to all these requests is the recognition that several years of high quality professional experience is a very good predictor of success in these graduate programs. Thus professional experience may substitute for a standardized test such as the GRE, GMAT, etc." Nardo moved for approval, Holton seconded, and the motion was approved.

Old Business

LSU Ag Center Affiliate Faculty Status: Byerly and Reeve will meet with HRM to discuss process and a new form to be created since current HRM form is for the main campus faculty. The HRM systems for the main campus and Ag Center campus do not interact.

HRE Admission Changes: HRE proposed that students applying to the MS program with a concentration in Human Resource and Leadership Development may have the GRE/GMAT waived if they meet the following criteria:

1. A minimum of a 3.0 GPA in their last 60 hours of undergraduate coursework
2. A minimum of a 3.0 GPA on all previous graduate coursework
3. Three letters of acceptable recommendations
4. Three years of demonstrated successful professional work experience
5. Successful completion of a criterion-based essay as specified by the faculty

Kelso moved to approve the HRE proposal, McKillop seconded the motion, and all approved passing the motion.

MNS Bulletin Changes: Guillermo Ferreyra presented changes for the MNS program to be included in the Graduate Bulletin/General Catalog. The changes include a requirement of a plan of study for all students in the program. The minimum number of hours in the primary focus area is increased from 15 to 18. The maximum number of hours in the secondary focus areas is increased from 9 to 12. The minimum number of elective hours reduced from 12 to 6. Hirschheim moved to approve the minor changes, McKillop seconded, and the motion was passed.

New Business

ECE non-thesis changes: The requirement that a comprehensive exam for MS non-thesis students will be removed. The new requirement consists of 36 credits of coursework plus a written project report and an oral exam administered by a three-member committee. The 36 credit hours include three credits of a project course. Holton moved for approval, Hirschheim seconded, and motion was passed.

Executive Session

Standing Committee Reports

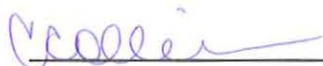
Promotion and Tenure Committee: Almost 90 cases were reviewed during the fall semester. Votes of the subcommittee were recorded along with the dean's recommendations and returned back to HRM and the Provost for review.

Graduate Faculty: The subcommittee recommended approval for the nominations as nominated by the department. Hirschheim moved for approval, Dow seconded, and the motion was passed.

Awards Committee: No report.

The meeting adjourned.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:



Gary Byerly, Dean Graduate School