Graduate Council Minutes
Mississippi State University

NUMBER: **3**

DATE: **October 25, 2002**

PRESENT: J. Boyle, S. Bullington, R. Burrell, S. Byrd, F. Coleman, G. Dunaway, D. Hare, T. Hosie, C. Johnson (for R. Shivaji), E. Milam, L. Reinschmiedt, G. Rent, T. Schultz, C. Sides, B. Spencer, C. Wang, D. Welch, D. Wise, M. Williams, D. Wolfe

ABSENT: L. Barrow, P. Bonfanti, W. Person, J. Pote

GUEST: B. Ebanks

1. Dr. John Boyle called the meeting to order at 1:30 p.m. in Room 611 Allen.

2. Dr. Tor Schultz made a motion to accept the minutes as presented for the September 27, 2002, meeting. Dr. Chinling Wang seconded the motion. The minutes were adopted.

3. The Council reviewed two programs from the University Committee on Courses and Curricula (UCCC).

   a. The Council approved modifications to the Master of Science in Mathematics with the following editorial change to the "Proposed Catalog Description":
   -"The thesis option for the Master of Science in Mathematics requires a thesis **(6 hours)** and 30 hours of coursework including the five core courses, exclusive of thesis hours."
   b. The Council approved modifications to the Secondary Education Master's Program with the editorial change that the Program be titled "**Master of Science in Secondary Education**."

4. Dr. William Person was absent from the meeting due to a travel obligation; hence, Rita Burrell distributed a written Report from the Office of Graduate Studies. Dr. Boyle reviewed the report with the Council.

   a. An RFP has been sent to all academic department heads announcing the availability of ten (10) Recruitment Assistance Grants (RAG). Deadline for submission of proposals is October 20, 2002.
   -Dr. Greg Duanaway expressed concern that each department is limited to one grant. The Council discussed whether these grants should be considered on a per department basis or on a degree program basis. Next year, the Council would like to see the grants considered on a program-by-program basis, as

opposed to a departmental basis because some departments offer more than one program.

b. A request has been sent to all academic deans requesting reappointment of Level I graduate faculty members who are completing their five-year appointments this academic year. Reappointment documents are due to the Office of Graduate Studies by March 1, 2003.
c. The new *Graduate Studies Brochure* was distributed to the Council.
d. A report generated by the Office of Graduate Studies indicates a total of 913 graduate assistants for Fall 2002.
e. There are 428 candidates for graduate degrees in December 2002. There are 56 doctoral candidates (**this number was corrected to "67"**). There were 22 doctoral graduates in August 2002.
f. Information will soon be distributed for the AGEM Winter Scholars Symposium, which MSU will host January 23-25, 2002.

5. Dr. Michele Williams reported the following activities for the Graduate Student Association (GSA):

a. Dr. Edwin Duett (Business and Industry) spoke at the October 10 meeting. The topic was "Personal Finance."
b. The next meeting will be November 12. GSA will begin a community service program, Angel Tree with the Salvation Army.
c. Plans for the spring semester include seminar on self-defense, a seminar on thesis/dissertation writing, and a seminar on resume writing.

6. The Council discussed the following items of old business:

a. Penalties for Academic Dishonesty for Graduate Students

Dr. Tom Hosie gave the report from the committee reviewing Penalties for Academic Dishonesty for Graduate Students. He requested guidance from the Council relative to the appropriate procedure to be followed when dealing with academic misconduct by graduate students. Issues include whether decisions/appeals should stay within the College for final decision (Dean's level), the path the review should follow, and whether and to what extent the graduate division (Graduate Council) should play a role. A proposed suggestion was to form an ad hoc committee working in conjunction with the Graduate Council. Academic dishonesty by a graduate does not parallel dishonesty by an undergraduate student. The Council discussed the *Graduate Bulletin* as the document to house information relative to academic dishonesty by graduate students. The committee will finalize their report and present information at the next Graduate Council meeting.

b. *Graduate Bulletin* Contradictions and Policy Contradictions

1) 3.0 Requirement - Clarification follows:

a) Must be enrolled
b) Must have a 3.0 on all courses included on the program of study
c) Must have a 3.0 on all courses taken after being admitted to the degree program. Departments may allow students to use courses taken prior to being admitted to the degree program and exclude other courses from the graduation GPA that were taken before admission to the current program.

2) Transfer Credits

One-half of required course work on the program of study, exclusive of dissertation, and all dissertation credits must be completed at Mississippi State University.

c. Quality in Graduate Studies - Limitations on International Students

Dr. Boyle has invited Ms. Helen Zuercher and Mr. Stephen Cottrell, International Services Office, to meet with the Council at the November 15 meeting.

7. The following new business was discussed:

The following list of topics was generated for discussion at the annual meeting of the Academic Deans with Dr. Boyle, Chair of the Graduate Council, and Dr. George Rent, Associate Provost.

a. Individuals teaching graduate level classes should be members of the Graduate Faculty.

b. There is a need for discussion relative to current limitations on the entrance of international students into the University, as well as the issue of self-directed applications for international students.

c. Graduate students should follow Guidelines for Preparing Dissertations and Theses in preparing documents for submission to the Library. Students should be encouraged to attend the workshop that the Library conducts.

d. Deans and Graduate Faculty should become familiar with process for electronic submission of theses/dissertations.

e. The Deans need to meet with their graduate coordinators, especially new coordinators. This would be a good learning opportunity to learn policies and procedures related to graduate students.

f. Deans should remind department heads of the full-time enrollment requirement for graduate assistants.

The meeting adjourned at 2:50 p.m.