

Graduate Council Minutes
Mississippi State University
2000-2001

NUMBER: 2

DATE: September 22, 2000

PRESENT: John Boyle, Chair; S. Bullington, F. Coleman, G. Dunaway, L. Hanson, R. Harkess, T. Hosie, R. Jenkins, T. Kohers, W. Person, L. Reinschmiedt, G. Rent, S. Schoenholtz, C. Sides, B. Spencer, M. Thorne, C. Weaver, D. Welch, J. Wesley, D. Wolfe.

ABSENT: R. Altenkirch, J. Miller, C. Taylor

1. Dr. John Boyle called the meeting to order at 1:30 p.m. and asked for introductions from those present.
2. A motion was made, seconded, and passed unanimously to accept the minutes of the Graduate Council meeting held on August 25, 2000, with the correction of the name of the committee in section 10.G. from "Course Committee" to "Kohers' Committee" and with some other minor editorial changes.
3. Dr. Boyle presented the report from the University Committee on Courses and Curricula (UCCC). Included in the report were proposals from the Department of Counselor Education and Educational Psychology. The first proposal would modify the Master of Science degree in Counselor Education with concentrations in school counseling, rehabilitation counseling, and student development counseling to offer concentrations in school counseling, rehabilitation counseling, and student affairs in higher education. A motion was made, seconded, and passed unanimously to approve the proposal.

The second and third proposals would change the Doctor of Philosophy degree program in Education with a concentration in Counselor Education to two Ph.D. programs, one in Counselor Education and Personnel Services and one in Counselor Education-School Counseling. Dr. Tom Hosie presented the justification for each program that will have individual C.I.P. codes. A motion was made, seconded, and passed unanimously to approve the proposals.

4. Dr. William Person reported that Dr. Lynn Reinschmiedt, Ms. Frances Coleman, and Dr. Richard Harkess have agreed to chair a subcommittee to review an academic status appeal which is at the college level.

5. Dr. Person informed the Council that the deans will be receiving a copy of the updated graduate faculty reappointment form along with a list of level one graduate faculty to be reviewed.
6. Dr. Person announced that there is some concern about the decline in the number of doctoral degrees to be awarded for the 2000-2001 academic year. Twenty-one doctorates were awarded in August 2000. To date only 58 doctoral students have applied to graduate in December 2000. Typically about 50-60% of each semester's doctoral candidates actually graduate.
7. Dr. Person announced that there has been an increase of 108 students enrolled at the main campus for fall 2000 in comparison to the fall 1999 enrollment. There were 2,679 graduate students enrolled for fall 1999, and there are 2,787 graduate students enrolled for fall 2000. This is about a 3.88% increase. Overall, we have an increase of 70 students from 3,017 enrolled for fall 1999 to 3,087 for fall 2000, which is about a 2.27% increase. Dr. Ted Kohers asked if Dr. Person had access to enrollment figures broken down by master's and doctoral levels, which might indicate the reason for the possible drop in the number of doctorates being awarded. Dr. Person stated that this information is available on the University's web site. Dr. George Rent requested that tenth-day data be provided since the enrollment data on the web is updated each day. Dr. Boyle stated that he had served on a committee that reviewed the tuition waiver issue. The information collected by that committee predicted a decline in enrollment of doctoral students; however, that prediction proved false because there has been an increase in doctoral student enrollment. Dr. Boyle stated that a sufficient number of doctoral students are enrolled; unfortunately, they are not completing degree requirements at this time.
8. Dr. Person informed the Council that information concerning a recruitment assistance grant proposal has been distributed to department heads and is due by October 15, 2000. Dr. Person stated that departments could request more than the range that was suggested. However, it is unlikely that more than the maximum will be awarded. The range is \$300-\$600 for recruitment assistance. Departments are encouraged to submit proposals to their deans' offices requesting that the colleges award matching amounts. Announcements of these awards will be made no later than November 15, 2000. The entire process, including the transfer of funds, should be completed by December 1, 2000.
9. Ms. Carrie Weaver reported that the Graduate Student Association (GSA) held its first meeting on September 12, 2000, with approximately 40 students in attendance. Ms. Weaver informed the Council that copies of the *Guidelines for Preparing Dissertations and Theses* were distributed at the meeting. The students attending were informed of the problem the Library has experienced with the submission of theses and dissertations. Ms. Weaver stated that all graduate students are being encouraged to attend the GSA meetings. She is also seeking assistance from the graduate faculty in encouraging students to attend.

Ms. Weaver announced that the Fall Function was held on September 16, 2000, with approximately 75 graduate students and guests in attendance. Ms Weaver stated that much of the success of the Fall Function was due to the donations received from the various organizations around campus and in Starkville.

10. Dr. Boyle announced that Dr. Frank Champlin from the Department of Biological Sciences has agreed to serve as the Graduate Council's representative on the Academic Review Board.
11. Dr. Boyle announced that Dr. Lynn Reinschmiedt has been elected by e-mail vote as the Vice Chair of the Graduate Council.
12. Dr. Boyle informed the Council that he has spoken with Ms. Eula Betts, Associate Dean of the Library, concerning the request that the students' thesis/dissertation check sheets be sent to the Graduate Coordinators. Ms. Betts indicated to Dr. Boyle that this could be done with no problem. However, she will hold off on sending a summary to each department until a later time. Ms. Betts did indicate that a summary could be compiled, if needed. Dr. Boyle will inform the graduate coordinators and the department heads of this new policy. Ms. Frances Coleman stated that students should be encouraged to attend the thesis/dissertation preparation workshops that are held each semester.
13. Dr. George Rent informed the Council that the Associate Deans' Council has received the report on distance education from its subcommittee and it will be considered at the next Associate Deans' Council meeting.
14. Dr. Boyle reintroduced the subject of graduate assistants paying fees each semester which totaled \$457.50 for the 2000 fall semester. Dr. Boyle asked if this amount could be specified in the *Graduate Bulletin* to clarify that graduate assistants are required to pay these fees. Dr. Rent stated that he saw no problem in breaking down tuition and fees in the *Graduate Bulletin* to indicate the amount designated for tuition and the amount designated for fees. Dr. Boyle stated that he would attempt to contact the person responsible for assigning the fees.
15. As a matter of old business, Dr. Boyle introduced the subject of students submitting Program of Study forms to the academic departments by the second semester of enrollment, and subsequently submitting those forms to the Office of Graduate Studies for degree audit in the semester the students apply for graduation. It was agreed that the deans should be notified of students ineligible for graduation due to problems resulting from the degree audit of programs of study. Dr. Boyle will notify the deans, department heads, and graduate coordinators of this change in process. A motion was made to require doctoral students to file Program of Study forms with the departmental graduate coordinators by the second semester of enrollment and to forward the forms to the Office of Graduate Studies the semester in which the students apply for graduation. The motion passed with three abstentions. After some

discussion it was agreed that graduate faculty status approval remain at the deans' level.

16. Dr. Boyle announced that the two remaining issues from the Kohers' Committee Report were as follows: (1) whether or not to recommend that a Council of Graduate Coordinators be formed and (2) to review the role of graduate coordinators. Dr. Boyle stated that Dr. Lynn Reinschmiedt and Dr. Mike Thorne have volunteered to be discussants for this topic at the next Council meeting. Dr. Thorne asked for other volunteer discussants for this topic.
17. Dr. George Rent announced that an Academic Operating Policy concerning certificate programs is forthcoming. Dr. Boyle announced that there will be a workshop concerning certificate programs in Nashville, Tennessee. Dr. Rent stated that this workshop will also be held in Jackson, Mississippi. Dr. Rent stated that the College of Engineering has a very good guideline for certificate programs.
18. Dr. Boyle informed the Council that he asked Ms. Dale Welch to generate a flow chart indicating the responsibilities of graduate coordinators from the time students apply for admission until they graduate. Ms. Welch has produced a list of steps that will be corrected to reflect the changes made in today's meeting and will be circulated to this Council for comments. A flow chart will then be generated from these steps.
19. The meeting adjourned at 3:00 p.m.