

Graduate Council Minutes  
March 9, 2004

The Graduate Council met Tuesday, March 9, 2004, in the MSC Boardroom at 3:00 p.m. with Interim Dean Elton Stetson presiding. Members present were: Dr. Judy Ford, Dr. Dick Fulkerson, Dr. Dale Funderburk, Dr. Ray Green, Dr. Ted Hansen, Dr. Wayne Linek, Dr. R. N. Singh, Dr. Jon Travis, Ms. Ka Sai Un, Dr. Janet Walker, Dr. Sandy Weeks, and Dr. Dayle Yeager. Members absent were: Dr. Wendell Edwards, Dr. Shawn Carraher, Mr. Pradeep Mallareddygari, Mr. Michael Miller, and Dr. Chester Robinson.

**Dr. Stetson called the meeting to order.**

**Action Items**

1. **Minutes.** The February 10, 2004, Council minutes were approved.

**Report from Committee on Curriculum**

2. Dr. Linek presented the committee report on additional curriculum changes for 2004-05. He made the motion to approve the changes that were recommended by the committee. The motion was seconded by Dr. Travis and approved by the Council.

**Report from Committee on Administration**

3. Dr. Stetson presented the committee report regarding changes to procedure A11.36 *Master's and Doctoral Assistantships*. His motion to accept the report was seconded by Dr. Travis and the Council approved the motion unanimously. The resolution will change item 13 of the procedure to read as follows:  
"Individuals holding teaching assistantships will be assessed by their students every semester and evaluated annually by the department head or faculty supervisor. Such evaluations will be maintained in the department office."

**Report from Committee on Faculty, Research & Instruction**

4. Dr. Travis submitted the committee report on requests for graduate faculty status. He moved that Associate membership be awarded to Dr.

Richard Balkin and Dr. Zafar Ahmed and that Visiting Associate Scholar be awarded to Dr. John Hamilton and Dr. Rosanne Stripling from A&M-  
Texarkana. He also moved that continuation of Senior Membership be approved for Dr. David Brown and Dr. Edgar Manton. The motion was seconded by Dr. Singh and approved by the Council.

### **Information Items**

1. Dr. Stetson presented the new inquiry process for prospective graduate students. Prospective students can electronically request information concerning our graduate programs. Information gathered from the request will be routed to the department of interest as well as the Graduate School. A letter from the Graduate Dean is mailed the following day. Students who have not submitted an application within the month will receive a second letter from the Graduate School. Departments are also encouraged to contact students.
2. Dr. Stetson presented the Graduate Student Services Process Model. Although development of the model is still in progress, the beginning phases that deal with prospective students, students who have inquired about our programs, students who have submitted an application and students who have been admitted to the Graduate School were discussed. Departments can use the model to develop their strategies for recruitment and to encourage prospective students to complete the application process as well as to register for classes.
3. The Council had a discussion concerning our procedure on granting associate graduate faculty membership. Is it advisable and possible to award associate status to new faculty who hold a terminal degree?
4. There was a discussion concerning the use of proxy voting at Graduate Council meetings. It was decided that we do not have guidelines for this and the Committee on Administration was charged to study the issue.

### **Adjournment**

The meeting adjourned at 4:05 p.m.

Louise Skinner  
Secretary to the Graduate Council