

## GRADUATE COUNCIL MINUTES

The Graduate Council met Tuesday, September 9, 2003, in the MSC Boardroom at 3:00 p.m. with Interim Dean Elton Stetson presiding. Members present were: Dr. Shawn Carraher, Dr. Wendell Edwards, Dr. Judy Ford, Dr. Dick Fulkerson, Dr. Dale Funderburk, Dr. Ray Green, Dr. Wayne Linek, Mr. Michael Miller, Dr. R. N. Singh, Dr. Jon Travis, Dr. Janet Walker, and Dr. Dayle Yeager. Member absent was Dr. Ted Hansen. Elections to replace two representatives for the College of Education, the master's student representative and the doctoral student representative are in progress.

Dean Stetson called the meeting to order and asked Graduate Council Members to introduce themselves.

Dean Stetson introduced Dr. Joyce Scott, Provost and Vice President for Academic & Student Affairs. Dr. Scott discussed the academic searches that would be taking place during 2003-04, the need for strong representation from academic departments on the search committees, and plans to place a full page notice in the *Chronicle of Higher Education* listing all the searches. She asked for input on the job description for the Dean of Graduate Studies & Research and the search committee composition. Other discussions included the search process and the importance of recruiting graduate students.

The minutes from the last Graduate Council, April 8, 2003, were approved.

### **APPROVAL OF COUNCIL COMMITTEES**

Dean Stetson presented the committee assignments and chairs for each of the standing committees. The Graduate Council unanimously approved the appointments.

### **ELECTION OF VICE-CHAIR**

Dr. Janet Walker nominated Dr. Jon Travis as Vice-Chair. Dr. Travis was elected unanimously.

### **MISCELLANEOUS ITEMS**

The process to submit agenda items was discussed. Agenda items can be submitted through several avenues, i.e., to graduate council members or to committees chairs. All agenda items should be forwarded to Ms. Louise Skinner in the Graduate School. The Agenda Committee is scheduled to meet the first Tuesday of each month.

The Graduate Council discussed the Fall 2003 graduate enrollments and the reasons for the decline. Suggestions included the fallout from the SACS visit in regard to non-terminal degreed faculty teaching graduate courses, the budget shortfall during the summer (which is a large recruiting period), the need for less resistance during the admissions process, the need for more convenient programs, and the need for more resources for graduate recruitment. In regard to international students, changes in the job market and the visa process have had an affect on enrollment. It was suggested that we look at what competitors are doing and that we continue discussions in committee meetings.

Dean Stetson discussed a Graduate Recruiting Workshop on campus presented by GAPSEMC. More information will be distributed as plans are developed.

Dean Stetson provided information on the *System Pathways Research Conference* in Galveston. Information will be sent to department heads and faculty.

Graduate Council members received information on *Faculty Approved to Teach Graduate Courses on an Individual Basis* for Summer 2003.

#### **REPORT FROM COMMITTEE ON ADMINISTRATION**

Dr. Janet Walker presented the committee accomplishments during 2002-03 and the progress of charges that will be carried forward to 2003-04.

#### **REPORT FROM COMMITTEE ON CURRICULUM**

Dr. Wayne Linek and Dr. R. N. Singh presented the committee accomplishments during 2002-03 and the progress of charges that will be carried forward to 2003-04.

#### **REPORT FROM COMMITTEE ON GRADUATE FACULTY, RESEARCH, AND INSTRUCTION**

Dr. Jon Travis presented the committee accomplishments during 2002-03 and the progress of charges that will be carried forward to 2003-04.

#### **ADJOURNMENT**

The Council adjourned at 4:25 p.m.

---

Louise Skinner  
Secretary to the Graduate Council