BSU Graduate Committee MINUTES 
Friday, September 19, at 1pm 
South Conference Room 

Present: Louise Jackson, Pat Rogers, Richard Spindler, Mark Christensen, Joan Miller, Hal Gritzmacher, Jim White, Vince Vohnout, Fu-Hsian Chang (sitting in for Pat Welle).

Absent: Richard Koch, Dianne Narum 

**September 12, 2008 Minutes:** Richard moved (Hal 2nd) to approve the minutes with the addition of Dianne Narum’s name to the absent list.

**Old Business:**

1. Form 3- Graduate Project and Presentation Proposal (M.Ed.)
   Form 3- Graduate Research Paper/Thesis Proposal Approval (MA/MS)
   We are continuing our discussion of these two proposals to reach a policy decision.
   Joan Miller is constructing a revised letter to faculty/students for our approval.

   The School of Graduate Studies needs to tighten up some of the procedures as outlined in the current graduate catalog. Please ask the department advisors to help in this venture. Revised letters will be sent to students with a copy to their advisor outlining exactly what forms are required and when the forms should be submitted. Faculty advisors are asked to help in this process.

   Question: Should the Dean of the School of Graduate Studies sign off on the Form 3? Richard moved (Fu-Hsian 2nd) to add a signature line for the graduate dean’s to each Form 3 (MS/MA and M.ED.) and that all reference to the Master of Special Education be removed from the Applied Master’s Form 3. Motion carried.

2. Written Exam Verification - see page 9 of the new Grad Catalog for existing policy.

   Statement on page 9, “...The oral examination/presentation cannot be scheduled until the written examination has been passed.”

3. Grade Verification for Thesis/Research Paper. The Grad Office is suggesting they send committee Chairs/Advisors a reminder to submit the final grade for the project.

   Joan will send a reminder to advisor for grade change once the final research paper/thesis signed by all committee members has been received in the School of Graduate Studies.
4. Disclaimer in catalog for Biology..."At the discretion of the advisor and/or committee, students may be required to take more than 30 credits to supplement his or her educational background."

Richard moved (Mark 2nd) to not have a disclaimer in the catalog. Motion carried. An advisor may recommend that a student take additional coursework if needed.

**New Business:**

1. Notification of the MAGS Award out to faculty. Need a subcommittee to read the nominees papers and choose the best candidate for the award. They may bring more than one to the meeting and ask for our advice about the best choice.

   If more than one submission is equal in nature, the Graduate Committee will assist the subcommittee in determining one to send forward to MAGS.

2. Associate Graduate Faculty status for adjuncts...this would mainly be a reminder to whomever hires adjuncts to check the list on the grad website to see if the adjunct is listed. If not, contact Joan as the list is updated only once per semester.

**Other Business:**

Graduate Studies Workplan – a copy was provided to everyone. This will be on next week’s agenda.

MSPD issues will be placed on the agenda for a future meeting.

**Next meeting:** Friday, September 25, 2008 at 1 p.m. in the South Conference Room.