MINUTES
BSU Graduate Committee Meeting
September 3, 2009
Thursday, 1pm, 314 Sattgast


Members Absent:  T. Frauenholtz

New Item-Committee Chair: It was determined that the individual who is the Chair of the BSU Graduate Committee does NOT need to serve as the MnSCU Grad Chair; you can be one or both. Louise volunteered to be the Chair of the MnSCU Grad Chair; by consensus, Louise was re-appointed as Chair of the BSU Grad Committee for the 2009-2010 academic year.

Christel will continue to post agenda/minutes throughout the year for easy access by the committee members.

I. Minutes of April 16, 2009 for approval:  Hal moved (Pat 2nd) to accept the minutes as written. Motion carried.

II. Old Business

A. Continuation of discussion of Graduate School standards for proposed courses

When Wendy Larson reviews curriculum proposals, she looks for the graduate component only of double numbered courses. She does not look for the items outlined on Page 22 in the current grad catalog, which are, “Courses at the 5000 level concurrently offered with undergraduate courses include additional graduate-level assignments, typically in the form of an advance paper or project, reading assignments, examinations, and conferences. A Differentiated grading system is also required for graduate students in double-numbered courses.”

The committee proposes that the curriculum forms be revised/clarified to reflect what is stated on page 22 of the graduate catalog.  Pat Welle moved (Tim 2nd) that a note be added that will refer the curriculum write to the policy in the catalog with a hotlink to the specific page i.e. (see grad catalog 5000 level courses). Motion carried. Louise will check with Wendy.

B. Development of an on-line professional development tool for new graduate faculty to orient them to the role of graduate faculty and representative on research papers and theses.
Develop outline by the end of the semester for the orientation; implementation perhaps in summer or fall 2010. D2L is possible venue. CPD assistance to secure other grad faculty to assist with the development of the orientation program. Tim volunteered to be the CPD liaison as he is a member of that committee; he would like to take the first draft to the CPD at a later date

Major Topics for Orientation:
Definition of Grad Faculty outlined in Criteria- Joan will provide
Academic Advising-Rich
Thesis Advising/ Chair- Pat W. will delegate.
Non-chair committee members- Pat W.
Grad Reps- Vince
What is a grad course/ double #’d vs. 6xxx level courses- Christel
Grad curriculum proposers - Christel

Sept. 17- will have rough draft

C. Research Papers and Theses digitally archived - DeeDee Narum reports

The Library is willing and able to accept electronic thesis copies; papers would be placed as pdf files on disks for check out; restriction page would be added if needed...Would need to have both a disk and paper copy.....talked of using acid free paper, which lasts much longer than regular paper.

It was discussed to have a weekly meeting until we are caught up on the agenda items.

Louise will Doodle everyone for a possible change in the meeting day and time to accommodate everyone’s schedule. Also the possibility of scheduling a 90 min- 2 hour meeting every other week so that all agenda items may be covered.

Meeting adjourned at 1:55 p.m.

III. New Business

A. Temporary grad status for new hires - Joan Miller

B. This is to request a Graduate Council representative to serve on the Gaps and Trends Assessment Committee to replace Sue Cutler. The Committee will try to meet about once a month this academic year. - Susan Rankin, Joan Miller

Richard Koch volunteered to serve in Dr. Cutler’s stead.

C. Review of acceptance letters and what students are told after each form is received and approved. Joan Miller
D. Paper Formatting changes if papers are printed back to back (Go Green!)-Joan Miller

E. Grad Theses/Papers awards dates? Joan Miller

F. Grad Research Grants dates? Joan Miller

G. New Graduate Assistant Positions Request Form

IV. Other Business

A. Meeting time - Todd Frauenholtz from Math cannot make this time and is looking for a replacement. But perhaps there is another time that would work. Please bring your calendars.