

MINUTES  
BSU Graduate Committee Meeting  
Thursday, September 10, 2009  
1pm 314 Sattgast

Members Present: Louise J., Christel K., Rick. K., Vince V., Dianne N., Joan M.

Members Absent: Todd Frauenholtz, Patrick Welle, Mark Christensen, Patricia Rogers,  
Tim Kroeger, Hal Gritzmacher

**A quorum was not met so no business could be conducted. See below for unofficial discussions....the items will remain on the agenda for next time so that all members have an opportunity to have input.**

- I. Approval of the Minutes of September 3, 2009  
Approval of the Minutes of February 5, 2009 (never approved)

II. Old Business

- A. Continuation of discussion of Graduate School standards for proposed courses
- 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 - concept outlines due September 10....**these are due September 17**
- C. Research Papers and Theses digitally archived - DeeDee Narum reports  
Needs further thinking

III. New Business

- A. Temporary grad status for new hires - Joan Miller **Discussed the possibility of Department Chairs granting temporary grad status to new incoming faculty; the Department would then go through its regular process of approving for full or associate grad faculty status at a later date. The Department Chair must have graduate faculty status themselves. The decision to grant the Chair the authority to do this is up to each individual department.**
- B. Review of acceptance letters and what students are told after each form is received and approved. Joan Miller **Discussed how to better communicate with graduate students on the processes concerning forms so that students are not caught in their last semester with the appropriate forms not done. We discussed the checklist that is provided to both the student and advisor; how the Grad Office contacts the students after**

each form is completed...basically, the students are not reading what is being sent to them; advisors need to place the responsibility of the student's forms back to the student; the student needs to follow up with the Grad Office on where they are at with the completion of their required forms.

Dianne suggested talking with IT to see if some sort of check box could be created for students that they would need to access and actually check off that they read the documents to make them responsible for knowing the information. Joan currently sends out emails asking the students to verify receipt of the letters, etc.

- C. Paper Formatting changes if papers are printed back to back (Go Green!) - Joan Miller **Discussed some of the issues with printing back to back...formatting issues...Christel said there is a checkbox somewhere in Word (booklet style or mirror image) that will automatically adjust page numbers, etc. We will look into this.....also discussed the fact that if we go back to back, we would probably need to require all students to use a heavier paper as the regular copier paper is too transparent.**
- D. Grad Theses/Papers awards dates? Joan Miller **Joan will send updated information to Christel for posting. Committee members are asked to access this before next week's meeting so documents may be approved.**
- E. Grad Research Grants dates? Joan Miller **Joan will send updated information to Christel for posting. Committee members are asked to access this before next week's meeting so documents may be approved.**
- F. New Graduate Assistant Positions Request Form **Joan informed everyone that during the Spring semester, the Deans and VPs review and new GA requests. She will send to Christel the New GA Position Request Form and Job Description....if you are in need of graduate assistants and are request a BSU allocation OR a non-BSU allocation, these documents need to be on file in the Graduate Studies Office.**

#### 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. Meeting Doodle creates chaos. See Todd's comment below:

Hi Louise,

I still have class Thursday's from 12-2. I didn't learn of the Doodle but I believe Glen Richgels is planning to take my place on the grad committee this semester and I hope to rejoin next semester. Please include him on future emails.

Thank you,  
Todd

- C. New APA Style Manual is available and Grad School wants to know if we should adopt it for Research Papers and Theses this year. **Joan informed the committee that the new APA Style Manual (7<sup>th</sup> Ed) has been received; Patty is working on typing up a fact sheet outlining the main differences between the 6<sup>th</sup> and 7<sup>th</sup> Editions. How do we transition from the 6<sup>th</sup> to the 7<sup>th</sup>?**

**Christel asked if the Table of Contents template could be changed so that the words Chapter and Page are above the List of Tables and List of Figures....those at the meeting seemed to think that was okay....other's thoughts?**