MINUTES  
BSU Graduate Committee Meeting  
Thursday, September 17, 2009  
1pm 314 Sattgast  

Present: Louise J., Christel K., Tim K., Pat W., Hal G., Dianne N., Rick K., Vince V., Patricia R., Joan M.  

Absent: Todd Frauenholtz, Mark Christensen  

I. Approval of the Minutes of September 3, 2009: Christel moved (Hal 2nd) to approve. Motion carried.  

II. Approval of the Minutes of February 5, 2009 (never approved)Christel moved (Tim 2nd) to read the Feb. 5 minutes and then send Louise an email with your approval or disapproval. Motion carried.  

It was also requested that the URL to the graduate studies materials be included along with the agenda for easy access to the documents. Louise agreed.  

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 17....  

Major Topics for Orientation:  
Definition of Grad Faculty outlined in Criteria-Joan will provide  
Academic Advising-Rick K.  
Thesis Advising/Chair-Pat W. will delegate.  
Non-chair committee members-Pat W.  

Pat W. – MnSCU Policies and Procedures  

Grad Rep Responsibilities-Vince - handed out notes from the Graduate Catalog  

Committee members are to read the above two items submitted by Pat W. and Vince V. before next week’s meeting. Christel K. asked that the items be sent to her electronically for posting to the website.
What is a grad course/ double #’d vs. 6xxx level courses-Christel
Grad curriculum proposers - Christel

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

III. New Business

A. Temporary grad status for new hires - **Vince moved (Hal 2nd) for new hires who are hired specifically for graduate programs be granted temporary graduate faculty status for one (1) semester to give the dept an opportunity to go through the regular departmental process if all requirements are satisfied.** Christel moved (Vince 2nd) to table the motion for two weeks so that representatives would have the opportunity to take this motion back to their respective departments for input. **Motion carried.**

B. Review of acceptance letters and what students are told after each form is received and approved.  **Joan reiterated that the correspondence would continue as is; bottom line is that students do not read what is sent to them.**

C. Paper Formatting changes if papers are printed back to back (Go Green!) - **Will have further discussion. Christel will investigate the possibility of using Word.**

D. Grad Theses/Papers awards dates?  **A subcommittee of this group will determine the one paper to move forward to the MAGs. Joan was asked to send out email to faculty with graduate faculty status.**

E. Grad Research Grants dates?  **Christel moved (Pat W. 2nd) moved to ask that we approach the College Deans, Bob Griggs, and Dr. Lisa Erwin for at least $500 or whatever their budget will allow to support the continuation for graduate mini-grants. Motion passed.**

Adjourned at 1:50 p.m.

Next meeting on Sept. 24 at 1 p.m.

F. 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. 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

G. New APA Style Manual is available and Grad School wants to know if we should adopt it for Research Papers and Theses this year.