MINUTES
BSU Graduate Committee Meeting
Thursday, September 24, 2009
1pm 314 Sattgast

Present: Louise J., Christel K., Glen R., Tim K., Dianne N., Pat W., Vince V., Mark C., Patricia R., Joan M.

Absent: Todd Frauenholtz, Hal G., Rick K.

FYI: Tim K. & Pat W. will be absent for the Oct. 1 meeting.

I. Approval of Feb. 5 minutes: Pat W. moved (Dianne N. 2nd) to accept minutes as presented. Motion approved.

II. Approval of the Minutes of September 17, 2009 Minutes: Christel K. moved (Pat. W. 2nd) to accept minutes as presented. Motion carried.

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 provided copies. Last changed in April 2008 by the Senate. Would need to add the temporary status as discussed previously. Will discuss once depts. have had input.

It was suggested that a “Thank you for your service” statement be added to the email sent to faculty/staff when re-upping for grad faculty or associate grad faculty.

It was suggested that FAQ be available on the orientation site-send questions to Joan and she will attempt to answer them.

Academic Advising-Rick K.

Non-chair committee members-Pat W.

Pat W. - MnSCU Policies and Procedures
Thesis Advising/Chair-Pat W. will delegate. Dr. Chang pulled the handout together; mentions literature review, however, does not target research papers; focuses on empirical work in theses; document from 2002 that was written by a former Graduate Dean outlines the research and thesis papers; document will be scanned in and uploaded to website for committee access.

Grad Rep Responsibilities-Vince - send to Christel for uploading; took directly from the grad catalog....see attached...how much judgment will we give the grad rep....back off due to clear negative reaction; have the option to take action but not required; added: FAQ....what happens when the grad rep takes over.....how far are grad reps allowed to ask questions or make criticisms when they are not part of the committee; grad rep should talk with the Chair/Advisor of the grad committee if they may ask questions, etc. prior to going into the exam what is acceptable; some Advisors will give the guidelines to the grad rep prior to the defense; ask to discuss before the tallies are done; give the grad rep the chance to discuss with the committee when the student is out of the room so they may have input (no vote); document that strives to give department autonomy but have general guidelines/standards.

Vince will submit revised opinion.

Meeting adjourned at 1:52 p.m.

Next meeting will be Thursday, Oct. 1, 2009

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. New Graduate Assistant Positions Request Form

IV. Old Business

   B. Paper Formatting changes if papers are printed back to back (Go Green!) - Will have further discussion. Christel will investigate the possibility of using Word.
C. Grad Research Grants dates? **Received confirmation from Dr. Rogers, Dr. Dunn, and Dr. Maxwell.**

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

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