

MINUTES  
BSU Graduate Committee Meeting  
November 5, 2009 1pm 314 Sattgast

**Members Present:** Christel K., Louise J., Vince V., Glen R., Tim. K., Richard K., Mark C., Pat. W., & Joan M.

**Members Absent:** Hal Gritzmacher, Dianne Narum, Pat Rogers

**Guests:** Patty Hartshorn

Meeting was called to order at 1:03 p.m.

1. Approval of the Minutes of October 15, 2009  
**Pat W. (Tim K 2<sup>nd</sup>) to accept minutes. Motion passed.**

Approval of the Minutes of October 22, 2009  
**Pat W. (Mark C. 2<sup>nd</sup>) to accept minutes. Motion passed.**

2. Old Business

a. Continuation of discussion of the Grad Faculty Orientation

This week we are examining the second proposal: Graduate Academic Advising

- **What would a new graduate faculty expect? Christel suggested a job description and then references to procedures, etc.;**
- **Vince suggested an overview with links – 20 min max - then use only as a resource for later use.**
- **Committee needs to determine what is the purpose of the orientation...brief overview with links....seems to be the consensus.**
- **Be prepared to discuss further next meeting.**

b. BSU Creativity Award- **Pat W. commended Dean Rogers for the letter sent to Reid Ferrin.**

3. Selection of the new Chair of the Committee-

- **Louise J. is willing to serve as the downstate representative on the MnSCU Grad Council through spring semester 2010.**
- **Mark C (Pat W. 2<sup>nd</sup>) to nominate Christel K. for Chair beginning Spring semester 2010. Nomination accepted. Motion passed.**

III. New Business

1. Wendy Larson's request that our minutes be online to BSUFA membership.

2. Proposed changes in the Grad Catalog with Patty Hartshorn as a guest.
- **Patty provided an outline of the catalog to make the material more readable, etc.**
  - **Redundancy seems to be the main issue.**
  - **Christel wonders if Sections II and IV could be consolidated. Make a separate section for University Policy and Procedures and policies and procedures section specific to graduate studies.**
  - **Christel suggested a Section called Policies & Procedures with subsections of General University, Graduate, Financial Aid, etc.**

**Patty will review both sections to see redundancies. The main thing is not to have duplicate information that is not correct in both spots.**

**Christel (Louise 2nd) moved that Patty check those sections to see what can be done to avoid redundancies. Motion passed.**

**Christel will place the Moorhead Faculty Policies and Procedures on the website for all to access. It's well organized. Please review for the next meeting.**

**It is noted that we need to focus on the development of the orientation module(s) and work on policy changes at a later date.**

**The next meeting will be Thursday, November 19, 2009.**

**Meeting was adjourned at 1:50 p.m.**

**Minutes submitted by,**

**Joan Miller**