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\textsuperscript{nd}) to accept minutes. Motion passed.

Approval of the Minutes of October 22, 2009
Pat W. (Mark C. 2\textsuperscript{nd}) 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\textsuperscript{nd}) 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