MINUTES
BSU Graduate Committee Meeting
November 19, 2009; Thursday 1pm
314 Sattgast

Members Present: Louise Jackson, Glen Richgels, Dianne Narum, Tim Kroeger, Richard Koch, Christel Kippenhan, Patrick Welle, Joan Miller

Members Absent: Vince Vohnout, Hal Gritzmacher, Mark Christensen, Patricia Rogers

Meeting opened at 1:05 p.m.

I. Minutes of November 5, 2009

Richard K. moved (Pat Welle 2nd) to accept the 11/5/2009 minutes. Motion passed.

II. Old Business:

A. Continuation of discussion of Rick Koch's Graduate Advising proposal

Suggested that the 30 minimum credits be changed to 30-48 minimum credits... statement to let faculty know of the different credit requirements.

Suggested that Orientation be changed to Information.... with the 1st block outlining what is expected of graduate faculty as an advisor, committee member, etc.; 2nd component would be an electronic handbook that would list policies and procedures already in place. This may help to not duplicate information. It was agreed that the orientation needs to be easy to navigate.

Everyone likes the idea of having all this information in one place.

What is the basic knowledge we want in the orientation?
   a. What is my job as a graduate faculty...advise students, know procedures, spend time with students....what is expected of me....what would a good faculty advisor do?
   b. Understanding graduate school policies and procedures - The e-Handbook would contain the policies and procedures
   c. Suggested brief orientation would be included with the Nomination Form - having the orientation a requirement before the Dept actually votes on their acceptance.
d. Executive Summary of the 3 main components area...Rick will write up.
e. Forms will be linked in the handbooks.

B. Consideration of Vince Vohnout's proposal for Grad Rep - not addressed

C. Catalog Revision is tabled until Patty Hartshorn returns to work later in November. Not addressed.

III. New Business

A. HLTH (HlthEd) 09-10 #5 Curriculum proposal
   Title changes of courses - no other changes noted

Christel moved to change order of agenda (Pat W. 2nd) to cover the curriculum proposal before beginning discussion on the Graduate Advising proposal. Motion passed.

The graduate component should be included in the syllabus...concern that the curriculum forms be reviewed and perhaps changed in the future.

Christel moved (Pat W. 2nd) to approve the HLTH (HlthEd) 09-10 #5 Curriculum Proposal as is. Motion carried.

B. Other business

BSUFA has requested the BSU Graduate Studies minutes....Christel moves (Louise 2nd) to allow Wendy Larson to link to the website. Motion passed.

Louise will inform Wendy about the curriculum proposal approval and okay to link to website.

Meeting adjourned 1:55 p.m.

The next meeting will be Thursday, Dec. 3 at 1 p.m. in Sattgast 314.

Minutes submitted by,

Joan Miller