The Graduate Council met Thursday, December 11, 2003 in 320 Brigham Hall.

**Members Present** -

**PROGRAM AREAS:**

**Counselor Education**
- Kimberly Tuescher – graduate program
- Diane Zimmerman – elected faculty (term expires end of 2004 summer session) Vice-Chair

**Criminal Justice**
- Tom Caywood – elected faculty (term expires end of 2004 summer session)

**Engineering**
- Rob Hasker for Lisa Riedle – graduate program
- Tony Thomas – elected faculty (term expires end of 2004 summer session) Secretary

**Industrial Technology Management**
- Linda Bouck – elected faculty (term expires end of 2005 summer session) Chair

**Master of Science in Education**
- Alison Bunte – graduate program

**Project Management**
- Tony Munos – graduate program
- B J Reed – elected faculty (term expires end of 2005 summer session)

**At-Large Representatives**
- Arthur Ranney – elected faculty (term expires end of 2004 summer session)

**EX OFFICIO MEMBERS:**
- Dr. David Van Buren, Dean, the School of Graduate Studies
- Regina Pauly – Assistant Vice Chancellor for Information Services designee

**Visitors Present – Erik Wilund**

Chair Linda Bouck opened the meeting at 3:32 pm.

**Minutes** –

1. The minutes from the November 20, 2003 meeting were unanimously approved on a motion by Kim Tuescher and seconded by Diane Zimmerman.


3. Elimination of the policy of placing administrative holds on students who are late in admission to candidacy – David Van Buren.

   David Van Buren went over the background of placing LIN holds on students needing admission to candidacy. He then explained some of the difficulties encountered by students with this hold. A positive LIN hold (no negative effect on the student’s record) was discussed. Discussion ensued. Diane Zimmerman made a motion to change the admission to candidacy procedures to:
   - After completion of nine graduate credits the School of Graduate Studies sends an admission to candidacy memo to the student’s advisor and place a positive LIN hold on the student’s record for tracking purposes.
   - When the School of Graduate Studies posts completion of admission to candidacy on the student’s record the positive LIN hold will be removed.
   - At the end of the next semester the School of Graduate Studies will search for those students who still have a positive LIN hold and notify their advisors for follow-up.

Kim Tuescher seconded the motion. Motion was approved unanimously.

Alison Bunte handed out a copy of the minutes from the subcommittee meeting held December 5, 2003. The subcommittee’s first meeting basically identified issues that need resolving.

- IRB guidelines for action research need to be reviewed.
- Educational Projects completed by a group effort. A policy needs to be developed.
- Many of the required sections for the seminar paper are not appropriate for an educational project. A menu of suggested sections will be developed.
- An alternative to binding needs to be explored so projects can be stored in a useful manner.

Members of the subcommittee met with the Institutional Review Board for Human Subject Research (IRB) regarding using an expedited approval process for educational projects. A future meeting with the IRB Board will be needed.

David Van Buren suggested that if an educational project is not bound, perhaps there should be a “processing fee” assigned. And he wondered if the subcommittee would include a statement on degree of rigor regarding educational projects.

Alison Bunte answered that such a statement would need to be developed. She also stated that an initial proposal should be ready for the February Graduate Council meeting.

5. Other business - None.

Meeting was adjourned at 3:50 pm.

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**GRADUATE COUNCIL MEETING DATES 2003-2004**

- September 18, 2003
- October 23, 2003
- November 20, 2003
- December 11, 2003
- January 29, 2004
- February 19, 2004
- March 25, 2004
- April 15, 2004
- May 6, 2004

Note – meetings will be held 3:30 p.m. – 5:00 p.m. in 320 Brigham Hall.

**GRADUATE COUNCIL MEMBERSHIP FOR 2002-2003**

- Agricultural Industries
  - Mark Zidon – graduate program
  - John Tembei – elected faculty (term expires end of 2005 summer session)
- Counselor Education
  - Kimberly Tuescher – graduate program
  - Diane Zimmerman– elected faculty (term expires end of 2004 summer session) Vice Chair
- Criminal Justice
  - Cheryl Banachowski-Fuller – graduate program
  - Tom Caywood – elected faculty (term expires end of 2004 summer session)
- Engineering
  - Lisa Riedle – graduate program
  - Tony Thomas – elected faculty (term expires end of 2004 summer session) Secretary
- Industrial Technology Management
  - Colleen Kaiser (representing Howard Brooks) – graduate program
  - Linda Bouck – elected faculty (term expires end of 2005 summer session) Chair
- Master of Science in Education
  - Alison Bunte – graduate program
  - David Brawley Harycki – elected faculty (term expires end of 2004 summer session)
- Project Management
  - Tony Munos – graduate program
  - B. J. Reed - elected faculty (term expires end of 2005 summer session)
- At-Large Representatives
  - Theron Parsons – elected faculty (term expires end of 2005 summer session)
  - Arthur Ranney – elected faculty (term expires end of 2004 summer session)
- EX OFFICIO MEMBERS
  - Dr. David Van Buren, Dean, the School of Graduate Studies
  - Regina Pauly – Assistant Vice Chancellor for Information Services designee