

GRADUATE COUNCIL MINUTES

November 19, 2014

The Graduate Council met at 12:30pm in 129 Himes with the following members present: Armbrust, Byerly (ex officio), Chance, Day, Euba, Gansle, Kelso, Marks, McKillop, Nardo, Ortner, and Spivey. Absent members were Eades, Matthews, Mocan, Reeve (ex officio), and Spivey.

Minutes of September 24, 2014 and October 15, 2014

The minutes from September 24, 2014 and October 15, 2014 were unanimously approved on motion by Kelso and seconded by Day.

Dean's Report

The Graduate Council is in a transition year for membership. The membership will be on an academic year instead of a calendar year. Day has agreed to serve an extra semester and McKillop has agreed to serve as the council chair for an additional semester. At the end of the spring semester, a new chair will be elected.

Academic Affairs Report

No report.

Chairs Report

Graduate Advisors Meeting: The departments were up to date with the approved changes the Graduate Council has made.

Graduate Faculty Meeting: The meeting was well attended and several council members were present. McKillop had good feedback from faculty that attended the meeting.

Graduate Certificates: The following graduate certificates were approved by the Graduate Council via email ballot: Behavior and Health, Econometrics, Life Span Studies, and Mathematics for Advanced Secondary Instruction. Students enrolled in certificate programs must have a 3.0 to be in good academic standing with The Graduate School. The requirements for students in certificate programs should be included in the proposals and in the General Catalog. The recommended hours for a certificate program is 12-18 hours. The Board of Regents requires a minimum of 12 hours. Certificates may be from one discipline or from eight or more.

Mathematics for Advanced Secondary Instruction: Gansle addressed accreditation concerns during the email ballot for this graduate certificate. The CAEP (Council for the Accreditation of Educator Preparation) is the main accrediting body in education. CAEP's website states the following:

"The CAEP Policy Manual indicates that, "The CAEP review includes all specialty areas that prepare candidates to work in preschool through grade 12 settings and lead to a professional license, certificate, or endorsement; it also includes graduate and non-certification programs for licensed educators who are extending their knowledge and skills for working in school settings.

Programs that lead to endorsements, add-ons, or their equivalent for which its state or country requires national or state program review must be included in the CAEP self-study report.”

Gansle stated that the certificate faculty do not address how this will be handled. The School of Education should not be charged with collecting data for this certificate program since not governed through their school.

Theatre Changes: The Graduate Council voted via email ballot on the department’s request to changes to the doctoral degree in Theatre. The General Catalog will now state the following:

- 15 hours in literature and history (THTR 7901, THTR 7902, THTR 7903, THTR, 7904, THTR 7912, THTR 7913, THTR 7914). [THTR 7923 was removed from the required courses. The number of hours remains the same.]
- Three credit hours in a pedagogy-focused course. [This replaces “three credit hours in a College of Human Sciences and Education course in pedagogy.]

Theatre Minor: The Graduate Council voted via email ballot to approve a Theatre Minor in Theatre History, Theory, and Literature. The minor consists of twelve hours as follows:

- Three hours of general dramatic theory (THTR 7924 or THTR 7925)
- Six hours of theatre history and literature (THTR 7901, THTR 7902, THTR 7903, THTR 7904, THTR 7912, THTR 7913, THTR 7914)
- Three hours of cultural theory and literature (THTR 7920, THTR 7923, THTR 7926)

Routine Business

Skype/Teleconference: Kelso reported the committee’s (Armbrust, Kelso, Matthews, Ortner) recommendations based on the current Graduate School guidelines. The request to hold a Skype exam should be submitted at the time the exam request is submitted to The Graduate School.

Remote participation of graduate committee members for M.S. and Ph.D. exams

Current guidelines sent to departments from The Graduate School once a participant is allowed to use Skype for a graduate exam (master’s final exam, doctoral general or final exam):

1. This cannot become a routine practice for the departments -- The Graduate Council would need to approve for this to become common practice
2. The student and student's entire examination committee need to approve this -- we can't have an unhappy committee member voting NO on procedural grounds, or a student appealing a decision on such grounds
3. Chair and the student should have a practice run several days beforehand to be sure that the system works
4. The PPT, or other visuals, should be displayed locally, with the SKYPE or other remote view embedded on a second screen (the visuals should be printed materials for the person participating afar to review prior to the exam)
5. The chair and the Graduate School Representative on the committee need to write The Graduate School Dean a brief account of how this technical part of the exam compares to a traditional one

Proposed Guidelines regarding remote participation on M.S. Final exams and Ph.D. general or final exams:

Remote participation on graduate exams is intended to facilitate input from committee members located outside Baton Rouge, or during exceptional circumstances when LSU committee members cannot be in attendance. Students will be required to submit the Remote Committee Participation form with their application for exam forms. This form will be signed by all committee members (electronic signatures are acceptable) and the head/chair/graduate advisor of the student's department/school. It is the responsibility of the student and the major adviser to make sure that the technology used for the exam is fully functional, allowing both visual and oral participation by the remote committee member during all phases of the exam.

Example of Graduate School form attached.

Kelso moved for approval, Chance seconded, and motion was passed.

Old Business

ETD Withholding Petitions: The committee reported that students can submit a request to withhold a thesis/dissertation for one year. Students may renew for one year after the original year expires. Students are requesting for a hold after their document has been published or for an extension after the initial two years. Further requests will be denied.

MFA students may have their documents embargoed permanently due to creative nature of their work. These students must send a digital copy to The Graduate School for approval, but it is not released online. This is standard practice among MFA programs.

Kelso moved to keep the current policy as it is, McKillop seconded, and the motion was passed.

Nardo mentioned that Procrest is publishing theses and dissertations 10 years after the student has released the document without the author's (student) permission. It appears to be problematic. Should students be notified as they submit their documents that Procrest will release their document? Electronic Theses and Dissertations began in 2001. Before that Procrest/microfilm received all the documents in the library which is an institutional repository. The council agreed that Bill Armstrong should discuss this at a future council meeting.

New Business

BAE Concentration: Biological and Agricultural Engineering does not have a doctoral program. The department requested a concentration in Biological Engineering for the doctoral degree in Engineering Science. The concentration will appear on the student's transcript. Students are required to take 12 hours from the BAE department. Chance motioned for approval, Day seconded, and the motion was carried.

Construction Management Concentration: Construction Management does not have a doctoral program. The department requested a concentration in Construction Management for the doctoral degree in Engineering Science. The concentration will appear on the student's transcript. Students declaring this concentration will follow the current track for students earning a specialization in CM with

the doctoral Engineering Science degree. Kelso motion to approve, Gansle seconded, and the motion was passed.

Philosophy Concentration: The department requested a concentration in Feminist Philosophy for the MA degree. Students would be required to take 12 hours in WGS at the 4000 level or above. The council voted to return to the department to inquire on the following: which specific WGS courses would the student take, a requirement of one 7000 level class should be included, and what is the difference between the concentration and WGS minor.

Oceanography and Coastal Sciences: The department requested a professional track option for the non-thesis program.

- Students on this track are required to earn 36 hours pass the bachelor's degree
- A minimum of 18 hours in courses numbered at or above 7000
- 6 hours of departmental core courses or approved substitutions
- 9 hours of advanced course work in DOCS specialized area
- 9 hours in a minor field outside the Department of Oceanography and Coastal Sciences
- At least 3 semester hours of advanced field or literature research based on internship or a team project (e.g. OCS 8900, OCS 8901) which demonstrates the student's ability to synthesize data and demonstrates acceptable writing skills.
- 9 hours of electives (within or outside of the department)
- A student must pass a final exam, both oral and written, to be given by the Student's Advisory Committee
- During the last semester, professional students must deliver an oral public presentation of a written research report from the internship or team project

Kelso motioned to approve, Day seconded, and motion was passed.

Communication Studies: The department requested to remove CMST 7903 from the required list of core courses for the doctoral degree. The department will include writing skills across the board with current courses and not limited to the existing course. Nardo move to approve, Gansle seconded, and the motion was approved.

Marketing Concentration Changes: The Marketing Department requested two changes in the concentration in Marketing for the doctoral degree in Business Administration. The changes include elimination of a minor and elimination of two elective seminars from the program. The changes would reduce the number of required hours from 66 to 63 hours. The changes would allow students to complete their coursework within the first four semesters of study, which will give them more time to devote to research. Kelso moved to approve, Day seconded, and the motion was carried.

Education-MA GRE Alternative: The School of Education requested approval to accept students without a GRE score into the online program if the applicant has above a 3.0GPA and two years in higher education experience. The council voted to return to the department for additional information.

Geographic Information Science (GIS) Certificate: The Department of Geography and Anthropology, College of Art and Design, Department of Economics, School of the Coast and Environment, Department of Civil and Environmental Engineering, and Department of Computer Science request to offer a graduate certificate in Geographic Information Science. The certificate requires 12 hours. Students must

take at least three hours in each area: method, theory, and applied topics. Departments will offer at least one course per semester. Kelso moved to approve, Day seconded, and the motion was approved.

Workforce Development Certificate: Kelso moved to approve, Marks seconded, and motion was carried.

School Librarianship Certificate: The graduate certificate is offered only to certified teachers in Louisiana and requires 18 hours. Nardo motioned to approve, Euba seconded, and motion was passed.

Fisheries Science and Assessment (FSAC) Certificate: The graduate certificate requires 18 hours with core courses in Oceanography and Coastal Studies and other departments offering remaining courses. Kelso moved to approve, Day seconded, and motion was carried.

Executive Session

Standing Committee Reports

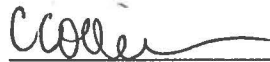
Promotion and Tenure Committee: Day reported that the committee has received new hire packets that contain letters that have conflict of interest. Currently several packets are not meeting the PS36 regulations. The committee met with Jane Cassidy in OAA to discuss concerns. OAA will send a memo to the deans to address issues of outside letters and evaluation letters. Once memo has been distributed to the deans, the P&T committee will return packets that do not meet the PS36 guidelines.

Graduate Faculty: No report.

Awards Committee: The committee will review the Economic Development Assistantship nominations. There are 75 proposals to be reviewed. Euba is chairing the committee. The committee will consist of three members of the Graduate Council and three members outside of the council.

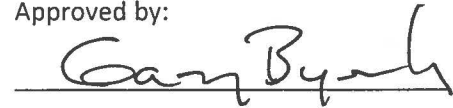
The meeting adjourned at 1:52pm.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:



Gary Byerly, Dean Graduate School