

GRADUATE COUNCIL MINUTES

March 20, 2012

Dr. Whatley called the meeting to order at 11:03 a.m. In attendance were Dr. Belvin, Dr. Clement, Dr. Cochran, Dr. Tapia, Dr. Bressette, Ms. Harrington, Ms. Mercer, Mr. Kennedy, Dr. Kurz, Dr. J. McDowell, Ms. Willingham, Mr. Taylor and Ms. Tennant.

The minutes from the February 21, 2012, meeting were approved.

Old Business

Graduate Council Subcommittee Recommendation

Move Graduate Catalog to annual publication rather than biannual. All catalog changes must be approved by Graduate Council at the November meeting. The catalog will go into effect in May of each year.

Student Alert Referral Form

The current alert form is sent to Dean Heida and Dr. Bressette. Dr. Whatley asked if the form could have a statement added - student having academic issues so that I can be directed back to the appropriate department. Dr. Bressette stated that alerts typically are not used for disciplinary issues. Dr. Kurz indicated that they need a process for reporting issues that occur in class (related to field-experience issues). If there are several 'red flags,' they can work with the student and advisor to resolve the issue. Dr. Bressette will check to see if the requested data (regarding disciplinary issues) can be added to the form.

Since this is not a policy issue, no vote was taken.

Master of Business Catalog changes

Graduate Catalog – Section 1

Financial Aid section does not include mention of Graduate Student Assistants.

Tuition & fees all become effective May 1, 2012. Currently the increase for SU2012 has not been announced.

What are the Technology fee (\$25) and the activity fee (\$75) used for? Need clarification regarding how these are used. Dr. Bressette will check on this.

Master degree candidates must meet a minimum of 30 earned credit hours.

Transfer credit?

Dropping C- grade as a grading option. Both schools previously approved this change at the graduate level.

Motion to approve this section of the Graduate catalog. Approved 2/21/02.

Revision to withdrawal form:

Do we need a reason on the withdrawal? It was noted that this is not helpful. Also, we do not need the student to meet with Financial Aid. It would be more useful to have an exit interview that allows the student to state strengths, work-related major, areas of improvement, asking follow up questions to clarify reason for leaving. Normally the exit interview lasts 5-8 minutes.

Dr. Bressette asked if we could use one form. Dr. McDowell stated they could add someone to handle the graduate student exit interview. The student may not want to talk with a graduate administrator. Would Berry receive more honest feedback if the student met with Dr. Durbin? Dr. McDowell indicated one name on the list should have 'graduate' by it. Dr. Bressette stated that they can do a phone interview if necessary. Dr. Whatley suggested that we add graduate for Dr. Durbin and Dr. Bressette as options for graduate student exit interviews. The appropriate department would receive a copy of the form. Dr. McDowell indicated that for accreditation they need to indicate our process for graduate student withdrawals. Show intent to collect data to include reasons for withdrawal and summarize withdrawals each semester.

It was noted that if a student withdraws and is out two semesters, the student must reapply. Dr. McDowell stated this keeps students from starting and stopping the program. Dr. Bressette indicated a student can request **Leave of Absence (LOA)** in spring but must return in summer. A student can submit the LOA form up to 5 weeks into the current semester. LOA can be requests for only one semester. The alternate form presented by Dr. Bressette with revisions was approved.

Fees for 2012-2013

Dr. McDowell asked if raising fees go into the budget. Where does the money go? Is this the way to get more money in specific line items? Dr. Whatley will check on this. It may be a communication issue. Fees were approved.

New Business

The following was presented:

Full-time enrollment for graduate students(MBA, MEd, MAT and EdS) is 9 – 12 hours ,

This was for clarification only. Graduate student would be able to register on-line for to 12 hours a semester.

Next Meeting – April 17, 2012

Meeting adjourned at 12:01 pm

Chair: Katherine Whatley

Secretary: Linda Tennant