

**Oakland University**  
**GRADUATE COUNCIL MINUTES**

Wednesday, September 11, 2013 – Meeting 01

Location: 100 KL  
Meeting Time: 2:00-4:00 pm  
Approved: 25 September 2013

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**Present:** Dan Aloj, Gary Barber, Tamara Hew-Butler, Frank Lepkowski (*Ex Officio*), Karl Majeske, Linda Pavonetti, Claire Rammel (*Ex Officio*), Cheryl Riley-Doucet, Brad Roth, Darlene Schott-Baer (Chair), Meir Shillor, Carol Swift,

**Absent:** Robert Noiva (excused)

**Staff:** Tina Muncy (Secretary)

The meeting was convened by Darlene Schott-Baer, Chair, at 2:00 PM.

**I. INTRODUCTION OF NEW MEMBERS**

Ms. Schott-Baer had the 2013-2014 Graduate Council Members introduce themselves.

**II. APPROVAL OF MINUTES**

*Ms. Pavonetti made a motion to approve the minutes of the April 10, 2013, Graduate Council Meeting as written. Mr. Shillor seconded the motion. Motion passed unanimously.*

**III. REPORT OF THE CHAIR**

Ms. Schott-Baer distributed copies of the By-Laws and the charge of the Oakland University Graduate Council, submission guidelines for requesting modifications to existing graduate programs, and deadlines for submitting proposals to the graduate council. Ms. Schott-Baer also informed everyone about the Graduate Council website, which will have meeting agendas, minutes, proposals, and other relevant information pertaining to the Council.

Ms. Schott-Baer stated that, as a result of the significant increase of modification proposals, she is currently working on revising the modification request form by placing most of the content into tables for easier use and decreasing the narrative. She said that she will have something prepared for the Council to look at by the next meeting and that the new format will need to be approved by the group. With the new format, future proposals will be submitted online through the Graduate Council website.

Ms. Rammel spoke on using eSpace for Graduate Council. She is in the process of getting that developed. Documents from meetings will be stored and archived and there will be a forum where members can discuss proposals and other Council business.

**Master of Science in Engineering Management Program Proposal.** The proposal for modifications to the Master of Science in Engineering Management Program presented to the Council at the April 10, 2013, meeting was approved as revised, via email, by a unanimous vote. Ms. Schott-Baer asked the Council members for a formal vote. *Ms. Riley-Doucet made the motion to approve the modifications to the Master*

**of Science in Engineering Management Program as revised. Mr. Shillor seconded the motion. Motion passed unanimously.**

**Leave of Absence Policy Proposal.** The proposed Leave of Absence Policy, that expanded the current doctoral policy to include master degree students, was presented to the Council at the April 10, 2013, meeting but not approved. Ms. Schott-Baer revised the document, changing PhD to doctorate. She stated that the advantage of the Leave of Absence for the students is that it stops the time to degree in their program. The Council had much discussion about using the term “two consecutive semesters”, with the example “Fall/Winter or Winter/Fall”, versus saying “one year” and how the summer semester fits in. Doctoral students are only required to be enrolled Fall and Winter semesters. In a program that does require summer attendance, summer semester would need to be included in the leave of absence; otherwise a leave of absence would not be necessary for summer semester if summer attendance is voluntary or for convenience. Some members recommended deleting the “Fall/Winter or Winter/Fall”; since the Leave of Absence Policy refers to the Continuous Enrollment Policy for doctoral students and the Masters Minimum Enrollment Policy, the summer semester would be covered accordingly. After further discussion, it was suggested a new Leave of Absence Policy be established for master’s students rather than attempt to create one policy for both doctoral and master’s degree students.

**2013-2014 Appointments.** Ms. Schott-Baer made the following appointments for Graduate Council for the 2013-2014 academic year:

Secretary: Tina Muncy  
Parliamentarian: Claire Rammel  
Vice Chair: Meir Shillor

Mr. Shillor stated that he will be on sabbatical for the Winter 2014 Semester. Mr. Roth stated that he will also be on sabbatical during that time. Ms. Schott-Baer said that she will arrange for replacements for the Winter Semester.

**Conferral Dates.** Ms. Schott-Baer began speaking about the multiple summer sessions and the two summer conferral dates. The first conferral date, Summer I, students must apply in January in order to be considered for the first conferral date in Summer I. Students applying for the Summer II conferral date have a deadline at the beginning of Summer. Students who do not make the Summer I deadline then want to be considered for the Summer II conferral date, must be moved manually in Banner, a labor intensive process for staff. The two Summer conferral dates causes the students much confusion. Graduate Study is now proposing having one Summer conferral date. The proposed summer conferral date schedule will follow the same schedule as the Fall and Winter deadlines.

**Outstanding Graduate Mentor Award.** Ms. Schott-Baer distributed an updated draft of the Outstanding Graduate Mentor Award document, which addresses how the nominations will be handled. The nominations will come from students, masters or doctoral. There will be a banner across the Graduate Study website calling for nominations. An email can be sent to all of the graduate students announcing the award, along with instructions for making nominations. When students click on the banner, they will be directed to an automated application process. Once the deadline passes, a selection committee will be created consisting of three members of Graduate Council and three additional faculty members.

Council members noted that the document does not specify who is on the selection committee.

**Graduate Degree Scholarship.** Ms. Schott-Baer noted the **Return to Complete Graduate Degree Scholarship** is open to individuals who have been previously admitted and enrolled in a *master’s degree program* at Oakland University, but have decided to “stop out” of their program prior to graduating with the

master's degree. Perspective recipients of this scholarship are individuals who have not been enrolled in program requirements for at least two years, but are interested in returning to Oakland University to complete their master's degree program.

Ms. Schott-Baer encouraged members to alert Graduate Study to any graduate students who may be in this type of situation. At present one student has applied for this scholarship.

#### IV. NEW BUSINESS

**Research Committee Representatives from Graduate Council.** Ms. Schott-Baer informed the Council that two new Graduate Council representatives need to be appointed for the University Research Committee. She stated that she has had two volunteers, Harvey Qu (Mathematics and Statistics, College of Arts and Sciences) and Jim Ciplewski (Reading and Language Arts, School of Education and Human Services). Mr. Shillor informed Ms. Schott-Baer that Harvey Qu is currently out on a medical leave and probably will not be able to serve on the committee. Ms. Schott-Baer asked the College of the Arts representatives to ask around the College for anyone else who may be interested in volunteering to serve on the Research Committee.

**NOTE: Steve Wright with Mathematics and Statistics volunteered to serve on the Committee.**

#### V. OLD BUSINESS

**Definition of Credit Hour.** With the use of online courses, it has become necessary to revise the definition of a credit hour. A small group met throughout the summer to look at the current credit hour definition and compared it to the definition of a credit hour used by HLC, OU's accrediting body, and Financial Aid. Ms. Schott-Baer asked the Committee to share and discuss the subject with their faculty and forward any recommendations or suggestions to her that she may be able to forward to the subgroup working on this project. Eventually, the proposal will need to be presented to the Senate.

**Definition of Online Courses.** Ms. Schott-Baer also asked the Council members to share the Online Course Definition with their faculty, along with the related materials that she has provided. The members had discussion on how much online instruction determines whether a program is to be considered an online or hybrid program. The classification of the programs could affect students' financial aid, reporting requirements to HLC, and the determination of in-state and out-of-state tuition.

#### VI. GOOD AND WELFARE

No report

#### VII. ADJOURNMENT

The next meeting is scheduled for Wednesday, September 25, 2013, at 2:00 PM. This is the same day that the Special Board of Trustees will be meeting at 3:00 PM. The Graduate Council Meeting will be kept short so that Council members will have the opportunity to attend the 3:00 PM meeting.

With no further business, the meeting adjourned approximately 3:38 PM.