Council in Attendance:
Ahmed Al-Kaisy (Engineering)
Jean Shreffler-Grant (Nursing)
Marc Giulian (Business)
Brock Smith (Agriculture)
Dennis Aig (Arts)
Sara Mannheimer (Library)
Ron Larsen (Interim Dean of The Graduate School)
Nicolas Yunes (Letters & Science)
Yujian Wang (International Programs)
Christopher Livingston (Architecture)
Tena Versland (Education)
James Becker (Health & Human Development)
Susan Cohen (Letters & Science)

Also in Attendance:
Lauren Cerretti (Graduate School)
Emily Peters (Graduate School)
Donna Negaard (Graduate School)

Absent:
Eric Austin (Faculty Senate)
Robert Rydell (Letters & Science)
Sobia Anjum (Student Representative)

Meeting started at 2:03 pm

Feb 25, 2019 minutes
- Livingston moves
  - Al-Kaisy noted correction: remove Tena Versland from “In Attendance”
- Livingston moves, Aig second, unanimous approval

Announcements
- Faculty Senate update (Austin): not in attendance
- Graduate School update
  - Letter of resignation received from employee Megan Maier
  - PhD Enhancement funds: budgeted for 12
    - Requests for more than 2 were reduced by 1
    - One department scored significantly lower than the others; their request was reduced from 2 to 1
o Meritorious Awards: requests will be reviewed as they come in – incentive to submit early
o Presidential Awards: Due to funding available, awards will be for 2 years instead of 1 (this year only)
  ▪ Renewal requirements: satisfactory GPA and progress toward degree

• IIP: 2 applications
  o Jim Becker and Ahmed Al-Kaisy volunteered as reviewers; call for additional volunteers (4-6 required)
    ▪ Tena Versland volunteered
    ▪ Marc Giullian volunteered
  o Open discussion of IIP review process
    ▪ Access will be available through CollegeNet
    ▪ Request for an email to be sent to reviewers with general guidelines

Old Business
• Reporting of Comprehensive Exam requirement, proposal (Larsen):
  o Call for comments
    ▪ Concern that a 6 month waiting period is not appropriate for master’s
      • Clarification: current policy is a 2 month waiting period for master’s students; the policy revision was originally specific to doctoral programs
    ▪ Concern that a 5 year time limit for milestone exams is not realistic for all programs
      • Suggestion: change to 6 years
      • Clarification of the existing policy: timeframe is from end of entire comp to defense (not graduation); Physics has a department wide 6 year exception
      • Suggestion: if a student is not continuously enrolled, the exams are only valid for a designated number of years
        ▪ Review of existing continuous enrollment policy
        ▪ Discussion that the time limit policy also is in place to make sure knowledge/material is current
    ▪ Decision to change time limit requirement to 6 years
  ▪ Revisited concerns regarding waiting period
    ▪ Prior discussions involved changing the waiting period to the next term
    ▪ Suggestion: put a range on the time limit
      ▪ Concern about an end date, too restrictive
    ▪ Suggestion: change wording to “student cannot take in the same term”; this allows students to take it during the time in between terms
  ▪ Concern with the 14 day deadline for reporting
    ▪ Suggestion: should not be a deadline for this
    ▪ Discussion: for master’s, comp is often treated as defense, but is not applicable for doctoral students; the policy is administrative to allow The Graduate School time to input data before graduation
  ▪ Decision to focus on doctoral revisions first, review master’s later
  ▪ Q: What should the deadline be for milestone reporting for doctoral students?
    o Suggestion: 3 years
    o Suggestion: varies by department, not necessary to specify a date
- Clarification (Larsen): an assumption in writing the policy was that students’ committees are administering exams—plans to review the language to reflect that this is not always true
- Concern with the name of exams; qualifying definition varies by department
- Q: What is the feedback on only requiring reporting of the comprehensive exam?
  - Reporting all exams would put burden on committee
  - Concern: this policy review began with FERPA concern, student grievances, and having a complete student record; only requiring reporting of one exam does not fix the original concern
  - Concern: 5 day requirement for reporting is too short and not followed in practice
    - Suggestion: change wording to 5 days from pass/fail decision
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    - Suggestion: change wording to 5 days from pass/fail decision
  - Concern: accreditation is only a concern if policy says we are tracking the exams
  - Suggestion: departments are accountable for tracking and administering the other exams not reported to The Graduate School

Adjourned at 3:06 pm

Next scheduled meeting – Monday, March 25, 2019. 2:00 – 3:00 PM in ABB 145.