

GRADUATE COUNCIL MINUTES

Tuesday, November 27, 2007, 9:00 a.m., Stevenson 228

CALL TO ORDER

The meeting was called to order at 9:00 by Kimberly Nance, Director of Graduate Studies.

MEMBERS PRESENT

Admissions Committee: Sarah Smelser, Phyllis McCluskey-Titus, Rodger Singley, Roberta Trites
Curriculum Committee: John Bantham, Tim Fredstrom, Susan Winchip
Membership Committee: Kevin Laudner, Bruce Burningham, Jeffrey Courtright,
Research Committee: Maureen Angell, Gary Creasey, Joaquin Vila

MEMBERS ABSENT

Admissions Committee:
Curriculum Committee: Denise Wilson , Marcea Seible, Ellen Spycher, Nina Hamilton
Membership Committee: Hedda Meadan-Kaplansky
Research Committee:

APPROVAL OF MINUTES

On a motion by Rodger Singley, seconded Roberta Trites, the minutes of October 23, 2007 were approved.

ADMINISTRATIVE AND STUDENT REPORTS

Kimberly Nance discussed the campus visit schedule of Provost candidates and urged members of Graduate Council to attend.

Dr. Nance has appointed a three person Nominating Committee that will meet in November. An announcement of the slate of candidates for the spring Graduate Council ballot will be made in February.

REPORTS AND INFORMATION ITEMS

ADMISSIONS COMMITTEE

No report.

MEMBERSHIP COMMITTEE

Nominees for graduate faculty membership that were received this fall were reported to Graduate Council. The nominee list will be sent to the provost for final approval. Those approved in this fall round will appear in the 2008/2009 Graduate Catalog.

RESEARCH COMMITTEE

Gary Creasey reported that the University Research Council is reviewing the draft language in a dual-format thesis/dissertation format check system. If the proposal is adopted, each program could choose between that system and the single-approval format check system now in place. Following is the draft proposal under consideration:

Information item: Proposal for dual format check option for theses and dissertations

Of those programs that responded to the survey this fall, three preferred the current single-requirement system. All of the rest who responded indicated preference for a dual system. The Research Committee has approved the presentation of the dual-format proposal as an information item for discussion at the November 27th meeting, and it will be an action item for voting at the first spring meeting.

If adopted, this proposal will permit programs to adopt the dual system if they choose, but no program will be required to do so. Programs choosing the single-approval option will see no change in format check.

The draft proposal reads.....

University-wide requirements for theses and dissertations. All theses and dissertations must conform to university wide regulations germane to copying, binding, depositing and archiving the finished thesis or dissertation. These requirements include type and weight of paper, typeface and type quality, spacing, margins, page numbers, title page, signature page, and abstract. All theses and dissertations must also comply with applicable copyright law. Conformity with those requirements must be confirmed by Graduate School examiners before the thesis or dissertation is accepted for deposit.

For all other matters of style, individual graduate programs may choose between a single-approval or dual-approval format check for their theses and dissertations. A program may change its choice at any time by informing the Graduate School in writing. Programs choosing the dual-approval must also specify a program format authority, either a single individual for all theses and dissertations in the program, or the chair of each thesis/dissertation committee.

For programs electing single-approval the Graduate School format examiner will review all aspects of thesis or dissertation style and format to assure conformity with the Graduate School's *Guide to Writers of Theses/Dissertations* before the thesis or dissertation is accepted for deposit. This includes not only the university-wide requirements listed above, but also how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and all other matters of manuscript style. **Programs electing dual-approval** choose to control directly all matters of style not specified in the university-wide requirements above. Items under program control include how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and any other matter of manuscript style not covered in the university-wide requirements listed above. Theses and dissertations submitted to the Graduate School format checker must be accompanied by a signed statement that the program's format authority has reviewed and approved the elements of style specific to that program. The checker in the Graduate School will then review and confirm only the university-wide requirements before the thesis or dissertation is approved for deposit.

CURRICULUM COMMITTEE

No report.

The meeting adjourned at 9:30.

Respectfully submitted, Kimberly A. Nance

Graduate School/ms/11/27/07