

GRADUATE COUNCIL MINUTES
Tuesday, February 5, 2008, 9:00 a.m., Williams 307

CALL TO ORDER

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

MEMBERS PRESENT

Admissions Committee:

Curriculum Committee: Tim Fredstrom, Marcea Seible,

Membership Committee: Kevin Laudner, Bruce Burningham, Jeffrey Courtright, Hedda Meadan-Kaplansky

Research Committee: Maureen Angell, Gary Creasey, Joaquin Vila, Shari Zeck

Graduate Student Representative: Bert Klunder

MEMBERS ABSENT

Admissions Committee: Sarah Smelser, Phyllis McCluskey-Titus, Rodger Singley, Roberta Trites

Curriculum Committee: John Bantham, Denise Wilson, Ellen Spycher, Nina Hamilton, Susan Winchip

Membership Committee:

Research Committee:

APPROVAL OF MINUTES

Minutes of November 27, 2007 were approved.

ADMINISTRATIVE AND STUDENT REPORTS

Kimberly Nance seated Shari Zeck, Arts Technology, to the Research Committee.

Dr. Nance thanked those Council members that attended the campus visits of Provost candidates.

The budget process for FY09 has begun. The Graduate School narrative contains a request for graduate assistant stipend increases as well as exploration of funding for GA health insurance. Competitive stipends are important for recruitment.

Dr. Nance reported that the Nominating Committee, comprised of Larry Alferink and Tibor Gyires, met in November to select the slate for the ballot from among nominations and self-nominations submitted in response to the notice in the *ISU Report*. An announcement of the slate of candidates for the spring Graduate Council ballot was made in the January *Report*. Biographical statements are on line at the Graduate School website. Ballots will be mailed to all full and associate graduate faculty in February.

REPORTS AND INFORMATION ITEMS

ADMISSIONS COMMITTEE

No report.

MEMBERSHIP COMMITTEE

No report.

RESEARCH COMMITTEE

Gary Creasey submitted a revision to Regulations 6475, 7475, 8385, 2385 Dissertation/Thesis Acceptance to add the Dual Format Check Option for Theses and Dissertations as an action item. He reported that the University Research Council has finalized their review of the draft language in the dual-format thesis/dissertation format check system that was presented to Graduate Council in November as an information item. If the proposal is adopted, each program could choose between that system and the single-approval format check system now in place

Jeffrey Courtright motioned for the Council to approve, Bruce Burningham seconded, and the Council approved unanimously. Following is the sentence removed from each regulation with the replacement dual format check option wording:

Regulation 6475 Dissertation Acceptance Ed.D.

Regulation 7475 Dissertation Acceptance Ph.D.

Regulation 8385 Thesis Acceptance (SSP)

Regulation 2385 Thesis Acceptance (masters)

~~The examiner will check the dissertation/thesis to ensure that the dissertation/thesis is consistent with the selected dissertation/thesis style and the Guide for Writers of Doctoral Dissertations/ Guide for Writers of Master's Theses published by the Graduate School.~~

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 9:45.

Respectfully submitted, Kimberly A. Nance

Graduate School/ms/2/5/08