



# Graduate Studies Committee

September 13, 2007

1:30PM to 2:30PM

Dean's Conference Room (4307, HPNP)

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**Members:**

Dr. Ray Bergeron (MC), Dr. Ian Tebbett (MC-DE), Dr. Jeff Hughes (PC), Dr. Tony Palmieri (PC), Dr. Joanna Peris (PD), Dr. Carole Kimberlin (PHCA), Dr. Reggie Frye (PP), Ms. Krista Wilson (GS), Dr. Bill Millard (ORGS), Ms. Deborah Stowell (ORGS)

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## AGENDA TOPICS

- ✚ **Accept Minutes** – from the August 23, 2007 meeting
- ✚ **GIMS** – semester monitoring
- ✚ **GRE** – college/department minimum requirements
- ✚ **English Exams** – TOEFL (paper, computer, internet), IELTS (International English Language Testing System), MELAB (Michigan English Language Assessment Battery)
- ✚ **Alumni Fellowships** – .50 FTE
- ✚ **Minimum Stipends** – must be at least \$8,250
- ✚ **Research Showcase** – February 21, 2008
- ✚ **Research Projects** – late submissions
- ✚ **Graduate Program Review**



# Graduate Studies Committee

Minutes from September 13, 2007

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**Attendees:** Drs. Bergeron (MC), Tebbett (MC/DE), Hughes (PC), Palmieri (PC), Peris (PD), Frye (PP), Kimberlin (PHCA), Krista Wilson (GS), Millard and Stowell (ORGS).

- ✚ **Accept Minutes:** Meeting was opened at 1:30pm in room 4307 with the minutes from the August 23, 2007 GSC meeting being approved as recorded.
- ✚ **GRE Requirements:** The University is no longer requiring a combined minimum GRE score of 1000. The graduate school recommends that individual minimums for each of the verbal and quantitative sections of the GRE now be identified. The question was raised as to whether this should be a decision that is common within the college or left to the individual departments to consider. Each department was asked to discuss in their individual units and also should consider the use of the quantitative writing section of the GRE as another measure to consider. Minimum requirements should be clearly posted on each of the department's websites.
- ✚ **TOEFL:** The University is doing away with the TOEFL as being the only standard of measuring the knowledge and understanding of the English language. There are two other acceptable tests, Michigan English Language Assessment Battery (MELAB) or the International English Language Testing System (IELTS). Within the next few weeks the Graduate School will have out a concordance table for the scoring on each.
- ✚ **GIMS:** The GIMS system is full of information regarding our graduate students. It is essential that each department goes in to GIMS at least once a semester to make sure all the information in there is accurate and there are no deficiencies listed and paying special attention to the Residency Status of each student.
- ✚ **Alumni Fellowships:** The Graduate School is trying to gain control over the Alumni Fellowships from the Provost's Office. Dr. Ken Gerhardt prefers to see an FTE of .50. The credits per hour for an FTE of .25, .33, or .50 are the same at 9/9/6 so this change doesn't seem to be conducive and informed the committee to keep our Alumni Fellows at a .33 FTE.

- ✚ **Stipends:** The minimum stipend salary has been raised to \$8,250. All of our students are above this level.
- ✚ **Research Showcase:** The Research Showcase date has been set for Thursday, February 21, 2008.
- ✚ **Late Research Projects:** Professional students who wish to graduate with an academic distinction of Magna Cum Laude or Summa Cum Laude must submit an approved research project. Dr. Millard asked the GSC committee if he could be the voice of the committee to make decisions on the research projects. Dr. Millard informed the committee that he would bring to them any project that he feels he needs additional feedback on. The committee unanimously agreed to let Dr. Millard sign-off on the projects.
- ✚ **Graduate Program Review:** The last of the revisions to the standard questionnaires have been made and there was no additional feedback from the committee. PHCA has requested a few additional questions on their version of the questionnaires which will be added in. The surveys should be on the web and ready to go by October 1. In the next few weeks a form letter template should be available to each of the departments asking the appropriate person (student, alumni, and faculty) to complete the survey by the deadline of November 15. Dr. Millard is preparing an overview of graduate programs for use in the individual departmental program reviews which should be available by mid to late October.
- ✚ **Next meeting is October 25!**

Meeting adjourned at 2:00pm