

**University Graduate and Professional Committee
2003-2004**

Minutes for February 3, 2004

Members present: Scott Atwell, Mary Cairy, Bob Carter, Mary Cline, Nancy Hogan, Liza Ing, Bob Loesch, Greg Wellman

Members excused: Tom Oldfield

Previous Business:

After several drafts and changes to the 1998 University Guidelines, the document is almost ready to proceed to the Senate. The formatting policy has been revised and the Graduate Faculty policy has been approved by CAS, and COEHS. A copy of the Graduate faculty policy was sent to the union and general counsel. No response was heard from the union. General Counsel suggested a few word changes that have been incorporated into the current version. A copy will now be sent to the graduate program in business.

New Business:

Several new items were discussed. First was an email received by Russell Lewis, Ph.D./J.D. questioning the faculty load at 4. He states that comparisons with other programs have at least 4.5. The committee discussed and agreed that this should be looked into, but are concerned that this is not an appropriate time to pursue this due to the budget situation.

Scott Atwell questioned why we do not have the GRE at the testing center. After a discussion, Scott volunteered to research this.

It was suggested to invite Craig Westman to a meeting to discuss issues that deal with registration and grading. Of particular concern is the IP/I status.

The amended university guidelines were discussed. It was decided to submit to the Senate the guidelines and thesis formatting as two separate documents. This way, if one gets tied up, the other can still be passed.

It has come to our attention that the ATC is approving graduate programs without any review of the UCC or the UGPC. We will discuss this further when Tom Oldfield is present.

Finally, the committee discussed the form for Graduate program proposals. We decided this would be pursued as soon as the guidelines were accepted into policy.

Meeting adjourned: 9:30 am

Next meeting: Tuesday, February 24, 2004, 8:15 am---**Room Change—BISHOP 421**

Respectfully submitted,

Nancy Hogan