

MINUTES OF THE GRADUATE COUNCIL MEETING  
October 23, 2001  
Pending Approval

Meeting convened: 3:04 p.m.

Members present: Peter Aronhime, Susan Griffin, Vickie Hines-Martin, Ruth Huber, Melanie Hurst, Waldemar Karwowski, Bruce Kemelgor, Carolyn Klinge, Phyllis Metcalf-Turner, Seow-Chin Ong, George Pack, William Pierce, Ron Sahoo, Mary Ann Stenger, Richard Tewksbury, Deborah Voltz, William Wead.  
Ex-Officio: Ronald Atlas, Joanne Rowe, Richard Stremel.

Members Absent: Faye Austin, Barbara Clark, Peter Meyer, Joe Steffen, Arthur Van Stewart.

Guests: Jan Link, Valerie Dorsey, David N. Brown.

Dean Atlas presided throughout the meeting.

1. MOTION: That the minutes of September 25, 2001 be approved as submitted. Motion made by Ruth Huber and seconded by Carolyn Klinge.  
PASSED
2. Introduction of Graduate School Administrative Staff.  
Dean Atlas introduced Jan Link and Valerie Dorsey, Administrative Assistant and Unit Business Manager, respectively. Both are new to the Graduate School and, along with Kim Roberts, Special Assistant to the Dean, complete the Administrative staffing of the office.
3. Report of the Curriculum Committee  
Ron Sahoo was introduced as the new Chair of the Committee.  
*Proposal for a Non-Thesis Option in the M.S. Program in Physics.*  
David Brown represented the Physics Department and answered questions. The proposal is to increase the number of hours of coursework in lieu of a thesis. In this option, the number of research hours is decreased while elective hours at the 600 level is increased. The non-thesis option is expected to lead to an increase in professional master's seeking training in physics as an adjunct to other professions.  
MOTION: A motion to approve the Non-Thesis Option in the M.S. Program in Physics was made and seconded.  
UNANIMOUSLY APPROVED.

4. Report of the Membership Committee

Carolyn Klinge, acting on behalf of Chair Joe Steffen, reviewed the Report with Council. Council members suggested that Chairs, responsible for nominating faculty, are unaware of differences between Graduate Faculty and Senior Graduate Faculty. Dean Atlas pointed out that all unit Deans have been apprised of the Bylaws changes and have engaged in discussions of the changes. Communication with all graduate faculty must be improved.

The following individuals were reviewed by the Membership Committee and are recommended as members of the **Senior Graduate Faculty**:

1. Mary Carothers, M.F.A., *Department of Fine Arts*, College of Arts and Sciences.
2. Mitch Eckert, M.F.A., *Department of Fine Arts*, College of Arts and Sciences.
3. Jerry (Jun) Yu, M.D., Ph.D., *Department of Medicine*, School of Medicine.
4. Francis P. Zamborini, Ph.D., *Department of Chemistry*, College of Arts and Sciences.

MOTION: The Membership Committee moved that the above named individuals be elected to Senior Graduate Faculty status.

PASSED.

The following individuals were reviewed by the Membership Committee and are recommended as members of the **Graduate Faculty**:

1. R. Todd Burns, M.F.A., *Department of Fine Arts*, College of Arts and Sciences.
2. David J. Schultz, Ph.D., *Department of Biology*, College of Arts and Sciences.

MOTION: The Membership Committee moved that the above named individuals be elected to Graduate Faculty status.

PASSED.

Dean Atlas asked Council's advice on an issue of Graduate Faculty Status. A unit Dean has requested a change from Senior Graduate Faculty to Member of Graduate Faculty Status for one of the unit's faculty. This request comes outside the process of a career review as describe in the Bylaws. The specific

concern of the unit Dean is the ability of the faculty member to mentor new students.

Council offered that any such request for a change in status should follow the same path as a recommendation to the Graduate Faculty, that is it should originate as a recommendation from the Department Chair to the unit Dean and, only then, to the Graduate Dean. Chairs can determine whether or not a faculty member can or may mentor graduate students.

5. Draft Policy on Gratis Graduate Faculty Appointments

All faculty recruited to the University of Louisville are deemed to be of value to the education and training of the graduate students of the institution. At the time of appointment, all faculty with primary appointments in departments with Graduate Programs will be granted membership in the **Graduate Faculty (Gratis)**.

Faculty recruited to the University of Louisville, who were members of the Graduate Faculty at another accredited institution of higher education prior to arrival at UofL and who also receive primary appointments in departments with Graduate Programs, will be granted **Senior Graduate Faculty (Gratis)** status upon appointment.

By the one-year anniversary of the appointment date, all new faculty hires must re-apply for Graduate Faculty Status. This gratis appointment will be terminated on the anniversary date.

It was suggested that a listing of the criteria that define "faculty with primary appointments in departments with Graduate Programs" would be helpful. The first paragraph was modified to reflect that faculty to be considered for such Gratis appointments must have a terminal degree in their field and must have full-time appointments.

This revised Policy will be revisited at a subsequent Council meeting.

6. Draft Policy on Candidacy and Continuous Enrollment

N.B., This Policy replaces sections on Degree Candidacy and Maintaining Candidacy on page 11 of the Graduate Catalog.

Degree Candidacy

Degree Candidacy is intended to meet the enrollment needs of students who have completed all formal course work and thesis/dissertation hours but who are continuing to perform research for a Masters or Doctorate degree. It is the

responsibility of the student and his/her mentor to maintain contact throughout the program of study to ensure continuous progress toward the timely completion of the degree.

A student in a non-thesis/non-dissertation or non-degree program normally would not enroll in Degree Candidacy during his/her program of graduate studies. The only exception would be students in their final semester who need to be full time students and who have less than 9 hours in fall or spring or less than 6 hours in the summer to complete the degree--such students may enroll in Degree Candidacy in addition to course work to establish full time status. When necessary, a student may enroll in Degree Candidacy in order to meet the requirement that all students must be enrolled in the Graduate School during the semester in which he/she wishes to graduate.

Doctoral students may not enroll in Degree Candidacy until successful completion of the qualifying exam in addition to completion of the required program of study.

Although all required courses must have been completed before entering Degree Candidacy, students have the option of taking additional specialized courses, e.g. courses offered by visiting or new faculty, while in Degree Candidacy--in those cases payment of both the candidacy fee and the course tuition will be required.

Enrollment in Degree Candidacy requires the approval of the Graduate School. Once a student is admitted to candidacy, registration in Degree Candidacy status must be continuously maintained year round (i.e., Fall, Spring, and Summer) until the degree is awarded. The only exception to this Policy of Continuous Enrollment is if the Graduate Dean has granted the student a formal leave of absence.

Once a student enrolls in Degree Candidacy, in following semesters the Registrar will automatically enroll the student in Degree Candidacy. Failure to pay the candidacy fee will be cause to cancel a student's Degree Candidacy. In order to restore Degree Candidacy, the student must receive approval of head of the graduate program department and that of the Graduate Dean. To re-establish Degree Candidacy, the student will be required to pay the candidacy fee for each of the semesters during which candidacy was voided.

The program in English uses Candidacy to allow students to prepare, usually over one semester, for Qualifying Exams and thus differs with the proposed Policy. It was suggested that English could use Research or Special Topics hours to allow students to prepare for Qualifying exams.

Council considered this proposed policy and a motion to strike the third paragraph was defeated (3 Yes and 11 No).

MOTION: A motion to approve the Policy on Degree Candidacy and Continuous Enrollment was made by Bill Wead and seconded by Phyllis Metcalf-Turner.

PASSED with one No vote.

7. Draft Guidelines for the Preparation and Processing of Dissertations  
MOTION TO REMOVE FROM TABLE.

Council provided feedback on the draft and suggested that, after incorporating these changes, a new version be sent electronically to all Council members for review prior to the next Council Meeting. The revised draft will be finalized at the November Council meeting.

8. Other Business

Dean Atlas discussed a Graduate School proposal for Merit Tuition Scholarships that is currently being reviewed by the Provost's Office and the Office of Planning and Budget. The proposal applies to academically strong, new non-resident graduate students and would allow these non-resident graduate students to attend UofL at resident tuition rates. This is a savings of over \$10,000 per year based upon projected 2002-03 tuition rates. This proposal will be brought to Council for formal consideration at a later date.

Meeting was adjourned at 4:37 pm.