

MINUTES OF THE GRADUATE COUNCIL MEETING  
June 24, 2003  
Pending Approval

Meeting convened at 3:03 p.m. – Dean Atlas presiding.

Members present: John Firriolo, Carlton Hornung, Ruth Huber, Waldemar Karwowski, Bruce Kemelgor, Carolyn Klinge, Henry Luka, Suzanne Meeks, William Pierce, Ron Sahoo, Grant Taylor and William Wead.

Ex Officio: Ronald Atlas and Michael Cuyjet.

Members Absent: Susan Griffin, Vicki Hines-Martin, Dismas Masolo, Phyllis Metcalf-Turner, Peter Meyer, Joseph Steffen, Deborah Voltz and James Wittliff.

Guest: None.

1. Approval of the Minutes from the April 22, 2003 meeting of Graduate Council.  
MOTION: To approve the Minutes of the April meeting. Moved by Bruce Kemelgor and seconded by Carolyn Klinge.  
PASSED.
2. Report of the Curriculum Committee.
  - Proposal for Revisions of the M.A. in Expressive Therapies  
No one from the Expressive Therapies Program was available to attend the Council meeting, but adequate documentation was provided to the Curriculum Committee. The Proposal is to move the Expressive Therapies program from a 45 credit hour to a 60 credit hour program. The American Art Therapy Association has mandated an increase in core courses and total credit hours. The increase in course work is necessary for students to become Registered Art Therapist's. Expressive Therapies will meet this required increase by utilizing pre-existing courses in the Department of Educational and Counseling Psychology of the CEHD. The Proposal for Revision also outlines a concentration in Mental Health Counseling, within the 60 credit hour requirement, that provides the necessary course work for licensure as Professional Clinical Counselor.  
MOTION: To approve Committee recommendation.  
PASSED.
3. Discussion of Revision of Student Grievance Procedures.  
Associate Dean Cuyjet presented a draft of proposed revisions that are intended to be included in the Graduate Student Handbook. John Firriolo, Chair of the Student Academic Grievance Committee of the Graduate School, indicated that this draft addressed many of the concerns that the Committee has had to deal with over the past few months. He was especially appreciative of the third paragraph which defines the scope of the Committees interests in the grievance process. As

a friendly amendment it was suggested that grievance procedures be pursued in Academic Departments or Units assuming procedures are available in one or the other entity. A copy of the revised procedures is attached to these minutes.

MOTION: To approve the Proposed Revisions to the Graduate School Academic Grievance Procedure. Motion made by Ruth Huber and seconded by William Wead.

PASSED.

4. Report of the Membership Committee.

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

- William M. Penrod, Ed.D., *Department of Teaching & Learning*, College of Education and Human Development.
- Sherri L. Brown, Ph.D., *Department of Teaching & Learning*, College of Education and Human Development.
- John Charles Burke, Ph.D., *Department of Pediatrics*, School of Medicine and *Department of Teaching & Learning*, College of Education and Human Development.
- Elizabeth Ansel Kirsch, Ph.D., *Department of Teaching & Learning*, College of Education and Human Development.

MOTION: To approve amended recommendation.

PASSED.

5. Report on the Graduate Council Elections.

Associate Dean Stremel reviewed the 2003 election results. The following individuals have been elected to serve on the Graduate Council for terms beginning in August 2003. Congratulations to the winners and thanks to all the nominees and to all the many voters. The Graduate Council appreciates and depends upon graduate faculty interest and involvement.

**College of Arts & Sciences**

*Newly elected to 3-year terms:*

Suzanne Meeks, Psychological & Brain Sciences

Ron Sahoo, Mathematics

Joe Steffen, Biology

Grant Taylor, Chemistry

*Continuing Members:*

Susan Griffin, English

Dismas Masolo, Philosophy

**School of Medicine**

*Newly elected to 3-year terms:*

Larry Hunt, Microbiology & Immunology

Jim Jumblatt, Ophthalmology & Visual Sciences

Carolyn Klinge, Biochemistry & Molecular Biology

*Continuing Members:*

Jim Wittliff, Biochemistry & Molecular Biology

Bill Wead, Physiology & Biophysics

**College of Education & Human Development**

*Newly elected to 3-year term:*

Ann Larson, Teaching & Learning

*Continuing Member:*

Phyllis Metcalf-Turner, Teaching & Learning

**Speed Scientific School**

*Newly elected to 3-Year Term:*

Rammohan Ragade, Computer Science & Engineering

*Continuing Member:*

Waldemar Karwowski, Industrial Engineering

**College of Business & Public Administration**

*Continuing Members:*

Bruce Kemelgor, Business

Peter Meyer, Urban & Public Affairs

**School of Dentistry**

*Continuing Member:*

John Firriolo, Oral Biology

**School of Nursing**

*Continuing Member:*

Vicki Hines-Martin, Nursing

**School of Public Health & Information Sciences**

*Continuing Member:*

Carlton Hornung, Public Health

**Kent School of Social Work**

*Continuing Member:*

Ruth Huber, Social Work

**School of Music**

*Continuing Member:*

Seow-Chin Ong, Music

6. Approval of the Degree Candidates for the August Graduation.  
MOTION: The Graduate Council approves the list of candidates for graduate degrees to be awarded in August 2003, provided all requirements for the degree are met prior to August 8, 2003. Motion made by Ruth Huber and seconded by Bruce Kemelgor.  
PASSED.
  
7. Discussion of Graduate Council Meeting Dates.  
Associate Dean Stremel distributed a draft of the proposed Council meeting dates for 2003-04. It was proposed that the Graduate Council continue on the fourth Tuesday of the month at 3:00pm. The exception for the year is the December meeting which will be on the third Tuesday (December 16<sup>th</sup>) to avoid conflicts with the Holiday Break. All other meeting dates avoid any work-restricted religious holidays.  
MOTION: To approve the calendar of Graduate Council meeting dates. Motion made by Bruce Kemelgor and seconded by Carolyn Klinge.  
PASSED.
  
8. Discussion of Policy on Student Requirements: Catalog Years and Program Policies.  
Background: The Graduate School has, over the past few years, received complaints from graduate students concerning retroactive application to them of changes in programs and policies. While the University must retain the right to change programs and policies without prior notice, to avoid any appearance of arbitrariness in the application of changes, it is in the best interests of the Graduate School and graduate students that these concerns about retroactive application be addressed.

Both the Undergraduate and Graduate Catalogs contain the following statement: “The University of Louisville reserves the right to change programs of study, academic policies, academic requirements, fees, schedules of courses, procedures for the confirmation of degrees, or the announced academic calendar without prior notice.”

The Undergraduate Catalogue has a section on “Catalogue Years”, which states that the requirements, rules and policies within the catalogue are generally applicable to students who enroll in the University during the years that the catalogue addresses, e.g., 2003-04. The section further states that each academic unit has its own catalogue years policy and that students are responsible for knowing the policy for the degree programs of the academic unit. The Graduate Catalogue has no such equivalent statement.

Proposed Policy: The following section will be added to the Graduate Catalogue:

### **Catalogue Years, Program Years**

The catalogue years for this printed catalogue are 2003 through 2005. Students should visit the Graduate Catalogue website ([www.graduate.louisville.edu/catalog/default.htm](http://www.graduate.louisville.edu/catalog/default.htm)) to obtain information about the current status and determine catalogue year. The requirements, rules and policies therein are generally applicable to students who enroll at the University beginning with the Fall 2003 semester and at the beginning of each subsequent semester or summer term. The University reserves the right to change programs of study, academic policies, academic requirements, fees, schedule of courses, procedures for the confirmation of degrees, or the announced academic calendar without prior notice.

The catalogue year/program year for all students is the year in which they were admitted to the University as a regular graduate student. Each graduate program will have policies in place at the time of enrollment related to degree programs, i.e., program years.

Students are responsible for knowing the catalogue year policies and the program year policies of the program in which they intend to earn a degree.

To the extent practicable, students should be “grandfathered” into any the new academic policy , academic requirements, procedures for the confirmation of degrees, or change in programs of study through the policies, procedures and requirements extant at the time of their matriculation, i.e., catalogue years and program years.

MOTION: To approve the proposed Policy on Catalogue Years and Program Policies. Motion made by John Firriolo and seconded by Waldemar Karwowski. PASSED.

9. Discussion of Policy on Transcript/Credential Evaluation.  
Background: In January of 2003, Graduate Council approved a Policy on Transcript Evaluation for Foreign Graduate Students. This Policy states that all international applicants to graduate programs at UofL should submit their academic credentials for evaluation by an external vendor prior to submission of a graduate application for admission. It is recommended that the external vendor be certified by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). This Policy is to be effective July 1, 2003.

Associate University Provost Enck claims that this Policy will harm the offsite graduate programs coordinated by the Institute for International Development. It is his concern that requiring a fee-based transcript evaluation will render the programs non-competitive in the global market. It is also his concern that credential evaluation would have a large negative impact on programs that currently attract marginal enrollments. Dr. Enck has requested some dispensation for the programs coordinated by the Institute.

Proposed amendment to the Policy: IID students from institutions within the region of the program offering will have academic credentials evaluated by the faculty offering the program. IID students from institutions outside the region offering the program will be required to use AACRAO-approved evaluation services. The “region of the program” is defined as Western Europe for programs offered within Western Europe and Latin America for programs offered within Latin America. In other cases, the region is defined as those countries immediately contiguous with the home country offering the program. The faculty conducting this review of academic credentials must be from UofL or an institution of higher education within the region, as defined above. Students may be admitted on a conditional basis, pending full academic credential evaluation.

Several members of Graduate Council considered the proposed amendment too loose and favored the existing policy. Bruce Kemelgor described his experiences over a period of 6 years with the International MBA and expressed concerns about quality and academic integrity. He did indicate that things have been improving but that the start of the program was associated with problems. Council discussed several aspects of the international programs and concluded that to fully consider the proposed change in credential evaluation, it would be necessary to have Associate Provost Enck present his position.

MOTION: A motion to Table the discussion was made by Suzanne Meeks and seconded by Ruth Huber.

PASSED.

10. Discussion of Certificate Programs as Graduate Programs.  
Dean Atlas opened the discussion of Certificate Programs and their proliferation and expressed concern for Graduate School oversight of certificates. The counting of certificate hours towards Master’s degrees is also a concern. Dean Atlas asked Council to engage in a discussion of this topic with the goal of determining the appropriate uses of Certificate programs at UofL.
11. Other Business.  
Dean Atlas provided Council with a copy of a press release from the Council of Graduate Schools concerning the Supreme Court decision on the University of Michigan case.

Graduate Council extended a round of applause to Professor Bill Pierce as he ends his second term on Council. Dr. Pierce has been a valued, effective and hard working member of Graduate Council and its committees – he will be missed. Council looks forward to his return at a later date.

Meeting was adjourned at 4:40 p.m.