Graduate Council Minutes

Tuesday, January 17, 2017

3-4 p.m., Peace Garden Room

Attending: Bradley Benton, Kasey Carlin, Gene Berry, Kambiz Farahmand, Joel Hektner, Derek Lehmberg, Todd Lewis, Deying Li, Rhonda Magel, Jennifer Odom, Brandy Randall, Molly Secor-Turner, Melissa Selders-Ortez, Claudia Tomany

Absent: Meredith Schroeder, Nan Yu, John McEvoy, Jenni Momsen, Craig Stockwell, Verena Theile

**Minutes**

Joel Hektner made a motion to approve the November 15, 2016 minutes. Rhonda Magel provided the second. Approved.

**Research Council Update**

Todd Lewis was unable to attend the January 8 meeting. The [Research Council website](https://www.ndsu.edu/research/research_council/) does post updates weekly.

**Affiliate Graduate Faculty Committee Leadership**

Tom Wahl has returned to his home department, leaving the AGF Committee without a chair. By-laws state an associate dean must chair Graduate Council committees. The Council agreed the AGF committee could operate without an associate dean this semester. Claudia will bring to the next meeting new language to update the by-laws regarding committee leaders.

**Outside Expert Educational Requirements**

Graduate School policy does not outline education requirements for those serving as an “outside expert” on a supervisory committee. Claudia asked for input regarding possible requirements. The Council agreed that the dean should be allowed to make that determination on a case by case basis.

**Teaching Waivers**

English has requested graduate teaching waivers for Kristina Caton and Danjel Nygard for spring 2017 due to an unforeseen situation. Both teaching waivers were granted on a one-time basis. The English Department is encouraged to submit affiliate graduate faculty requests if they wish to gain general permission for either instructor to teach graduate courses.

**Policy 326, 335, 335.1**

The Graduate Council is no longer tasked with reviewing these policies as the Provost is appointing a committee to do so.

**Remediation Plans**

The Council reviewed the Graduate School policy regarding remediation plans for students on academic probation. Claudia will bring to the next meeting language that is more in line with the information included in the probation letter.

**Program Curriculum in CourseLeaf**

Starting this spring, program curriculum will be added into the CourseLeaf system which would eliminate the majority of plans of study that are filed in the Graduate School. The process will be similar to what is used for undergraduates.

**Conditional Admits**

After fall grades were posted, department were notified as to which students had complete the conditions of admission. With departmental approval, the student admission status was updated without the need for a form. Over all, departments were happy with this new procedure.

**Verification of Attendance**

The Graduate School will no longer be part of the verification process. Instead the Registrar will include graduate students in the lists sent to instructors for verification. The lists will exclude students registered for research credit only.