

GRADUATE COUNCIL MINUTES February 25, 2015

The Graduate Council met at 12:30pm in 129 Himes with the following members present: Byerly (ex officio), Chance, de Queiroz, Eades, Euba, Gansle, Kelso, Lindau, Marks, McKillop, Ortner, Reeve (ex officio), and Taylor. Absent members were Day, Matthews, Mocan, Nardo, and Spivey.

Minutes of November 19, 2014

The minutes from November 19, 2014 were deferred to the next meeting.

Dean's Report

The Graduate Council has three new members. Marcio de Queiroz is from Mechanical Engineering and serving as a College of Engineering representative. Chuck Lindau is from Oceanography and Coastal Studies and serving as the representative from the School of the Coast and Environment. Carol Taylor is from Chemistry and is representing the College of Science.

Radius. After numerous delays the new university admissions system was rolled out in early December. There has been considerable angst among administrators, faculty and staff. A brief summary follows. Last spring a university committee examined a number of vendors/software used for client management and applications. The Graduate School contract with Hobsons ApplyYourself and the undergraduate recruiting contract with Hobsons Connect were coming to an end and the university wished to bid and contract on a single system that would allow both graduate and undergraduate recruiting, applications, and admissions to use the same platform. The new product Hobsons Radius was selected during the bid process. The bid was accepted July 2014 and we had one year to "build out" the system that would be used by the campus. Undergraduate admissions was given top priority. The build out of the graduate admissions components began several months later with initial projections of September roll out, but followed by numerous delays always estimated to be a few more weeks. When I met with the Council of Graduate Advisors in October I told them that the roll out was going to be no later than November, giving us enough time to build components and provide some training to departments. Now, in mid-February, we are still building out the applications/admissions pieces, have provided limited training, and still have the recruiting and marketing client management parts yet to build into the system in the final four months contracted with Hobsons for the build-out. University Relations is now working with the Graduate School and individual programs to create materials for the client management pieces.

Online. Enrollments in the five masters degrees offered online grew by about 100 over this time last year. Several new online programs will launch this summer, notably Social Work and Library Science. LSU is beginning the process of renewing the contract with Academic Partnerships and looking for alternate solutions to managing these programs.

Declining Graduate Enrollments. Total full-time enrollment dropped 1% over last spring, but more troubling part-time enrollment dropped 12%. Continuing enrollment dropped 4%. Even including the combined on campus and online graduate numbers, we continue to slowly drop.

International Recruiting. LSU is ready to sign a contract with Shorelight, a company that specializes in marketing, recruiting, and mentoring international students at US universities. They will launch next fall with several pilot programs, including master's cohorts in engineering, business, education, workforce

development, and kinesiology. Shorelight will maintain an LSU campus office that will coordinate activities, including mentoring, non-credit courses in personal finance, study skills, etc., and introducing international students to our local culture.

New Fellowship Program. The Provost has approved the development of a \$250,000 Prestigious Fellowship Enhancement Program that will help LSU compete for students with national and international fellowships (details in separate file).

Board of Supervisors. Our new graduate certificates all received approvals at the December (Econometrics, Behavior & Health, Life Span Studies, and MATH Secondary Education) and February meetings (Workforce Development, School Librarianship, Geographical Information Science, and Fisheries Management). Next step – on to Board of Regents. We hope to get the following approved at the next meeting, depending on our deliberations (Applied Depositional Geosystems, Climate and Climate Change, Community Engagement, and Strategic Communication).

Developing policy for graduate certificates. An ad hoc subcommittee of the Graduate Council needs to develop a short policy statement that will govern graduate certificates. It should probably closely parallel non-thesis master's policy.

Graduate Reading Room in Middleton. Dean Wilder has offered some lovely space in Middleton Library for a graduate-student-only reading room. Something like the Library of Congress reading room but on a smaller scale. Nearly 10,000 square feet of second floor space in the front, facing the quad, will become available this summer. The Graduate Student Association, Student Government, and a representative group of graduate student leaders from across campus and disciplines will convene to examine how best to use this space.

Doctorate in Design. The School of Art and Design has submitted a letter of intent to the Board of Regents to develop a doctoral program to compliment their nationally recognized professional baccalaureate and master's degree programs.

Record-breaking graduate graduation? We have just over 1000 graduate students that have applied for graduation in May, so we may have another record-breaking semester. And, despite dropping enrollments, the past three years have produced faculty for getting students through to graduation in a more timely fashion, and to the LSU administration for protecting the GA budgets during our four years of major budget cuts.

3+2, 3+3+2, and other algebraic euphemisms applied to graduate programs. We are seeing a proliferation of such programs, many already in place as they require no new policy. Undergraduate students with appropriate credentials and departmental approvals have always been able to take graduate courses for graduate credit, thus in their senior year they can take courses towards a 2-year masters program, using the fourth year of TOPS and other undergraduate financial aid. The 3+3+2 is the program announced by LSU Engineering and LSU Medical School that will allow LSU undergraduates to move into medical school and apply their fourth year towards completion of their BS and start of their MD. The '2' at the end will be their return to LSU for a PhD shortened by counting a significant amount of the MD coursework towards the PhD requirements. And perhaps most radical, at least for LSU A&M, the 3+2 Engineering+Business program will allow undergraduates to count credit earned in 4xxx courses towards both the BS and the MBA.

Assigning Dean's Representatives Effective Spring 2015

Dean's Representatives (DR) will be appointed by The Graduate School at the end of a doctoral student's first year of enrollment at LSU. Faculty are nominated based on information in the Dean's Representatives service database which tracks DR service of each graduate faculty member. This ensures a fair distribution of DR duties among all faculty.

Each semester, The Graduate School will prepare list of doctoral students without a DR assigned. The Graduate School will then match students to graduate faculty. When a faculty member is selected as a DR, Graduate School staff will notify the faculty member of the assignment to the student's committee. The faculty member will have 1 week to notify The Graduate School of any potential conflict with serving on the committee. The Graduate School will then notify the student and the student's home department of the faculty member who has been assigned as DR.

After the Graduate School has supplied the student and department with the DR's name, it is the responsibility of the student to inform the remaining members of the examination committee (once a committee/committee chair has been chosen). It is also the responsibility of the student to furnish all of the appropriate materials to the DR. The DR must be provided with a research proposal, objectives, course work information and other pertinent information as soon as they are available. For a final exam, the DR must receive a copy of the completed dissertation at least two weeks before the date of the defense. Students should contact the DR at least once a year to provide an update on academic progress. Students must also provide necessary information at least two weeks prior to any exam in order to give the DR adequate time to review.

When scheduling the general and final examinations, it is the responsibility of the student and major professor to contact all committee members, including the DR, to ensure an appropriate exam date for the full committee. The Graduate School will NOT replace a DR because of scheduling conflicts. The DR should appear on the exam request with the designation DR or Dean's Representative beside the name. The exam requests must be submitted to the Graduate School three weeks prior to the examination date for approval of the committee and review of student's academic record.

When the date of either examination must be changed, it is the responsibility of the student and major professor to ensure that another time and place convenient for the entire committee, including the DR is arranged. The Graduate School must then be notified of the new time and place.

If the person who served as the DR for the general exam is no longer at the university, or is on sabbatical, a memo should accompany the student's exam request indicating the current status of the original DR and that a new DR must be appointed.

Although the DR is not expected to file a report routinely, it is appropriate to report to the Dean of the Graduate School any particularly positive or negative reaction to the examination. This can be done by telephone, letter, or visit. This feedback is encouraged whenever any member of a graduate committee has comments or concerns.

Academic Affairs Report

Reeve reported that Academic Affairs is searching for a Vice Provost to replace him since he has been named the Associate Vice President for Institutional Effectiveness and Academic Planning.

The enrollment for online graduate students was over 388 for this module. Two more MS programs will be added to the online programs offered. The programs will be in seven week modules with six starts a year. By the end of the year the estimated enrollment is 500-600 graduate students. The goal is to have one thousand students as soon as possible. The university is in the process of reviewing the contract with Academic Partnerships or seeing what alternative options are available.

Chairs Report

Commencement is on Friday, May 15th and council members are asked to attend their college ceremonies.

Routine Business

Old Business

GRE Alternative for the MA in Higher Education and Student Affairs: The school requested to allow two years of Higher Education work and a 3.0 GPA to replace the GRE requirement. This would assist the school in growing the enrollment and is currently only an online program. Representatives from the school were present and agreed to remove the statement regarding the statistical significance of the GRE. Kelso moved for approval, Euba seconded, 9 council members voted to pass, and 1 abstained.

New Business

HRE Comprehensive Exam: The school requested to eliminate the final exam. A case study will be discussed in the ten required courses in replace of the final exam resulting in bringing all coursework together. Previously final exams have been waived for professional programs. Kelso motioned to approve, Euba seconded, 10 council members voted to pass, and 1 abstained.

Graduate Certificate in Records and Information Management (RIM): The School of Library and Information Science proposed a graduate certificate in RIM. This certificate would be important for students who have corporate or government careers as a Records Manager, Information Manager, or Information Governance Officer. There are similar programs elsewhere, but not in Louisiana. The certificate requires 15 hours of courses which students can fulfill in one year. All courses are Library Information Science courses. This certificate is for online students only. Kelso moved to approve, Lindau seconded, and the motion was passed.

HRE Concentration: The school requested approval of a concentration in Workforce Development for their existing MS program. Students will need to complete four of the twelve required courses. Euba motioned to approve, Marks seconded, and motion was carried.

Finance Removal of Final Exam: The master's degree in finance is a terminal professional degree. After reviewing 25 peer finance masters programs, only three required final exams. The program is customized for each individual student. Gansle moved to approve, Kelso seconded, and the motion was passed.

Climatology and Climate Change Certificate: The Geography and Anthropology Department is the lead department for this certificate program. The Departments of Agricultural Economics, Landscape Architecture, Manship School of Mass Communication, School of the Coast and Environment, and the

LSU Law School are involved with this graduate certificate. The certificate requires four courses for twelve hours in two different areas (climate science module and climate communications and policy module). The certificate is geared towards professionals needing additional training. The Council decided to table this proposal and request additional information from the lead department.

Master of Science in Construction Management (MSCM): The department requested approval to modify the MSCM program and allow students three options. The same degree will be earned with each option.

Option 1: Professional – (non-thesis masters 36 credit hours of courses). Several projects are integrated throughout the course requirements; however there is no specific program thesis, project course or comprehensive examination required. This is offered to online students only.

Option 2: Executive – (non-thesis master with project, 33 credit hour courses and 3 credit hour project course for a total of 36 credit hours). This is offered to only traditional campus students.

Option 3: Research – (thesis master with 24 credit hour courses and 6 credit hour thesis for a total of 30 credit hours). This is offered to only traditional campus students.

Kelso moved to pass, Euba seconded, and the motion was passed.

Graduate Certificate in Applied Depositional Geosystems (ADG): The Geology and Geophysics Department requested formalized approval for the ADG graduate certificate. The certificate is geared towards students employed with the gas and oil industry. Students would take 15 hours (5 Geology courses) to complete the certificate. Chance moved to approve, Gansle seconded and the motion was passed.

PhD in Biological Engineering: The council determined that additional information is needed before discussing at a council meeting.

Policy on Certificates: Some graduate certificates have been approved, some are in progress, and others will be submitted; therefore, a policy needs to be formed for certificate programs. The policy should be similar to the master's degree policies. A clear definition needs to be given to the minimum/maximum courses required. The council was asked to send comments to Byerly and will be discussed at a future council meeting.

Executive Session

Standing Committee Reports

Promotion and Tenure Committee: No report.

Graduate Faculty: The subcommittee reviewed 55 graduate faculty affiliate nominations for research or professional affiliate status. Gansle moved to approve, Chance seconded, 1 abstention, and the motion was passed.

Awards Committee: No report.

The meeting adjourned at 1:51pm.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:



Gary Byerly, Dean Graduate School