

## **GRADUATE COUNCIL MEETING**

103 H. T. Chick Building  
Dean's Conference/Work Room

April 23, 2008 • 2:00 PM – 3:30PM

Presiding: Dr. Geraldine Munn, Chair

Upon arrival, attendees were given, for their review, a folder containing the meeting agenda and minutes from the last council meeting.

### **Call to Order**

The third meeting of the Graduate Council of the Fayetteville State University Graduate School was called to order by Dr. Geraldine Munn, Chair.

### **Roll Call**

Dr. Munn asked Ms. Robinson for a roll call and attendance was recorded.

Present: Dr. Geraldine Munn, Dr. Amy Craddock, Dr. Marvin Curtis, Dr. LaDelle Olion, Mr. Bobby Wynn, Ms. Kaity Parson, Dr. Kim Kirkpatrick, Dr. Bo Zhang, Dr. Pam Jackson for Dr Assad Tavakoli, and Dr. Terrance Hicks for Dr. Leontye Lewis.

Absent: Dr. Valentine James, Dr. Leontye Lewis, and Dr. Akbar Aghajanian

### **Approval of Minutes**

The minutes from the March 27 Graduate Council meeting were reviewed. Dr. Craddock stated that she was absent, but listed as present in the minutes. Dr. Kirkpatrick requested several grammatical and punctuation changes on pages 6, 7 & 8. The Council voted to approve the minutes with the requested corrections.

### **The Standing Committees of the Graduate Council**

Dr. Munn asked those in attendance who had not committed to one of the Standing Committees to volunteer for one of the committees. Volunteers added to committees are listed in bold below as follows:

Admissions: *Dr. Assad Tavakoli, Ms. Kaity Parson*

Program and Curriculum Review: *Mr. Bobby Wynn and Dr. Geraldine Munn*

Student Affairs: *Dr. Kim Kirkpatrick, and Ms. Kaity Parson*

Academic Policy and Evaluation: *Dr. LaDelle Olion, **Dr. Amy Craddock***

Graduate Faculty Review: *Dr. Leontye Lewis, **Dr. Bo Zhang***

Executive: *Dr. Valentine James (the Chairs of standing committees make up the members of this committee)*

Dr. Munn asked Ms. Robinson to ask Dr. James for a description of the duties of each of the committees to forward to the Council members to assist the committee members in fulfilling their duties.

### **Thesis and Dissertation Guidelines**

Dr. Curtis discussed the protocol for thesis and dissertation and suggestions that had been made by Dr. Lewis, Mr. Wynn and others. He stated that four copies are required: one for the student, one for the library, one for the department and one for the dean's office. He mentioned the most recent guide, a 1999 thesis and dissertation preparation guide was recently posted on the Graduate School website and which, at some point, would be revised.

The breakdown of communications concerning thesis and dissertations during the decentralization of the graduate program and recent discoveries of unprocessed thesis and dissertations were discussed.

The publishing purpose of the ProQuest form was discussed. Dr. Curtis said, previously, the processing fees were deposited in the general fund and when the year ended the accounts collapsed. He then said all the school/college thesis and dissertation accounts had been collapsed into one Graduate School Thesis and Dissertation account. He said, unfortunately, there was money in only one of the four accounts. He said the money should be paid to the cashier and deposited into the Graduate School Thesis and Dissertation account. Dr. Curtis stated the protocol for Thesis and Dissertation should be as follows:

- The student is to pay the required fee to the cashier and receive a receipt.
- A completed ProQuest form should be included with an original set of the thesis or dissertation in an envelope with a copy of the cashier's receipt attached to the envelope.
- Three additional sets of the Thesis or Dissertation should be placed in a separate envelop or placed in separate envelopes and bound together with a rubber band.

There was a discussion as to how and by whom the completed thesis and dissertations should be delivered to the Dean's office –from the thesis advisor to the school/college to the Graduate Dean's Office or the student to the Graduate Dean's Office. (Note: A final decision was not made during the meeting.) Dr. Curtis said the dean's office should receive the paperwork after they had done the defense and after it was completed with any corrections. He said there was no thesis editor on the campus and the committee and thesis chair should review. The following was also discussed:

- The necessity of having a thesis editor (and that the reason we do not have one is due to a lack of money)
- The type of paper required for the copies (one original and three copies instead of four originals)
- Where the Thesis and Dissertation should be delivered to and who should take the papers to the dean's office (the students, the dean's office, the thesis chairs or the coordinators)

- The responsibility of the thesis advisor for making sure that thesis and dissertations are corrected and in proper order before signing off and sending forward the paperwork
- The urgency of having a set of thesis and dissertation rules in place for students due to upcoming graduation deadlines
- Funding and/or lack of funding for a thesis editor
- The importance of a “qualified” thesis editor
- Current and past due ProQuest publishing bills and payment procedures/options

Dr. Olion suggested the registrar’s office be requested to hold student transcripts of graduating students and not release them until everything necessary for the student to graduate was completed.

Dr. Munn requested and Dr. Curtis agreed to continue with the meeting while Dr. Munn took care of a telephone emergency.

The discussions continued with brain storming the pros and cons of trying to immediately secure an editor or editors to include: finding willing bodies, funding sources, compensation for services, qualified/experienced candidates, and inside vs. outside candidates.

Dr. Munn rejoined the meeting as Chair.

Dr. Curtis said the three additional copies of the thesis or dissertation should not be made, and the ProQuest form should not be given out, until the submitted thesis or dissertation had been reviewed, corrected and approved by the thesis or dissertation editor.

Dr. Munn asked for a ball park figure to expect to pay for editing services. Further discussion concerning fee options including release time and per course payment estimate and service expectations were discussed.

Dr. Craddock noted the differences between a thesis editor and the thesis and dissertation committee. She said the editor would be looking for editing issues, i.e. sentence/program structure and the thesis and dissertation committee would be looking at the logic/content of the thesis or dissertation.

Dr. Munn asked for a recommendation for Dr. James that would aid Dr. Curtis in tying up this semester. After much discussion concerning how to fund/procure thesis editors, it was decided for now, due to very tight deadlines, the School/College Graduate Coordinators would be responsible for editing thesis and dissertation submissions.

Dr. Curtis announced the fees for thesis and dissertation were going up \$2 each on September 1. He reminded the Council that the Board of Trustees would have to approve any increase of fees. Dr. Olion suggested the Council contact Attorney Jenkins

concerning this issue and present the BOT with estimations. Dr. Curtis said he would do so.

Dr. Olion mentioned the need for tack and sensitivity if/when bringing in editor from the outside.

Dr. Olion made a motion to accept the process as outlined with the modifications as given by Dr. Curtis. Dr. Craddock seconded and the motion carried.

### **Graduate Student's Association Update**

Ms. Kaity Parson distributed handouts to those in attendance. She said she reviewed a couple of models for a graduate student association and saw it as something like a student government association, which we do have on campus, and which is funded and is supposed to represent the whole student body, but currently the way it functions now, does not meet the needs of graduate students. She said she felt that it did not cater to the graduate students at all and was a waste of fees because they were paying for a service that does not cater to them.

Ms. Parson referred to the objective section of the handout concerning the purpose of the graduate student association. She said its purpose was to be a council for the graduate students, to represent the graduate students in any matter, and mainly to be a body that could lobby on behalf of graduate students when they had issues. She also said it would be a professional network and provide information on scholarship, volunteer opportunities, and provide basic information.

Ms. Parson requested constitution information from Dr. Olion to review and Dr. Olion said he would provide her with the information, if possible.

Ms. Parson reviewed the managing body as listed on the handout.

On the topic of funding, Ms. Parson said that she has an upcoming meeting with the Vice Chancellor of Student Affairs to discuss funding. She said she would like to see the student activity fees paid by graduate students be allotted to the graduate student association instead of the student government association. Estimates and breakdowns were provided in the handout.

Ms. Parson pointed out that the needs of the graduate student were different from those of the undergraduate student. Examples mentioned were the increased responsibilities, such as being full time professionals with families.

Ms. Parson said she would like to see the governing positions of the graduate student association be graduate assistantships. Dr. Munn asked Ms. Parson to include the information about the graduate assistantships to her printed information and asked the Council to email any suggestions for consideration to Ms. Parson.

**Other Matters**

Dr. Craddock mentioned the faculty senate was going to exhume the issue of textbook rentals policy of which the graduate students, previously, did not have a voice because the graduate school had not been reconstituted. Dr. Craddock indicated her discontentment that the graduate students had been required to participate. She said that since the senate did not have a quorum during the discussion, they plan to resurrect the issue. She encouraged the Council to show their interest in having graduate student excluded in that requirement and noted that GA expressly forbids graduate students in renting texts books.

**Adjournment**

There being no other business, the meeting was adjourned.

Respectfully submitted,

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*(Please forward corrections to Deborah Robinson at [drobinson@uncfsu.edu](mailto:drobinson@uncfsu.edu) )*