October 30, 2015

PRESENT: Amy Adkerson, Heather Blackwell (for Christina Hillesheim), Ashli Brown-Johnson, Lori Bruce, Russell Carr, Francis Coleman, Lara Dodds, Deborah Eakin, Steve Elder, Dana Franz, Richard Harkess, Priscilla Hill, Rebecca Long, Beth Miller, David Morse, Lynn Reinschmiedt, Dan Reynolds, Peter Ryan, Scott Roberts

ABSENT: Jim Adams, Tim Barnett, Tim Chamblee, Jerry Gilbert, Julia Hodges, Jon Rezek, David Shaw, Kirk Swortzel, Keith Walters

GUESTS AND REGULAR ATTENDERS PRESENT: Kathy Griffin, Chris Rousseau, Pam Sullivan

I. The October 30, 2015, meeting of the Graduate Council of Mississippi State University was called to order by Chair Lara Dodds at 1:34 PM, in Room 611 of Allen Hall

II. Dodds asked for a motion to approve the September 25, 2015, minutes. Motion to approve by David Morse, seconded by Russell Carr. Motion carried unanimously.

III. Report from the Graduate School: Dr. Lori Bruce, Dean

   • No report

IV. Report from the Graduate Student Association: Heather Blackwell for Christina Hillesheim

   • Heather reported that last month the GSA hosted a service and social event, and attendance has been good.

V. Discussion Items:

   1. **CAPP and the Program of Study - Dr. Bruce**

      Dr. Bruce provided a handout of "Technology Solutions for Graduate Programs Fall 2015 Strategic Plan." Dr. Bruce wanted to discuss whether there is a need for any action to be taken by the Graduate Council if the ultimate plan is for CAPP to replace the Program of Study (POS). She felt it necessary to obtain broader insights from the Council to see if this is the direction we should go and if there are there concerns. Dr. Bruce stated that this is not a policy change, but a change regarding the forms and mechanisms by which we track and document graduate students as they meet degree requirements.

      **New Process:**

      Prescribed Program – prescribed program loaded into CAPP, CAPP used to plan and monitor student enrollment in courses. Department representative (or committee) signs CAPP online (or by hard copy).

      Un-prescribed Program – Draft POS created by student and advisor during first semester. Committee reviews and approves during second semester. POS is loaded into CAPP by departmental staff member. Changes to POS are updated during later semesters. At comprehensive exam (or dissertation proposal "defense"), full committee approves final version of POS (if changes were made). CAPP is updated if necessary.
Dr. Bruce asked Amy Adkerson to discuss "archiving." Amy said that a nice feature of CAPP is the feature of archiving; it gives a perfect history for viewing and helps preserve information long term. In addition, Amy gave a brief overview of how CAPP works.

After discussion, Chair Dodds asked members if they were in favor of moving forward; some members stated that an area of concern they had involved the approval process and how it could be implemented so it would allow all committee members availability to discuss and sign.

Dr. Bruce stated that one feature she sees as being beneficial is the ability to self-correct early on for any missing graduation requirements, allowing the Graduate School to complete audits faster and earlier for graduation. Dr. Peter Ryan stated that the Associate Deans discussed CAPP at their last meeting and were very supportive of going from the paper form to the electronic form.

Dr. Bruce announced that she has identified a couple of programs who are willing and eager to pilot CAPP starting in the Spring, and, if all goes smoothly, CAPP will be implemented by next Fall. Before closing discussion, Dr. Bruce asked members to email her with any suggestions they may have.

2. Graduate Council Role and Responsibility: Dr. Bruce
A copy of the description of the role of the Graduate Council found in the Graduate Catalog was distributed. Dr. Bruce asked for a general discussion regarding the purpose of Graduate Council beyond and including UCCC topics. Dr. Bruce considers the description vague and would like consideration for rewriting the language and description. She asked whether or not it would be a good idea to put together a subcommittee to look at and revise the language. Chair Dodds stated it may be a bit premature until further discussion with UCCC. Dr. Ryan encourage Council to clarify the roles and responsibilities of Graduate Council apart from its relationship with UCCC. He also mentioned the desirability of working with UCCC to shorten the time it takes for a degree proposal to move through the system to IHL; currently that can take a very long time. Dr. Morse said he feels the description of Graduate Council should remain fairly vague. Chair Dodds asked Council if there are any other topics, activities, or subjects that the Graduate Council should be taking up; no comments were made. A few members did comment that they felt that the agendas have been balanced and have combined policy and topics for discussion and feedback from Council.

Dr. Ryan congratulated Lara Dodds on being selected as the new Chair.

VI. New Business:
• No new business.

VII. There being no further business, Dodds asked for a motion to adjourn. Motion to adjourn made by Dan Reynolds, seconded by Steve Elder. Meeting adjourned at 2:30 PM.