February 26, 2016

PRESENT: Jim Adams, Amy Adkerson, Tim Barnett, Heather Blackwell (for Christina Hillesheim), Lori Bruce, Russell Carr, Tim Chamblee, Lara Dodds, Deborah Eakin, Dana Franz, Richard Harkess, Priscilla Hill, Beth Miller, David Morse, Lynn Reinschmiedt, Dan Reynolds, Scott Roberts, Keith Walters, Bob Wolverton (for Francis Coleman)

ABSENT: Ashli Brown-Johnson, Steve Elder, Julia Hodges, Rebecca Long, Allison Pearson, Jon Rezek, Peter Ryan, David Shaw, Kirk Swortzel

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

I. The February 26, 2016, meeting of the Graduate Council of Mississippi State University was called to order by Chair Lara Dodds at 1:30 PM in Room 611 of Allen Hall.

II. Dodds asked for a motion to approve the October 30, 2015, minutes. Motion to approve by Scott Roberts, seconded by David Morse. Motion carried unanimously.

III. Report from University Committee on Courses and Curricula, UCCC: Dana Franz
Ph.D. Elementary, Middle, and Secondary Education Administration (name change)
Franz stated that a 2015 College of Education reorganization resulted in the move of Educational Foundations to the (now) Department of Counseling, Educational Psychology, and Foundations. Its previous department, Educational Leadership and Foundations, became Educational Leadership. That department now proposes changing the name of the current doctoral program, Elementary, Middle and Secondary Education Administration to Educational Leadership. Franz moved to bring the proposal forward; Morse seconded. With no further discussion, Dodds asked Council if they were in favor of accepting the name change; the change was approved unanimously.

IV. Report from sub-committee on Thesis Submission Deadlines: David Morse
David Morse reported the committee has no report at this time. A full report with suggestions will be brought to the table at the next Graduate Council meeting.

V. Report from the Graduate School: Dr. Lori Bruce, Dean
Dr. Bruce discussed the GRE name purchase. She reported that as of February 1, 13,600 names (domestic students) have been purchased and 1,700 (12%) have visited a department website as a result of the emails received from the Graduate School. The Noel-Levitz consultant stated that a normal return on investment is normally .5% of students who would apply or enroll. Dr. Bruce reported that we are close to that target with a current .4% rate and she is very encouraged. She stated that the beauty of this project is that parameters of the applicant pool can be manipulated, strategically targeting pools of applicants wanted for particular programs.

Dr. Bruce reported on the transition to CAPP, stating that eight (8) departments are currently using CAPP in place of the Program of Study.

Dr. Bruce stated that a Department Heads and Graduate Coordinator workshop will be held March 7 and 9 in the Grisham Room and lunch will be served. The same workshop will be held both days
to accommodate faculty schedules. Topics to be covered include policy updates, case studies, best practices, and the transition to CAPP.

VI. Report from the Graduate Student Association: Heather Blackwell for Christina Hillesheim
No report

VII. New Business:
1. Formatting requirements of dissertations / theses for library submissions: Dr. Bruce
   Dr. Bruce discussed and shared a PowerPoint presentation, *Office of Thesis/Dissertation Format Review, 2014-2015*, which was provided by James Nail, Serials Specialist in the Library. He gave a retrospective of dissertations submitted. MSU is a beta tester for a new program from Proquest called *Dissertation Dashboard*. This program allows a person to access and see who is accessing MSU dissertations. In 2014 there were approximately 20,000 dissertation downloads.

   On the topic of formatting requirements, Dr. Bruce asked for a subcommittee to be formed to look into the formatting standards adopted at MSU and how we compare to other universities. After a lengthy discussion and some members expressing their frustrations with the formatting guidelines, it was decided that a subcommittee would be formed to examine the following:
   - Is the status quo perfectly fine and working?
   - Does the enforcement of the guidelines need to be relaxed or strengthened?
   - Does the formatting need to be re-addressed?
   Dodds asked Council for volunteers interested in serving on the subcommittee; Dana Franz, Richard Harkess, Dan Reynolds, and Priscilla Hill agreed to serve. Dean Coleman will appoint a member from the Library.

2. Thesis hours for MA and PhD students – Dr. Elder
   Dr. Elder will discuss at the next Council meeting.

3. David Morse asked for an agenda item to be discussed at the next Council meeting. He requested that the Council revisit the guidelines under which graduate students can participate in a graduation ceremony when they haven’t completed all of their requirements. He stated that Graduate Council approved this policy in 2009.

VIII. Old Business:
A revised version of the *Accelerated Programs (Bachelor’s/Master’s Combined Degree)* form will be made available on the OGS website.

IX. There being no further business, Dodds asked for a motion to adjourn. Motion to adjourn made by Dana Franz, seconded David Morse. Meeting adjourned at 2:13 PM.