1. Dr. John Boyle called the meeting to order at 1:30 p.m.

2. Dr. Boyle informed the Council that as stated in item 12 of the minutes of the September 22, 2000, meeting, he has notified the Graduate Coordinators about the new policy of the Library staff sending copies of thesis/dissertation corrections to the Graduate Coordinators. Dr. Boyle stated that graduate students’ fees and tuition will be specified separately in the next Graduate Bulletin as stated in item 14 of the September Graduate Council Minutes.

Dr. Boyle stated that at the September meeting of the Graduate Council a motion was passed to require doctoral students to file their Program of Study forms with the departmental graduate coordinators by the second semester of enrollment and for the departments to forward the forms to the Office of Graduate Studies the semester in which the students apply for graduation. Dr. Boyle stated that after reviewing policies at other institutions it has become apparent that doctoral students’ programs of study should be finished by the time the student takes the comprehensive/preliminary examination. It was agreed to change item 15 of the September 22, 2000, Graduate Council Minutes to read: “to require doctoral students to file Program of Study forms with the departmental graduate coordinators by the second semester of enrollment and for the departments to forward the forms to the Office of Graduate Studies at the time the student takes the comprehensive/preliminary examination.”

Dr. Mike Thorne stated that item 16 should be corrected to state “Dr. Boyle asked for other volunteer discussants for this topic.” Dr. Thorne stated that he had some editorial comments to submit.

Dr. Boyle informed the Council that the “Steps for Graduate Coordinators” mentioned in item 18 of the September Graduate Council Minutes will be corrected to
reflect the policy changes mentioned above and will be distributed to the Graduate Coordinators.

A motion was made, seconded, and passed to approve the corrected minutes of the September 22, 2000 Graduate Council Meeting

3. Dr. Boyle presented the report from the University Committee on Courses and Curricula (UCCC). Included in the report were proposals from the Department of Computer Science and the Department of Educational Leadership.

The proposal from the Department of Computer Science would establish a certificate program in Software Engineering. Dr. George Rent verified that the Council has no policy at the current time pertaining to certificate programs other than the proposals must be approved through the UCCC. Dr. Boyle stated that the issue of certificate programs is to be discussed by the Council at a later meeting this year. A motion was made, seconded, and passed unanimously to approve the Software Engineering Certificate proposal.

The proposal from the Department of Educational Leadership would change the Doctor of Philosophy degree program in Education with a concentration in School Administration to a Doctor of Philosophy degree in Educational Leadership. A motion was made, seconded, and passed unanimously to approve the proposal.

4. In Dr. William Person’s absence, Dr. Boyle distributed copies of the following report from the Office of Graduate Studies:

   The subcommittee of the Graduate Council consisting of Dr. Lynn Reinschmiedt, Chair, Dean Frances Coleman, and Dr. Richard Harkess, has concluded its deliberation and submitted its report of findings and recommendations on an academic status appeal. We express many thanks to these colleagues for such a timely report on this important task.

   A memorandum announcing the availability of Peterson’s GradAdvantage has been sent to all department heads with graduate coordinators. Included with the memorandum was a user’s guide. A copy of this information has been prepared for those Graduate Council members who were not included in the mail-out.

   A memorandum announcing the availability of free Thesis and Dissertation service from Bell and Howell UMI for Mississippi State University was recently sent to all department heads with graduate programs and graduate coordinators. A copy of this memorandum has been prepared for those Graduate Council members who were not included in the mail-out.

Dr. Boyle thanked Dr. Reinschmiedt, Dean Coleman, and Dr. Harkess for serving on the academic status appeal committee.
Dr. Boyle informed the Council that Ms. Diane Wolfe had provided him with a list of the people who have applied through *GradAdvantage*. This application procedure has been available for about six weeks with very few applications having been submitted. Dr. Larry Hanson inquired about Mississippi State University’s advertisement through this program. Ms. Wolfe informed the Council that *GradAdvantage* has a page that lists all the participating institutions. Each institution also has an individual recruitment page at this site. The Office of Graduate Studies has a link to *GradAdvantage* within its web site. The Office of Admissions has a link to apply online. Once this link is activated you are taken to a page that informs you that you are leaving MSU’s website and will be required to pay a $12.00 additional fee if you proceed. Ms. Wolfe stated that she would prefer to have a direct link from *GradAdvantage* to the Office of Admissions in order for the student to receive all the necessary information and not just an application.

5. There was no report from the Graduate Student Association.

6. Dr. Rent reported that On October 11, 2000, the Associate Deans Council approved changes in the residency requirement for the master’s and Ph.D. degree programs at Mississippi State University. The master’s residency policy stated on page 34 of the current *Graduate Bulletin* would be replaced with “There is no general residence requirement for the master’s degree.” The Ph.D. residency policy stated on page 49 of the current *Graduate Bulletin* would be replaced with “Ph.D. students will be required to complete one-half of required course work and all dissertation credits from Mississippi State University.” It would also be advisable to change the Ph.D. transfer credit statement on page 51 of the current *Graduate Bulletin* to: “With the approval of the student’s Graduate committee, graduate course work done elsewhere may be accepted toward fulfilling requirements for this degree. This must be approved by the degree-granting department. In cases of this kind, however, dissertation credits must be taken from Mississippi State University. “

Dr. Rent emphasized that although there will no longer be a general residency requirement, individual colleges, schools, and departments can still set their own degree-specific residency requirements. This policy enables departments to offer master’s degree programs online.

A motion was made, seconded, and passed with two dissenting votes to approve the recommended changes in the master’s residency requirement.

A motion was made, seconded, and passed with one dissenting vote to approve the recommended changes in the Ph.D. residency requirement.

7. Dr. Boyle informed the Council that a group from MSU visited Virginia Tech to look at electronic submission of theses and dissertations. Dean Coleman stated that this is the direction in which she would like to see MSU move. There is some concern about the preservation of material. Initially, hard copies of all documents will be maintained in the Library. However, at some point in the future the documents will
be available only as electronic documents. The College of Engineering has agreed to utilize this opportunity on an experimental basis. Dean Coleman stated that students can limit access to their documents or the documents can be released worldwide. The Council agreed to endorse the Library’s pursuit of electronic submission of theses and dissertations. Dean Coleman stated that publicity about this will be forthcoming.

8. Dr. Thorne distributed copies of the results of a questionnaire that was sent to all graduate coordinators concerning the role of the graduate coordinator at MSU. Dr. Thorne stated that one indication from the questionnaire is that graduate coordinators should check theses and dissertations more thoroughly. Another indication is that graduate coordinators should monitor the development of students’ programs of study more carefully. Another result of this survey is that the graduate coordinators do not feel the need to establish a Council of Graduate Coordinators.

To facilitate better communication it was recommended that Graduate Council minutes be sent electronically to the graduate coordinators as well as to the deans and the department heads.

9. Dr. Boyle stated that he would invite Dr. Bob Taylor, Associate Dean of the College of Engineering to attend the next meeting of the Council to discuss certificate programs.

10. The meeting adjourned at 2:47 p.m.