Due to an illness in Dr. John Boyle’s family, Dr. Tom Hosie acted as Chair of the Council. Dr. Hosie called the meeting to order at 1:35 p.m. in room 611 Allen.

Dr. Tor Schultz made a motion to accept the minutes from the January 17, 2003, meeting. Dr. Greg Dunaway seconded the motion. The minutes were adopted as presented.

The Council reviewed the proposed program modification from Forest Products for the Master of Science in Forest Products. Dr. Liam Lightsey, Department Head, Forest Products, presented the proposed modification. The modification would add a non-thesis option to the program. Dr. Wise made a motion to accept the proposed modification; Dr. Bullington seconded the motion. The Council voted to accept the proposed program modification.

Dr. William Person presented the report from the Office of Graduate Studies which included the following:

a. A Graduate Coordinators’ meeting was held on February 12, 2003. Twenty-seven graduate coordinators attended. A total of 40 attendees participated. Copies of information distributed will be sent to coordinators who did not attend, as well as Academic Deans. The information packet contained OGS web site information, financial aid available for graduate students, forms, and due dates. The meeting focused on SEVIS (presentation by Stephen Cottrell) and electronic submission of theses and dissertations (presentation by Susan Hall).

b. As a follow-up to Dr. Person’s attendance at the Council of Southern Graduate Schools, Tampa, FL, February 21-24, 2003, he distributed a copy of the
publication “Graduate Certificates at the University of South Florida,” as well as a copy of Wayne Patterson’s (Howard University) presentation on “Current Issues in Certificate Programs.” OGS is in the process of compiling information on certificate programs (relative to MSU and the 22 peer institutions). He also distributed the URL for information on “Copyright Law and Graduate Research – New Media, New Rights, and Your Dissertation.” UMI Proquest develops and updates this information on copyright law.


d. Review of Level I graduate faculty status is now being conducted and is due in OGS by March 3, 2003. If information is not received by March 3, 2003, indicating that a faculty member is not being reappointed to Level I membership, it will be assumed that the faculty status will revert to Level II membership.

5. Dr. Michele Williams reported the following activities for the Graduate Student Association (GSA).

   a. Dr. Williams noted her attendance at the Council of Southern Graduate Schools. She served on a panel discussing graduate students in education.

   b. The GSA officer election will be held on March 25 in conjunction with SA. Nominations are now being taken.

   c. A call for abstracts has been sent out for the Graduate Research Fair to all departments. The fair will be held April 3 in Colvard Union. Some of you may receive requests to serve as judges.

   d. The GSA Awards Banquet has been set for April 23, 6:00 p.m., in the M-Club. Nomination packets have been sent for Graduate Assistant Awards in Teaching, Research, and Service.

   e. The next GSA meeting will be held on March 18, 5:00 p.m., Allen 11. The meeting will cover writing resumes, cover letters, etc.

6. As an item of old business, the Council discussed the draft document on Academic Misconduct (developed by the Subcommittee for Review of Penalties for Academic Dishonesty by Graduate Students, comprised of Drs. Tom Hosie, Greg Dunaway, and Dwayne Wise). The draft was distributed by Dr. Boyle at the November 15, 2003, Graduate Council meeting.

   Dr. Hosie noted that the committee discussed the previous suggestions of the Council and has streamlined the policy as much as possible. He distributed an outline on *Sanctions for Academic Misconduct* and *Procedures for Handling Academic Misconduct of Graduate Students.*
a. Sanctions for Academic Misconduct

There are two types of academic misconduct: 1) academic misconduct within a course and 2) programmatic misconduct.

Each department would establish a Graduate Academic Misconduct Review Committee (GAMRC). The Graduate Council would establish a Graduate Academic Honesty Committee (GAHC) that would include Graduate Council members and members of the Graduate Student Association.

For academic misconduct within a course, the instructor of the course would be given the responsibility and authority to make a decision and impose a sanction about the misconduct. The instructor would notify the graduate coordinator of the student’s program or department and refer the case to the GAMRC. The GAMRC renders a decision on further action and may impose a sanction. If the student is found guilty, the GAMRC informs the secretary of the GAHC. GAHC would make a recommendation to the Provost. In some cases, there could be an appeal to the Provost.

Programmatic misconduct would be referred to the department GAMRC for determination of guilt and sanction(s). If the student is found guilty, the GAMRC informs the secretary of the GAHC.

Another issue of concern is academic misconduct in the area of courses within the student’s department or program versus courses outside the student’s department or program.

Dr. Sylvia Byrd asked for clarification about the structure relative to an interdisciplinary program, i.e., where would the “department” reside? Dr. Hosie indicated that he felt it would reside under the interdisciplinary major. Dr. Wise indicated that it should be the college home of the coordinator of that program. The interdisciplinary program would establish the advisory committee.

b. Procedures for Handling Academic Misconduct of Graduate Studies

1) Procedures for Course Violations

Course violations are very similar to grade appeals. Procedure is through the course, department head, dean.

2) Procedures for Programmatic Violations

The procedure is the review from the department committee’s decision to the department head, to the dean, to the University Graduate Committee appeal, then to the Office of the Provost.
3) Course Violations within Other Departments

There are two streams:

1) The procedure would be instructor, department head outside the program, through the dean, etc.
2) Students who appeal GAMRC decisions will appeal through the college or school containing the department GAMRC.

The Council discussed the role of the college in which a student is housed and when it becomes involved if misconduct is within a department other than the student’s home department. The instructor could impose a sanction related to the course. The department also could impose a sanction related to the program.

Dr. Schultz raised the issue about the amount of time allocated in making a decision. A reasonable amount of time must be allowed.

The Council discussed the legal issues of appeal by the instructor when a decision of academic misconduct has been overturned. Dr. Greg Dunaway indicated that an instructor could file a grievance. Dr. Shultz made a motion to seek advice from University counsel relative to appeal by an instructor. Dr. Wise seconded the motion. The motion carried.

Dr. Person noted concern over the issue, that as outlined, if a student is in a course outside his/her own department, school, or college, and is found guilty of academic misconduct, he/she would have to file an appeal in the college where the instructor resides for the course violation. If the graduate program imposed an additional sanction, the student would have to file an appeal through his/her own program. Therefore, in some instances, a student could be sanctioned twice for one action. Dr. Hosie noted that as structured, this would bring the student’s department in on the decision making. Dr. Person suggested that perhaps the satisfactory academic performance policy should be reviewed.

The Council discussed sanction options, i.e., attending ethics workshops, letters of apology, etc., as well as the appropriate process for student appeals relative to sanctions.

The Council will continue discussion at the March 28, 2003, meeting.

7. As an item of new business, Dr. Person asked, at Dr. Boyle’s request, that the Council review how peer institutions handle international student fees. OGS will assemble that information and present it at the March 28 meeting.

The meeting adjourned at 2:45 p.m.