1. Dr. John Boyle called the meeting to order at 1:30 p.m in Room 611 Allen Hall.

2. A motion was made, seconded, and passed unanimously to adopt the minutes of the Graduate Council meeting held on February 15, 2002. Corrections will be made to item #8 in the minutes.

3. Dr. Boyle introduced Mr. Dan Bryant, Chief Budget Financial Officer for MSU, as a guest to speak on tuition waivers. Mr. Bryant provided handouts: (1)”Graduate Assistantships Resident Tuition Waiver Analysis” and (2) a graph, ”Graduate Assistantships Nonresident Waivers.” Mr. Bryant stated that all tuition, including waiver amounts, is recorded as income and is reflected in the University’s financial report as income. The tuition waivers for graduate assistantships are recorded in two different ways. First, the graduate assistantship in-state (resident) waiver is granted and charged to the fund from which it is paid. If it is paid from a grant or contract, etc., the tuition is charged to that grant or contract as a fringe benefit under the presumption that it is an employment benefit to the graduate assistant. Federal grants and contracts will not accept the non-resident portion of tuition as a fringe benefit cost. Non-resident fee waivers are charged, budgeted and paid from a general fund budget account. The budget account is increased based on prior year amounts, and whether or not a tuition increase is imminent. For example, because of current academic year’s tuition increase, the budget account increase was based on the prior year tuition plus 15% increase. That budget amount was ”overshot” because of an increase in non-resident students being awarded assistantships. Mr. Bryant referred to the graph that reflects an increase in tuition by 15% and approximately 40 additional non-resident graduate students. Dr. Boyle posed a question concerning the budgeting categorization of the two different types of waivers, resident and non-resident. Mr. Bryant indicated that the resident
and non-resident tuition is counted as income. The University experiences funding problems when the number of out-of-state students awards increase because the non-resident tuition/fee must be supported by a budgeted general funds. There is a "creeping" cost involved that erodes the budget base; it is not a one for one cost but one that has taken about a half-million dollars this year. Mr. Bryant responded to questions raised by Council members concerning his presentation.

4. A motion was made and seconded to bring the University Committee on Courses and Curricula report to the floor. Dr. Dwight Hare, Professor of Curriculum and Instruction, served as spokesman for the three proposals to modify the current Ph.D in Education with emphasis in Elementary Education and Secondary Education to create individual doctoral degrees in Elementary Teacher Education, Secondary Teacher Education and Curriculum and Instruction. The reason for the request, according to Dr. Hare, is because it is easier to place students in university settings who have degrees in specific areas rather than in emphasis areas. Dr. Boyle expressed his concern about the already ongoing process of reviewing flagged programs (Master’s and Ph.D’s), that have too few graduates and dividing students among the three programs could present a problem with the number of graduates coming out of each program. Dr. Hare stated that this would not pose a problem because they have been graduating at least three to five students a year. After some deliberation on the matter, the Council unanimously approved the program modifications.

5. In his report from the Office of Graduate Studies (OGS), Dr. William Person stated the following:

- Three persons have agreed to serve as chair of the Graduate Assistants Awards Committees. Each chairperson served in this capacity last year and agreed to assist again this year. Dr. Carol Lehman will serve as the chair of the Teaching Assistant Awards Committee; Dr. Dwayne Wise will serve as chair of the Research Assistant Awards Committee; and Dr. Jimmy Abraham will serve as chair of the Service Assistant Awards Committee.. The screening of nominees will begin after 5 p.m. today which is the deadline for turning in nominations.

- Progress is being made toward the development of the Graduate Studies Bulletin. In order to try to save money on the Bulletin costs which escalated to about $17,000 last year for 13,000 copies, OGS is looking at reducing the number of copies and possibly putting the Bulletin on a CD card diskette. The cost is about fifty-nine cents per diskette for a minimum number of 3000. Cathy Sides, OGS staff member, is checking on Bulletin costs figures below 10,000 copies. Students who request a copy of the Bulletin and have a computer, would be sent a diskette instead.

- We need 53 students to complete the doctorate this spring in order to be in compliance
with the SREB Doctoral Level I status requirement of 100 per year. A total of 99
students completed the doctorate during the 2000-2001 academic year. That did not
affect SREB Doctoral Level I status but could eventually be problematic. Dr. Person
expressed his concern about this and would appreciate any help the Council members
could give to help move the students along who could possibly finish their doctoral
program this spring.

• Dr. Person reported that he was recently elected Vice-President/President-Elect of the
Council of Southern Graduate Schools (CSGS), an organization he has been a member
of since 1991. CSGS has over 200 member institutions and he is looking forward to
representing Mississippi State University in this capacity.

• Kerry Paul has resigned from her position as Administrative Assistant I in the Office of
Graduate Studies effective immediately. Her position needs to be filled as quickly as
possible.

6. Michele Williams, Secretary of the Graduate Student Association (GSA), made the following
report:

• GSA officer elections will be held on Tuesday, March 26, 2002 in conjunction with the
Student Association elections. The GSA elections will be held from 8-5 in the Office of
Graduate Studies; there are individuals running for each of the positions.

• The Mississippi Employment Expo was held last Tuesday, March 19, 2002 in Jackson,
MS. Michele attended the Expo but unfortunately, there were a minimal number of
employers looking for individuals with advanced degrees. The majority of the employers
in attendance were seeking employees for general labor positions. She was able to
speak with Dr. Epting and representatives from The University of Southern Mississippi
and The University of Mississippi about possible improvements to next year’s Expo.

• Michele reminded the Council that the nominations for Graduate Assistant Awards are
due by 5 p.m. today.

• The GSA held a meeting on Monday, March 18, 2002 in which library personnel
provided information about thesis/dissertation submission, document delivery, and other
services that are offered by the library.

• Michele reported that she will be attending the Southern Conference of the National
Association of Graduate and Professional Students at Texas Tech April 5th and 6th,
2002 in order to network with other graduate student organizations.
• The next GSA meeting will be held on April 16, 2002 at 5:00 p.m. in room 130 McCool Hall.

Because the items of new business were more time critical, Dr. Boyle decided to move on the new business first and then revisit the items of old business.

7. As an item of new business, Dr. Boyle introduced the following SACS problems:

• Item 4.3.2.c Admissions and transcripts: current policy is somewhat different from the documentation regarding transcripts being submitted from each institution attended by undergraduates. The Council should actually consider adjusting the practice to go back to admissions requiring official transcripts from all undergraduate institutions applicants attended. After some deliberation and discussion, it was the consensus of the Graduate Council that the policy be followed explicitly.

• Item 4.3.6.c Advisees per faculty member: there is nothing documented that states there has to be a reasonable amount of advisees per advisor. It depends on the discipline as to how many advisees an advisor can handle. The Graduate Council will requested the Provost to write a letter to the Department Heads and Graduate Coordinators stating that the number of graduate advisees assigned to faculty and professional staff be reasonable. Dr. Boyle will send a letter to the Provost making the request on behalf of the Graduate Council. According to policy, when he writes the Provost, he writes the Deans also. After deliberation and discussion by the Council members, Dr. Boyle stated he would write two versions and e-mail them to the Council on next week. Once he receives the Council’s response, Dr. Boyle will write the appropriate letter to the Provost.

8. As an item of old business, Dr. Boyle re-introduced the Clarification of Graduate Faculty Status (Level I and Level II) issue that was discussed at February 15, 2002 meeting. The discussion was based on a letter from Dr. Philip Oldham, Interim Dean of the College of Arts and Sciences, that was distributed at the February 15, 2002 meeting. The contents of the letter included several questions regarding faculty status. Dr. Boyle referred to the Graduate Studies Bulletin which gives specific details concerning Graduate Faculty status. He stated that any desire to modify the current policy written in the Graduate Studies Bulletin would require the vote of the Graduate Faculty. The Graduate Faculty and the Dean of each College is responsible for monitoring the policy.

9. As an item of new business, Diane Wolfe, Associate Director of Admissions, gave a brief report on applications and electronic applications. She provided handouts which gave details of New Admissions Counts for Summer Semester 2001 through Fall Semester 2002. Ms. Wolfe also
informed the Council that if they would like to know the number of on-line graduate applications that have been received for their particular department, they can request Banner access to SWAAPPs by sending her an e-mail.

10. Dr. Boyle suggested to the Council that they consider the following items for the next meeting:

* Quality in Graduate Education
* Tuition Waivers

11. The meeting adjourned at 2:35 p.m.