

Graduate Committee Meeting
February 6, 2013 ♦ 12:00 – 1:00 PM
Martin Rm (BTAC)
Meeting Minutes

Dr. Randy Pembroke called the meeting to order at 12:00 p.m.

Those present included:

Phyllis Berry, Bob Boncella, Shirley Dinkel, Kim Harrison, Martha Imparato, Gordon McQuere, Pat Munzer, Randy Pembroke, *Tim Peterson, Michael Rettig, Brenda Ridgeway, Monica Scheibmeir, Cindy Turk, Kayla Waters

1. A motion was made to approve the meeting minutes and was seconded. Graduate Committee Meeting Minutes from December 5, 2012 were approved without objection.

2. Dr. Pembroke asked Dr. Rettig to present the Thesis/Capstone subcommittee's findings:

Dr. Rettig provided a handout, which answers:

- What graduate programs are available at Washburn?
- What thesis/capstone options are available to graduate candidates in each unit; and, whether or not any are required or optional?
- Does the unit have policies and timelines for completion of the capstone; and, what faculty members are involved? If so, what are the policies?
- Are capstones a part of regular faculty load? Do students enroll in a 'class' or is this something beyond course work? If there is a class what name/number is it?

Dr. Rettig turned the conversation over to Martha Imparato to present information and provided an handout, entitled "Library Procedures for Binding Honors/Practicum Reports, Capstones, Theses and Dissertations." Of the four degrees requiring or allowing a thesis as an option only three provide thesis guidelines. Non-thesis projects may be submitted to the Institutional Repository, but this is not a requirement, nor are there guidelines for submission formats.

Questions arose and were thoughtfully answered. Some questions need more deliberation or investigation:

- Should the University impose some rules/guides for theses, capstones, or dissertations regarding submission timelines or deadlines; or, define rules for theses submission in that the form fit to a common standard while content standards follow the unit/area expectations?
- Should there be a University policy which places time limits on completion of masters and doctorates? Similarly should there be a University policy on time limits for incompletes? Should there be a policy that allows for variable credit hours for thesis/capstone/final project credit hours and a requirement of continuous enrollment in thesis hours while attempting to complete thesis/capstone/final project for degree?

- Could the Graduate Committee suggest policies for consideration and submit them to units/programs for their assistance towards the creation of a common policy?

Dr. Berry pointed out that when we consider the above questions, we must consider the workload imposed on graduate faculty in shepherding master or doctoral students to completion (as it relates to completion deadlines and continuous enrollment while in a graduate program).

3. Dr. Pembroke asked that Dr. Peterson follow-up with his revision of the Graduate Degree Programs Governance & Administrative Proposal.

Dr. Peterson presented his draft with the proposition that certificate programs are not to be represented on the Graduate Council. Only masters and doctoral programs would have representation on the Council as well as a Faculty Senator when such senator is not already represented among the other representatives. Those programs with representation at this point would be MA in Psychology, MEd, MLS, MSCJ, MA in Human Services, MHS, MSW, MBA, MSN, DNP, and though not included in this current body should include representatives from LLM, and the JD. Graduate Council would fall under the Offices of Academic Outreach for logistical reasons related to resources and support possibilities only.

Dr. Pembroke asked if he felt that an official invitation to the School of Law should be extended so that representative could sit on this committee/council. Dr. Peterson thought it ideal, as did the rest of the committee. Dr. Pembroke said that he would extend a formal invitation to Dean Romig and the School of Law for representatives.

Dr. Pembroke asked if Dr. Peterson could have a formal proposal ready for Faculty Senate (March 26, 2013) by our next meeting, March 6, 2013. Dr. Peterson answered in the affirmative. Ms. Imparato will research further into the questions related to thesis/capstone guidelines for inclusion in Mabee Library and in the Institutional Repository and the ideal formats for a common graduate guide to both.

4. The Website Subcommittee reports their findings at our next meeting, March 6, 2013.

Dr. Pembroke adjourned the Graduate Committee meeting at 1:00 p.m.

**ex officio*