The meeting was called to order by President Sanda Erdelez at 3:30 pm in S204 Memorial Union. Since this was the first meeting of the new school year the Senators introduced themselves and indicated what department/unit they represented.

Senators and administrative representatives attending: Doug Bowles, Sam Cohen, James Endersby, Sanda Erdelez, Jeni Hart, Sanjeev Khanna, Tracy Kitchel, Charles Nilon, Carol Snively, Ton Stam, Marty Townsend, John Wigger, Erica Thieman (Graduate Student Association), George Justice, Mannie Liscum, Ashley Siebenaler, and Ruth Erwin (Graduate School).

Senators and administrative representatives absent: Earnest Perry, Peter Vallentyne, and Lisa Zanetti.

A motion and second were made to approve the minutes of the May 1, 2012. The motion was unanimously approved.

Dr. Erdelez presented the agenda for the meeting and it was approved.

**Graduate School Report**

Dr. Justice told the Senators he was looking for its leadership this year in matters related to graduate education and thanked everyone for the work they would be doing to assist him. Dr. Justice indicted that MU’s graduate enrollment this fall decreased by 1%. He indicated that three programs in particular had a lower enrollment this fall. They were the Masters in Journalism, the Masters in the School of Information Science and Learning Technologies, and the graduate certificate programs. This may be a wakeup call for departments to determine how to increase their efforts in increasing graduate enrollment. He told the group that the Graduate School is working with the College of Business with regard to a Customer Relations Management (CRM) add-on to Apply Yourself. Once the Graduate School and the College of Business figure out best practices in relation to CRM, the program will be shared with graduate programs on campus for their use. Hopefully the tool will increase revenue, quality and quantity of enrollment on campus.

Dr. Justice said that he had been working with Financial Aid to get an insight into what master’s and doctoral students educational debt looks like. He wants to work on the issue and work with the departments with regard to the amount of debt students accumulate. He said that he is working with Financial Aid to provide counseling and support for students in relation to their debt load. He noted that students in some programs will not go into the work force earning large incomes that will justify their large educational debt.

Dr. Justice told the Senators that the Graduate School has a new Blog. He said that Dr. Wilkins is currently doing most of the entries. Hopefully it will make sure the office is accessible to faculty and staff and they in turn know what the Graduate School does. The site is: http://blog.gradschool.missouri.edu.

A question was raised to Dr. Justice on the drop in enrollment. Dr. Justice feels the drop in enrollment is a temporary issue and will give an update in the spring to the Senators. Ms. Thieman indicated with the larger undergraduate enrollment the campus is looking at moving Manor House from graduate housing to undergraduate housing and GSA is investigating the impact this would have on graduate students. Another question raised was what should be the
optimal international graduate enrollment. Dr. Justice indicated that there was no easy answer for that. Departments recruit for revenue and research programs. He also indicated that the campus recovers 20-30% in tuition after a 70 to 80% “discount rate.”

**Graduate Student Association**

Erica Thieman indicated that the GSA was hosting the CvDoc workshop (Doctoral workshop on preparing curriculum vitae) on October 11. So far 45 students had signed up for the event, which pairs graduate students with faculty volunteers who talk about specific and general issues related to CVs. She also indicated that the GSA travel deadline would be in December. She informed the group that this year GSA has changed their meetings to focus groups to discuss graduate housing and insurance for international students, married students or partners, and single students. She hopes to bring some information to the next GFS meeting.

**Executive Committee Meeting Report**

Dr. Erdelez indicated that the Executive Committee met on August 25 to work on plans for the meetings and topics for the year. She indicated that some of the existing procedures are not in sync with the bylaws. She indicated that the Senate has been doing things more effectively recently and that a number of items should be changed in the bylaws because of this. At a later date all the bylaws changes will be brought together to submit for change. She indicated that the Executive Committee felt that the Senate needed proposals to be voted on to be submitted to the Graduate School two weeks before the meeting and then sent to the GFS one week before the meeting. This would allow the Senators sufficient time to review the proposals and discuss with the colleagues if necessary. Dr. Erdelez told the Senators that the Executive Committee was working on a faculty appeal regarding doctoral faculty status and that it will be the decision making body for this matter.

**Standing Committee Reports**

Since the membership of the Standing Committees had not been finalized there were no reports.

**Unfinished Business**

Dr. Erdelez indicated that the requests for committee assignments did not have an equal representation of Senators on each Committee. The following Senators agreed to change committee requests: Tracy Kitchel to Awards, Sam Cohen to Academic Affairs and Charlie Nilon to Awards. A motion and second were made to accept the committee assignments as follows:

**Award Committee:** Peter Vallentyne, Chair; Ton Stam; Marty Townsend; Tracy Kitchel, Douglas Bowles; and Charlie Nilon.

**Academic Affairs Committee:** Carol Snively, Chair; Lisa Zanetti; Jeni Hart; Sam Cohen; James Endersby; John Wigger; Sanjeev Khanna; and Earnest Perry.

The motion was unanimously passed.

Dr. Erdelez told the Academic Affairs Committee that they would be reviewing two emphases area proposals soon.
New Business

Process for Approval of Dissertation Cover Page

Ms. Siebenaler gave an overview on the current process used by the Graduate School on handling dissertations and thesis. Currently the digital copies if theses and dissertations are uploaded. She indicated that they looked at how the process was done at other schools. Currently Graduate School accepts M3/D4 and approval page with original signatures. The signed approval page is the final approval for acceptance of degree. Seven of the SEC schools have one form with the Dissertation Chair indicating that everything is okay for the degree. Ms. Siebenaler and Terrence Grus will design forms and bring them back to the GFS for review. Ms. Siebenaler will gather the pros and cons of changing the current system. A question was raised on when dissertation revisions are due to the Graduate School. Students have until the end of the semester following their defense to have the revisions submitted.

Other Business

GFS Activities in 2012/13

Dr. Erdelez presented the draft agenda topics for the GFS meetings for 2012-13. The first item was the White Paper on Graduate Education and MU Strategic Plan. Dr. Erdelez indicated that she had reviewed the Strategic Plan and saw that an action item on the Plan was campus-wide needs for graduate education and that the action was assigned to the Graduate Dean and Graduate Faculty Senate and due in March 2012. It was noted that Dr. Justice had prepared a vision and it was available on the Graduate School website for review (http://whitepaper.gradschool.missouri.edu). Dr. Justice indicated that he used an eBook format as the method of preparing the document so that everyone could comment on the various sections. Dr. Erdelez also indicated that Point 1.8 of the campus’s Strategic Plan needed GFS assistance. It was related to the appointment of a Task Force for Courses. Linda Bennett and Leona Rubin are co-chairs of the Task Force. The GFS should have a proactive role so to have discussions based on department issues. There was discussion on the meaning of Topic # 3 “Should we create a competition for ‘shared services’ courses across programs?” It was decided that competition should be change to Request for Proposals. Discussion was also held on Topic # 4 “Should we align standard of ‘satisfactory progress’ with the federal government’s?” The issue of student debt would be added to the topics to be discussed in the spring. Also Dr. Erdelez indicated that she hoped to have a December GFS meeting with the Faculty Council Executive Committee.

Also it was noted that the GFS meeting for October 23 needed to be moved to Tuesday, October 16 [location will be S203 Memorial Union] due to Dr. Justice’s conflict with an out of town trip.

The meeting adjourned at 4:55 pm.

Submitted by

Ruth Erwin
Graduate School