Minutes of the Meeting of the Graduate Faculty Senate
September 25, 2007

The meeting was called to order by President Lee Wilkins at 3:00 pm in Tucker Forum, Gannett Hall.

Dr. Wilkins welcomed the Senators and asked individuals to introduce themselves.

Senators and administrative representatives attending: Lee Wilkins, Ian Aberbach, Stephanie Craft, Thomas Dougherty, Mark Fine, Gail Fitzgerald, Margaret Grogan, Eileen Porter, Ellie Ragland, Jan Segert, Paul Speckman, Steve Van Doren, Kate Hertweck (Graduate Student Association), Pam Benoit, Sheryl Tucker, Jana Moore and Ruth Erwin (Graduate School).

Senators absent: Anthony Lupo, James McGlew.

A motion and second were made to approve the minutes of the April 24, 2007 Graduate Faculty Senate meeting. Motion was approved.

Dr. Wilkins asked for a volunteer serve as Marshall at the December Graduate School Commencement ceremony. Dr. Craft volunteered.

**General Agenda for Upcoming Year**

Dr. Wilkins provided a general agenda of issues that the Senate is likely to address during the year. These include assessment of online graduate programs including those in which MU is a participating member of a consortium, facilitating interdisciplinary graduate programs, course approvals, awards, and highlighting the importance of graduate education in the mission of the university.

**Graduate School Report**

Dr. Benoit introduced Sheryl Tucker as the new Associate Dean in the Graduate School. She indicated that Dr. Tucker's responsibilities will include facilitating interdisciplinary programs and graduate certificates. She will also be working on post doctoral, graduate curriculum, and graduate faculty/doctoral faculty issues.

Dr. Benoit provided a folder containing the new recruiting materials prepared by the Graduate School. Departments have been provided with the folders, dvds, brochures, and templates and additional materials may be purchased from the Graduate School at cost. In addition, the Graduate School is hosting recruiting workshops for Directors of Graduate Studies and has redesigned its website to assist prospective students with locating material about Mizzou. Dr. Benoit indicated that graduate applicants have increased dramatically over the last 3 years due to more aggressive recruiting efforts.

**Graduate Student Association Report**

Ms. Hertweck indicated that GSA had its first meeting and had excellent attendance. Some items GSA will be working on this year include: building strong relationships with both the Graduate Professional Council and the Graduate School; addressing library fees; discussing the frustration that graduate
students have experienced with myZou; and assisting with recruiting and professional development events. GSA would like to assist departments with a breakfast during their recruitment days.

**Old Business**

Dr. Wilkins indicated that she changed the time for this year's Senate meetings and would like the Senators input on what time they prefer. Dr. Wilkins indicated that last year several meetings did not finish until after 5 and a number of Senators left the meetings prior to key votes on agenda items. Some Senators indicated that they had classes that ended after 3 and would not be able to arrive at the start of the meeting. Others indicated that if the meeting moved to 3 it might be possible for meetings to finish by 4:30. It was decided that the Senate would begin at 3 and attempt to finish the business by 4:30.

**Graduate Faculty and Doctoral Faculty Approval**

Dr. Benoit indicated that an inconsistency had been discovered between the GFS Bylaws and the procedures that had been in use for processing graduate faculty applications. She gave an overview of the process described in the Bylaws which involves review of graduate faculty applications by a GFS Membership Committee. There has been no GFS Membership Committee for some time. Based on this inconsistency, she presented two proposals. Proposal 1 recreated the GFS Membership Committee and indicated that both graduate faculty and doctoral faculty applications would be reviewed by this committee. Proposal 2 provided review for graduate faculty and doctoral faculty from the Graduate School unless postponement was being recommended.

A motion and second were made to accept Proposal 2 which is 2. **All recommendations for appointments to Graduate Faculty Status are made by departmental faculty and are reviewed by the Dean of the Graduate School or an appropriate designee for approval or postponement until requirements are met. In cases where postponement may be recommended, the Graduate Faculty Senate Executive Committee will be asked to assist in the review of applications. The department may appeal if membership is not approved. If the action of the Graduate School is challenged and if an appeal is wished, the disputed file is resubmitted and is considered by the Graduate Faculty Senate for its recommendation. The Dean of the Graduate School receives this recommendation and reviews the case.**

C. 3. **All recommendations for appointments to Doctoral Faculty Status are made by departmental faculty and are reviewed by the Dean of the Graduate School or an appropriate designee for approval or postponement until requirements are met. In cases where postponement may be recommended, the Graduate Faculty Senate Executive Committee will be asked to assist in the review of applications. The documentation for faculty post-tenure review can be used to support applications for doctoral faculty renewal, and units may choose to have the timing of the two processes to coincide. The department may appeal if membership is not approved. If the action of the Membership Committee is challenged and if an appeal is wished, the disputed file is resubmitted and turned over to the appropriate Sector Committee for its recommendation. The Membership Committee receives this recommendation and review the case.**
A recommendation was made to replace the Membership Committee to Graduate School. Discussion followed. The policy was revised and a new motion and second were made for the following modified policy.

C.2. All recommendations for appointments to Graduate Faculty Status are made by departmental faculty and are reviewed by the Dean of the Graduate School or an appropriate designee for approval or postponement until requirements are met. In cases where postponement may be recommended, the Graduate Faculty Senate Executive Committee will be consulted by the Graduate Dean.

The department may appeal if membership is not approved. If the decision is appealed, the disputed file is resubmitted and considered by the Graduate Faculty Senate for its recommendation. The Dean of the Graduate School receives this recommendation and reviews the case.

C.3. All recommendations for appointments to Doctoral Faculty Status are made by departmental faculty and are reviewed by the Dean of the Graduate School or an appropriate designee for approval or postponement until requirements are met. In cases where postponement may be recommended, the Graduate Faculty Senate Executive Committee will be consulted by the Graduate Dean.

The department may appeal if membership is not approved. If the decision is appealed, the disputed file is resubmitted and considered by the Graduate Faculty Senate for its recommendation. The Dean of the Graduate School receives this recommendation and reviews the case.

The motion was approved.

**Appeal Process**

Another policy in the Graduate Catalog that was inconsistent and needed review was the current policy on Appeals. The portion that was reviewed was as follows:

**Ad Hoc Appeal Committee**

Upon receipt of a written appeal, the vice provost/dean will notify the President of the Graduate Faculty Senate who will appoint an ad hoc Appeal Committee to review the case. Committee membership will consist of five senators who are not members of the academic program involved in the appeal. The charge of the ad hoc Appeal Committee is to consider issues of due process only. The committee is to complete its review of the appeal within 90 days of receiving the student's appeal file.

**Communication Through the Vice Provost for Advanced Studies/Graduate Dean**

*The office of the vice provost/graduate dean will support the work of the Senate's Appeal Committee by providing information to the student, the department/program and members of the Appeal Committee regarding the content, process and regulations/policies pertaining to the appeal. Upon receipt of the appeal file, the Office of the vice provost/graduate dean will duplicate the file and send a copy to all members of the Appeal Committee and to the department/program.*

The portions in bold were the problematic statements. The proposed modification for the first statement was: "The appeal must be based upon the program/department's failure to adhere to its or the Graduate School's published rules and regulations."
A sentence was added before the second statement” "The Dean of the Graduate School or a representative will meet with the student to discuss the situation."

Dr. Benoit indicated the proposed statements were being added because students do not know what is happening in the appeal process and if students can meet with Graduate School staff many appeals can be prevented. A motion and second were made to accept the revised Appeal Policy which also included wording clarifications.

The revised policy for the motion reads as follows:

"The progress of each graduate student is evaluated annually by the student's adviser and/or director of graduate studies. The definition of 'satisfactory progress' and procedures for its verification may vary among departments/programs. If a department/program has instituted guidelines that differ from those applying generally to graduate students (see below) these guidelines should be made available to students from their entrance into the graduate degree program. If a student is authorized to diverge from progress guidelines established by either the department/program or the Graduate School, this fact should be documented in written form and endorsed by the student's adviser and DGS.

Progress toward Degree

Full-time students (those taking 9 hours or more per semester) should follow the time frames associated with degree programs discussed in the Graduate Catalog under 'Master's Degrees' and 'Doctoral Degrees.' They must submit required forms on time and maintain a grade point average of 3.0 or better. Furthermore, they must successfully undergo their departments' annual review process.

Part-time students should file a timeline for successful degree completion with their department and the Graduate School. This timeline should be endorsed by the Director of Graduate Studies and a prospective adviser by the end of the first calendar year of admission into the department/program. When these timelines conflict with time to degree guidelines laid out in the Graduate Catalog's sections on Master's and Doctoral degrees, they must receive the endorsement of the dean of the Graduate School.

Requests for Extension and Appeals

A "Request for an Extension" and an "Appeal" are distinct processes for dealing with problems related to "satisfactory progress." A "Request for Extension" is the appropriate course of action when a student has failed to meet university-wide satisfactory progress provisions of the Graduate School. The "Appeal Process" should be followed when a department/program has dismissed a student after the required probationary period.

Request for extension

When there has been unsatisfactory progress with respect to meeting Graduate School time to degree limits, the student may file a written request for an extension with the Vice Provost for Advanced Studies and Dean of the Graduate School. The extension must be endorsed by the department/program's Director of Graduate Studies and the student's major adviser and include a timeline for completion of the degree. If an extension is granted by the dean, the student will be given a
specified period of time to meet the requirements for progress to degree. Please contact the Graduate School for more information.

Termination

In addition to dismissal for failure to meet the usual examination and grade requirements, departments/programs have the right to place on probation, and after a period of probation, to dismiss any graduate student who is deemed to be making insufficient academic progress or whose work is not of adequate quality as determined by the department/program. The faculty adviser or academic program chair must inform the Graduate School as soon as the student is notified and the probationary period begins. Probation and dismissal may occur at any time during a student's work toward a graduate degree.

When a department/program determines that a student is not making satisfactory progress, the director of graduate studies in the program and/or faculty adviser will recommend a face-to-face meeting between the student and the faculty adviser. If, after this meeting, the department/program and the student can agree on a plan to remedy the situation, the faculty adviser (or DGS) and the student will jointly sign a document enumerating steps to take. If, on the other hand, the department/program and the student disagree on issues of progress, the DGS or Chair may send the student a letter placing the student on probation. Probation must last a minimum of 30 days.

The letter placing a student on probation must include an explicit statement of what must be accomplished and by what date in order for the student to be removed from probation and returned to good standing in the department/program. If the student does not comply with the conditions of probation, a letter (signed by the DGS) will be sent to the student with notification of dismissal from the degree program. Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of a termination letter must be sent to the Graduate Dean at the same time it is sent to the student.

Students have the right to appeal dismissal from their degree programs. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. A student's first appeal of dismissal must be made to the department/program. If the student does not appeal, the Graduate School will send the student an official notice of dismissal from the program.

Students should notify their DGS in writing that they are appealing dismissal. A copy of the appeal letter addressed to the DGS should be sent to the Graduate Dean. Departments and programs organize their own appeal processes. If the department/program does not reverse its decision, the DGS will notify the Graduate School that the student has gone through the probationary period and the appeal process and has been dismissed.

Process of Appeals to the Graduate Faculty Senate

Students may appeal dismissal from a graduate degree program to the Graduate Faculty Senate. An appeal to the Graduate Faculty Senate can be made only after all internal appeals to a student's program/department have failed. The appeal must be based upon the program/department's failure to adhere to its or the Graduate School's published rules and regulations. A student wishing to appeal
dismissal must send a letter addressed to the Dean of the Graduate School within two weeks of dismissal.

Once the intent to appeal is received by the Dean of the Graduate School, the following procedures will be followed:

1) The Dean of the Graduate School or a representative will meet with the student to discuss the situation. If, after this meeting, the student wishes to make an appeal to the Graduate Faculty Senate, he or she will submit a statement to the Graduate School describing the basis of the appeal and containing any correspondence or other documentation relevant to the appeal. The Graduate Dean will notify the Graduate Faculty Senate, which will appoint an ad-hoc Appeal Committee consisting of five senators who are not members of the academic program involved in the appeal.

2) The Graduate School will provide information to the student, the department/program, and members of the ad-hoc GFS Appeal Committee regarding the content, process, and regulations/policies pertaining to the appeal. Upon compilation of the appeal file, the Office of the Graduate Dean will send a copy of file materials to the members of the Appeal Committee and to the department/program. If the program/department wishes to respond in writing, its statement will be distributed to the Appeal Committee, the student, and representatives from the Graduate School.

3) A hearing will be scheduled as soon as all parties can meet: the student (and an adviser from the university community, if desired), representatives from the department/program, the Appeal Committee, and the Graduate School. At this hearing, the department or program will first invite the student making the appeal to present the case discussed in the written statement. The Appeal Committee may ask questions at this point, and once its questions have been answered, will give the program/department the opportunity to defend its dismissal of the student. Following further questions from the Appeal Committee, the hearing will be adjourned.

4) The Appeal Committee will meet to make a decision. This decision will be conveyed in writing to the student; the Director of Graduate Studies and Chairperson of the department or program; the Graduate Dean; the Graduate Faculty Senate President; and any other appropriate party named in the appeal."

The motion was approved.

The information will be conveyed to Directors of Graduate Studies.

**Faculty Workload**

Dr. Wilkins indicated that she had received an email from Frank Schmidt regarding faculty workload and how chairing graduate student committees relate to equivalent teaching time. She indicated that there is an administrative practice of evaluating faculty currently being done by administrators. Work faculty members do related to graduate education is not being included with the faculty workload count of hours. Discussion followed. Dr. Wilkins asked Senators to go back to their departments and ask how faculty workload is counted in their department. Dr. Wilkins indicated that she would follow up with Dr. Schmidt for more information and invite him to a future meeting. Dr. Benoit indicated that she would invite Dr. Graham to a future meeting of the Senate to describe the development of the Faculty Workload document.
Other Business

Dr. Wilkins asked Senators to provide either Dr. Benoit or herself their preference on GFS committee assignments i.e, Academic Affairs or Awards and Fellowships. Each chair gave a brief statement regarding the roles and responsibilities of the committees.

Dr. Wilkins indicated that she would like to have the Executive Committee meet within the next 10 days. The Senators were asked to think about ways to update the GFS website.

The meeting adjourned at 4:30 pm.

Respectfully submitted,

- Ruth Erwin, Administrative Associate I
- Pam Benoit, Vice Provost for Advanced Studies and Dean of the Graduate School