

Graduate Committee Regular Meeting Minutes

University of North Dakota

November 24, 2008 – Twamley, Room 404

Chairing the Meeting: Mark Hoffmann

In attendance: Julie Anderson, Shelby Barrentine, Joseph Benoit, Bruce DiCristina, Cynthia Flom-Meland, Tony Grainger, Tim O’Keefe, Matthew Picklo, William Semke, and Wayne Swisher

Not in attendance: Pamela Kalbfleisch, Michael Loewy, Patrick Luber, Kim Porter, and Student

Others in attendance: Linda Campbell, Recording Secretary, and Jennifer Heth (GSA)

Agenda Item	Discussion	Action
Meeting Called to Order	3:10 P.M.	Mark Hoffmann
Approval of Minutes	The minutes from the November 10, 2008 Motion: “ <i>To Accept the Minutes</i> ” (O’Keefe/Barrentine)	Approved
Old Business	None	None
New Business	<p><i>*Items presented are general discussion items only. Motions are not necessary</i></p> <ul style="list-style-type: none"> • <u>Dissertation & Thesis Defense Guidelines</u> <i>discussant: Mark Hoffmann</i> <ul style="list-style-type: none"> - “There is no “<i>solid</i>” cross campus guidelines set for Dissertation & Thesis, two questions arise”: <ul style="list-style-type: none"> (1) Should there be minimal guidelines for on-campus to follow? (2) Should there be minimal guidelines for distant to follow? - Solution – Put together a series called “<i>Essential Elements</i>”, and have each department define their own, these will later be compiled into a guideline that should satisfy the majority. • <u>Archiving (Electronic)</u> <i>discussant: Joey Benoit</i> <ul style="list-style-type: none"> - Because of limited space electronic archiving should be a consideration. - Server Space and CD’s are accessible - Thesis, Dissertations and Independent Studies should be presented 	None

	<ul style="list-style-type: none"> - to the Graduate School, who will in turn work through the library for archiving. - Benefit will be document success and protection. - Security would be an issue. <p style="text-align: center;">None</p>	
	<ul style="list-style-type: none"> • Advisory Committee Compositions <i>discussant: Matt Picklo</i> <ul style="list-style-type: none"> - There is a possibility of "Conflict of Interest". - Dr. Picklo will create a draft disclosure waiver. <p><i>*All of these items will be brought back in the form of old business</i></p>	
Matters Arising	<ul style="list-style-type: none"> • Catalog Copies are being finished • TOEFL Committee will meet once more before reporting on the December 8th meeting of an outcome. • Budget on Tuition Waivers should be about the same as they were this year, provided there are not drastic changes. 	
	Meeting Adjourned at 5:02 P.M.	

Chair of Graduate Committee _____

_____ Date