


Graduate Committee Regular Meeting Minutes
 University of South Dakota
 August 31, 2009 – Twamley, Room 404

Chairing the Meeting: Mark Hoffmann
In attendance: Shelby Barrentine, Joseph Benoit, Bruce DiCristina, Van Doze, Tony Grainger, Rebecca Weaver-Hightower, Patrick Lubber, Tim O'Keefe, Kim Porter, William Senke, Wayne Swisher, Kara Wetersten, and Eleanor Yurkovich
Not in attendance: Cindy Flom-Meland
Others in attendance: Linda Campbell, Recording Secretary, Michele Willman, GSA

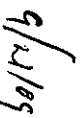
Agenda Item	Discussion	Action
Meeting Called to Order	3:10 P.M.	Mark Hoffmann
Approval of Minutes	The minutes from the May 11, 2009 Motion: "Move to accept the minutes". Vote: 10-For 0-Against 4-Abstain (O'Keefe/Barrentine)	Approved
Old Business	Vacant Seats Dr. Benoit explained the vacancies of some of the seats and what the process is to getting those seats filled. The following people will serve in an interim capacity until elections are held: Van Doze, Rebecca Weaver-Hightower, Kara Wetersten, and Eleanor Yurkovich. Educational Leadership • EDL 589: Superintendency – New Course Motion: "Move to approve new course, with the recommendation to consider instructor approval". Vote: Unanimous (Barrentine/O'Keefe)	None
New Business	Linguistics • LING 580: Academic Writing in Linguistics – New Course Motion: "Move to table, pending more information on - possible overlap with T&L 585 and variable credit for LING 580, since it appears to be a 3 credit course". Vote: Unanimous (O'Keefe/Porter) 2009/10 Program Review Schedule • Carry-over from Spring, 2009 (Will come to Grad Committee for review this semester): - Chemistry - Music & Music Education - History - Aviation (O'Keefe/Porter)	Approved
		Tabled

	<ul style="list-style-type: none"> • Scheduled Program Evals (Self-studies due this fall for program evals by evaluation team): <ul style="list-style-type: none"> - Chemical Engineering - Civil Engineering - Electrical Engineering - Environmental Engineering - Geological Engineering - Mechanical Engineering • Program Self-Studies to be completed fall semester – Due Spring of 2010: <ul style="list-style-type: none"> - English Language & Literature - Space Studies - Reading - Instructional Design & Technology - Communication Sciences & Disorders - Early Childhood Education - Education, General Studies - Elementary Education - Teaching & Learning <p>Templates were sent out to the Directors and the Chairs of the Departments.</p>	
Matters Arising	<ul style="list-style-type: none"> • Final Proofing of the Graduate School Assessment Plan is in the works. It will be distributed to the Grad Committee when complete. • The Grad School has a new recruitment specialist, Evan Nelson and a new recruitment assistant, Matt Anderson. • On August 3rd the Grad School launched into the state supported online application product – “Apply Yourself” • The Graduate School’s Linda Baeza-Porter conducted training sessions on the new system for Grad Directors. • Embark is gone and all implementations have been manually transferred. Last year there were 2,135 students registered by the 4th week of the semester. Today we have a total of 2,196 registered and we anticipate a large number in the spring. • As of July 1 there were 485 applications for program degrees plus an additional 59 non-degree applications. The total number by Nov 3 last year was 500. 	

	<ul style="list-style-type: none"> • Processing capacity has been reached. This means that delays may be expected with an increase in applications, unless additional staff and office space can be secured. • The Graduate Program Director's Meeting is scheduled for Wednesday, Sep 2, 09 in the River Valley Room 12-4 PM. Dr. Benoit & Dr. Swisher will cover the first half of the meeting. Evan Nelson & Matt Anderson will cover the second half of the meeting. • We will be moving to a blackboard community site for the Graduate Committee within the next couple of weeks. Distinguished Thesis, Dissertation and Creative Scholarship will go out later this week. • There will be three awards offered at the next Scholarly Forum in March. • Health insurance payments will be taken at the beginning of each term. • E-Verify is required. New student Assistants must go through the e-verify process in order to be paid. <p>There was a question about "why the tuition waiver funds are not being handled centrally in the Graduate School".</p> <p>- The response from Dr. Benoit was that he would bring the matter to the Provost.</p>	
Adjourn	Meeting ended at 4:45 P.M.	



 Chair of Graduate Committee



 Date