

**Graduate Committee Regular Meeting Minutes**

University of North Dakota

August 29, 2011 – Bramley, Room 404

**Chairing the Meeting:** Cindy Flom-Meland

**In attendance:** Katherine Campbell, Iraj Mamghani, Amebu Seddoh, Tony Grainger, Liz Tyree, Ty Reese, Douglas Munski, Margaret Zidon, Gary Towne, and Wayne Swisher

**Not in attendance:** Jenya Kozliak (Interim – Chemistry), James Porter, and Pamela Kalbfleisch

**Others in attendance:** Linda Campbell – Recording, and Paul LeBel - Provost

Agenda Item	Discussion	Action
Meeting Called to Order	3:00 PM	Cindy Flom-Meland
Approval of Minutes	<p>The minutes from May 2, 2011</p> <p><u>Motion:</u> “Move to approve”. (Zidon/Campbell)</p> <p><u>Vote:</u> Approve - Unanimous</p>	<b>Approved</b>
Old Business	<b>None</b>	
New Business	<p><b><u>Words from the Provost</u></b> <i>Discussant: Paul LeBel</i></p> <p>After a self-introduction of the Committee members the Provost spoke briefly about “<i>Defining the Graduate Dean’s Position</i>”, and requested that the Graduate Committee assist him in doing so.</p> <p><b><u>Words from the Interim Dean</u></b> <i>Discussant: Wayne Swisher</i></p> <p>The Dean welcomed the members back from the summer break and started his comments by reaching out to the departments with the question – “<i>How can The Graduate School help you?</i>”. Dean Swisher requested that the committee review the following:</p> <ul style="list-style-type: none"> <li>• Thesis/Dissertation Formatting</li> </ul> <p><u>Motion:</u> “Move that the dean draft a proposal of the style guide to be used for thesis/dissertations for approval by the graduate committee”. (Campbell/Towne)</p> <p><u>Vote:</u> Approve – Unanimous</p>	<b>Approved</b>

	<ul style="list-style-type: none"> <li>The current Graduate School Policies.</li> </ul> <p><u>Motion:</u> "Move that the graduate committee review The Graduate School Policies as prioritized by the dean at regular graduate committee meeting as time permits". (Towne/Munski)</p> <p><u>Vote:</u> Approved - Unanimous</p> <ul style="list-style-type: none"> <li>Program Review -- The Dean informed the committee that the remaining six program reviews will be conducted as the previous reviews have been.</li> <li>Structure of the graduate school staff -- The Dean informed committee that he is thinking of restructuring the organizational chart of the graduate school, but for right now it will remain as posted on the web.</li> </ul>	<b>Approved</b>
Matters Arising	None	
Adjourn	Meeting Adjourned @ 5:00 PM	

Cindy Flom-Melan  
Chair of Graduate Committee

9-12-11  
Date