

GRADUATE COUNCIL MINUTES
November 9, 2015

The Graduate Council met at 3:00pm in 129 Himes with the following members present: Day, de Queiroz, Eades, Euba, Gansle, Kelso, Lee (ex-officio), Lindau, Marchand, Massé (ex-officio), Matthews, Mocan, Ortner, and Page. Absent members were Chance, McKillop, Pojman, and Spivey.

Minutes of September 25, 2015

The minutes from October 5, 2015 were motioned for approval by Day, seconded by Lindau, and the motion was carried.

Dean's Report

- **Exams via Skype:** With technology improving and changing, final and general exams are allowed to use Skype. The Graduate Council needs to discuss if anyone can Skype into an exam and how many people may Skype for a student's exam. Each unit is different and many different reasons could be approved for the use of Skype during a student's exam. The student, chair of the committee, and the dean's representative should not be approved to Skype. If the chair must use Skype, there should be a co-chair assigned to the committee that will attend the exam. No more than one committee member should be allowed to participate remotely. Those who participate on committees from other universities and faculty members on sabbatical should be allowed to participate via Skype. International students who are not able to return to the university in order to defend should be considered as an exception to use Skype. The Graduate School Dean may make exceptions on a case by case basis.

The Graduate School will need to approve remote participation prior to the exam. The integrity and quality of the exam is the most important.

- **Failed general and final exam requirements:** The Graduate School does not have a formal policy on failed general and final exams. At a future meeting, the Graduate Council needs to propose a formal policy to be included in the General Catalog. If a student fails an exam, the committee may decide that the student can revise his/her answers or reschedule the exam. Some departments have policies on failed exams. For example: the student may take the exam twice in order to earn the degree. The Graduate Council should consider if the failed exam needs to be reported to the Graduate School, because some departments are not reporting a failed exam indicating that the exam never took place. Each department judges what constitutes a failed exam. Some departments send exam cards stating the student passed while the student continues to make revisions. A policy needs to be determined on the amount of time (i.e. 3 months) between exam must the exam cards be submitted to the Graduate School. If after that time period, should the exam automatically be recorded as a fail? Once a student fails an exam, should the student be allowed to change a committee member? The Graduate Council will discuss this at a future meeting.

Academic Affairs Report

- **Certificate Only students being allowed to hold an assistantship:** Matt Lee reported that a recommendation was made that certificate only students may not hold an assistantship. The certificate programs are to help grow graduate enrollments, attract new students, and be students who pay tuition. There are groups of students who are already enrolled in degree seeking programs that are in certificate programs. A very small group of students are in certificate only programs.

Chairs Report

- Commencement: There are eleven colleges with graduate ceremonies for each fall and spring semesters. The Graduate Council has sixteen members. Each council member should plan to serve at a college ceremony three times every two years as part of a requirement to serving on the Graduate Council.

Old Business

- Policy on Certificates (for departments inquiring about regulations, routing sheet, and General Catalog): The Graduate School presented three documents for the Graduate Council to review (see attached). The documents contained information on the regulations for the certificates, a routing sheet, and information that should be included in the General Catalog. The certificate proposals must go through the Faculty Senate Course and Curricula Committee for approval. Kelso moved to approve, Lindau seconded, and the motion was carried.
- Certificate in Teaching and Learning for Healthcare Professionals: The School of Veterinary Medicine and College of Human Sciences and Education proposed a graduate certificate in Teaching and Learning for Veterinary and Healthcare Professionals. The certificate is only online. Kelso motioned to approve, Day seconded, and the motion was carried.
- Requests for ETD extensions: Mocan reported on the pending requests for an ETD extension. He recommended that six of the eleven receive a one-year extension. Gansle motioned to approve, Matthews seconded, and the motion was carried. Massé will invite Andy Mass to a future Graduate Council meeting. He is from ORED and will discuss policies for withholding documents.

New Business

- Psychology Concentration-Cognitive and Brain Sciences: The department was approved a name change from a specialization in Cognitive and Developmental Psychology to Cognitive and Brain Sciences to reflect the changes in the program. The department wishes to change the specialization to a concentration in Cognitive and Brain Sciences. Kelso moved to approve, Day seconded, and the motion was carried.
- Psychology General Catalog changes: The department requested changes to the General Catalog based on recent program changes. The American Psychological Association requested the Clinical and School specializations to have more clinical courses earlier in the program. The students will have four years to complete the core content courses.

The specialization in Cognitive and Brain Sciences has a core of 21 electives. The request was to reduce the electives to five courses and six research courses, which the students are already taking and are more rigorous. The number of required hours has not changed.

In Cognitive and Brain Sciences, students were required to write for four hours, which was too focused and relied on memorization. The proposal is to allow students to use a take home exam for the written portion of the general exam and require a two hour oral defense.

Kelso motioned to approve all requests, Day seconded, and the motion was approved.

- Master's degree requirements: Master's degrees require half of the degree's coursework be at half of the 7000 or above level. Thesis hours may not count towards this requirement. Kelso motioned to approve, Euba seconded, and the motion was passed.

- **Incomplete applications:** The Graduate School proposed a new policy for pending incomplete applications (i.e. applications with missing documents, under review by the department, or further review by the department). After the last day to add classes for the semester, departments will be given one final chance to admit the student. If the department does not admit the student, the Graduate School will deny admission to the student and the student will be notified. Gansle moved to approve, Day seconded, and the motion was carried.

Executive Session

Standing Committee Reports

Promotion and Tenure Committee: No report.

Graduate Faculty: No report.

Awards Committee: No report.


The meeting adjourned at 4:39pm.

Recorded by:



Chantelle Collier, Assistant to the Dean

Approved by:

 11/2/16

Michelle Massé, Dean Graduate School

LSU A&M Policy for Graduate Certificates

Graduate Certificates are awarded for completion of a set of graduate courses in curricula approved by the Louisiana Board of Regents and individually validated by a graduate faculty advisory committee. LSU awards the certificate at a regular graduation ceremony with an official LSU diploma and as recorded in the graduate transcript. Certificates can be earned by regularly enrolled, degree-seeking students, as well as non-traditional, certificate-only students. Graduate certificates provide a shortened, condensed and focused course of study that often draws expertise from multiple academic units. These credentials frequently lead to job-related professional licensure or certification, provide needed job-related expertise, or are focused on a timely area of intellectual discourse.

1. Admission. Certificate-only students use the same procedures as those for degree programs. Each certificate committee should provide the Graduate School the semesters that will accommodate certificate-only students, and the priority deadline for applications. Degree-seeking students already admitted to the Graduate School need to contact the certificate committee for instructions on participation in the program.

Regular admission is awarded to applicants who intend to pursue a certificate program and meet the following requirements:

- A bachelor's degree from an accredited U.S. institution or the equivalent from a foreign institution.
 - A grade point average of at least 3.00 on all undergraduate work (or last half-degree requirement) and a 3.00 GPA or better on any graduate work already completed. International applicants must have at least a 3.00 GPA, or equivalent, on all college-level work attempted.
 - Acceptable GRE scores (in some cases, a high GRE may be used to compensate for a low GPA). An acceptable GMAT score is required for graduate programs in the E.J. Ourso College of Business, except for the MS and PhD in economics. The MPA program and the Information Systems & Decision Sciences program will accept either the GRE or the GMAT. (Applicants should check with individual departments.)
 - An applicant whose native language is not English and/or who has been educated outside of the U.S. in a country or province where English is not the only official language must demonstrate proof of English proficiency by submitting either a TOEFL, an IELTS, or PTE score before the application is evaluated for admission.
2. Fees and Financial Aid. Certificate-only students pay the same tuition and fees as degree-seeking students. Students should contact the LSU Office of Financial Aid for information on student loans. Certificate-only students are not eligible for assistantships, awards, or fellowships.
 3. Transfer of credit. Graduate credit from another institution may be transferred and applied towards the certificate at the discretion of the certificate advisory committee, but cannot be more than half of the required coursework. Hours transferred may not exceed one-half of the total semester hours of graduate coursework required for the student's certificate program. Credit earned as an LSU extension or non-matriculating student or transferred from another institution must be for coursework in which the student earned a grade of "A" or "B." A "B-" is permitted so long as the cumulative GPA is above a 3.00. Courses in which a grade of "C" was earned will not be accepted for transfer into a master's degree program.

4. Undergraduate students. Exceptional undergraduate students may earn graduate credit towards a graduate certificate. (See rules on undergraduates taking courses for graduate credit.)
5. LSU employees. Faculty and staff are eligible to enroll in certificate programs, but are not eligible to receive tuition exemption for certificate programs.
6. Grades. A certificate can only be earned with courses where grades are in the A and B range, or a "P" in a pass-fail courses. Some certificates may allow up to three hours of "C" range to count towards the degree, but the cumulative GPA must be a 3.0 or above. A 3.0 is required to remain in good academic standing.
7. Probation and Dismissal. The same rules apply to certificate-only students as to degree-seeking students. (See Probation and Dismissal in this section.)
8. Total hours required. The total number of credit hours for a graduate certificate is in the range of 12-18 semester credit hours. Total hours and specific coursework required are found in the catalog description of the certificate program. At least one-half of the minimum required coursework credit in the student's master's program must be in courses at or above the 7000-level. Transfer work from other institutions is not counted towards meeting the 7000-level requirement.
9. Application for certificate. A student expecting to complete the requirements for the certificate must file an application for graduation with the Graduate School, signed by the chair of the faculty advisory committee, by the normal Application for Degree deadline of each semester or summer term.
10. Time limits. Completion of the certificate must come within three years of admission unless the advisory committee petitions for a one-year extension.
11. Use of coursework for multiple graduate credentials. The use of credit earned towards a certificate may be applied to a master's or doctoral degree, but only with the explicit approval of the department offering the degree.
12. Advisory Committees. Certificate programs are managed by faculty committees appointed by the departmental chair when curricula are largely within a single academic program, appointed by the college dean when curricula are largely within a single college, or appointed by the Graduate School Dean when curricula are spread across multiple colleges.
13. Program Administrator. Certificate programs are managed by faculty committees appointed by the departmental chair where curricula are largely within a single academic program, appointed by the college dean where curricula are largely within a single college, or appointed by the graduate school dean where curricula are spread across multiple colleges. The faculty advisory committee for each certificate program is responsible for assuring regular course offerings, evaluation of courses and curriculum, admission to and awarding of certificates, and an annual assessment of student learning outcomes.
14. Program Modification. The faculty advisory committee may periodically revise the requirements for the certificate, including total hours required, core courses and recommended electives. Such changes must be approved by participating departments, colleges, the Graduate Council, and Academic Affairs.

15. New Programs. As new certificates programs are developed they need to have approval by a faculty committee, department chair(s), and college dean(s) before submission to the Graduate Council. Following approval by the Graduate Council, proposals are routed for approvals by the Dean of the Graduate School, Provost, Board of Supervisors, and Board of Regents.

Routing Sheet for New Graduate Certificates -- LSU A&M

Proposals for new graduate certificates must be submitted using the Louisiana Board of Regents template (http://regents.louisiana.gov/wp-content/uploads/2014/06/AA2.05-Proposed_New_Acad_Certificate_Program.doc), obtain faculty and administrative approvals, and have clear and concise answers to required questions found in the six numbered sections.

Check List (New Graduate Certificate proposals should be submitted to the Graduate School at least two weeks prior to the scheduled Graduate Council meeting. Proposals must be accompanied by a memo indicating the lead department and the faculty advisor of the certificate program. The faculty advisor should be present at the Graduate Council meeting to present certificate proposal and answer any questions that may arise.)

- Campus: Louisiana State University and A&M College (LSU)
- Program: formal title and CIP Code, search at <https://nces.ed.gov/ipeds/cipcode>
- Institutional Contact: Matthew Lee, Ph.D., Vice Provost for Academic Programs and Support Services; mlee@lsu.edu, 225-578-6610. A secondary contact from the lead department needs to be included in this section.
- 1. Description: The description should include the courses and curricula; whether certificates will be offered exclusively on-campus or online; or whether the intent is to allow new students to apply in both areas.
- 2. Need: justification for program at LSU and identification of similar programs in the state
- 3. Students: describe the types of likely students, projected and justify enrollment numbers
- 4. Accreditation: not applicable unless a profession standard or license is anticipated upon completion of the certificate; then describe the standard or license
- 5. Faculty: how will the program be managed, with existing faculty and staff, what academic unit or interdepartmental committee will provide oversight, are any additional personnel, facilities, or other resources required
- 6. Costs: in most cases, the following statement should be used – “The proposed Graduate Certificate will utilize existing faculty and facilities. The certificate program consists of courses currently taught at LSU that have the capacity to expand for the new certificate program. The Graduate School will assume administrative responsibilities. Because no additional resources will be required to implement the certificate program, nor will new income be allocated directly to departments, we have not included the “Summary of Estimated Additional Costs/Income for Proposed Certificate” budget sheet.”
- Primary Administrator for Proposed Certificate: Certificate programs are managed by faculty committees appointed by the departmental chair where curricula are largely within a single academic program, appointed by the college dean where curricula are largely within a single college, or appointed by the graduate school dean where curricula are spread across multiple colleges. The faculty advisory committee for each certificate program is responsible for assuring regular course offerings, evaluation of courses and curriculum, admission to and awarding of certificates, and an annual assessment of student learning outcomes.

Approvals: administrative signatures affirm policies of PS 45, section III are followed

Department Chair(s)

Date

College Dean(s)

Date

Dean of Graduate School

Date

Graduate Certificates for General Catalog

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- Acceptable GRE scores (in some cases, a high GRE may be used to compensate for a low GPA). An acceptable GMAT score is required for graduate programs in the E.J. Ourso College of Business, except for the MS and PhD in economics. The MPA program and the Information Systems & Decision Sciences program will accept either the GRE or the GMAT. (Applicants should check with individual departments.)
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