

**Graduate Programs Committee
Minutes of February 20, 2007 Meeting**

Attendance:

<u>Members</u>	<u>Affiliation</u>	<u>Ex-Officio Members</u>	<u>Affiliation</u>
Not Present	Cnst. Mgt	Not present	Dean, Arch, CET, Const
Sandra Vasa-Sideris	Bus. Admin.	Not present	Dean, CSE
Juan Carlos Guzman	CS	Not present	Dean, ETM
Walter Thain (Secretary)	ECET	Alan Gabrielli	Dean, A&S
Michelle Shauf	ETCMA		
Rich Halstead-Nussloch	IT		
Not Present	QA		
Russ Hunt (Chair)	SE		
Sheryl Duggins	SWE		
<u>Guests</u>	<u>Affiliation</u>		
Zvi Szafran	VPAA		
Joyce Mills	Dir. Library		
Renee Butler	SE		
Jeff Orr	Dir. ATTIC		
Bernice Nuhfer-Halten	SIS		
Sid Davis	BA		

Minutes:

1. A quorum was deemed present and the meeting was called to order by Chairman Russ Hunt.
2. Russ Hunt announced that Graduate Programs budget requests should be submitted by March 15 to all members for review.
3. Graduate program grading policy was discussed.
 - a. Russ introduced his previously-sent e-mail summarizing the graduate program grading policy from various institutions, which varied significantly with respect to one another.
 - b. **Rich Halstead-Nussloch made the following motion, which was seconded and approved by the committee. The intent is to include the information in the next SPSU catalog. Exact wording is to be determined by Zvi Szafran.**

Motion: The SPSU graduate programs adopt an A, B, C, F letter-grade system with the following achievement levels: A = Excellent, B = Good, C = Deficient, F = Fail. Although a grade of C is passing, some programs may require the student to repeat the course.

4. Bernice Nuhfer-Halten led a discussion of applicant TOEFL tests and scores.
 - a. There are three versions of the test, which are scored differently. An equivalency between the three tests' overall scores is included in the catalog. Only the Internet version requires the test taker to speak English.
 - b. SPSU only requires a minimum overall score; no requirements are placed on applicants' achieving minimum scores on individual sections.
 - c. There was discussion about offering a course that some international students would be strongly encouraged to take once enrolling at SPSU to enhance their English speaking, presentation, and professional skills. It does not have to be remedial in nature.

- d. Juan Carlos Guzman and Cheryl Duggins will work with Bernice to propose a more comprehensive TOEFL policy.
5. Russ announced that the committee would have an opportunity to edit the new graduate catalog sections.
6. **Graduate student petitions were considered with the following results.**
 - a. **YiYa Lin – approved.**
 - b. **Joan Saunders – approved.**
 - c. **Derrick Francis – approved.**
 - d. **Robert Mitu – approved.**
 - e. **Alan Talley - approved**

Ruston Hunt, Chair

Walter Thain, Secretary