I. **The meeting was called to order at 2:05pm** by Interim Dean Zawia.

II. **The Minutes of Meeting No. 451** were approved.

III. **Announcements**

A. Interim Dean Zawia recognized a recent appointment to the Graduate Faculty

Laura Frost, Adjunct Professor, Department of English

B. Interim Dean Zawia and Associate Dean Killingbeck reminded the Council that any graduate curriculum proposals that are to be reviewed and addressed this year, must be received by the Graduate School by 1 April 2011. Any proposal received after that date will be addressed in the 2011-2012 academic year.

C. Associate Dean Killingbeck discussed a pending change to personnel at the Graduate School. Dawn Cute will be replacing Lauren Bauer in March as the person who deals with assistantships, thesis and dissertation queries, program of study issues, etc. According to Union rules, Dawn was allowed to transfer into the department on a lateral transfer once the position was posted as Lauren was only working on temp status. The Graduate School is sad to be losing such a valued worker but is looking forward to working with Dawn in the future.

D. Interim Dean Zawia reiterated that the nominations for scholarships and fellowships are due 1 March 2011. A few Council members asked questions in order to form a better understanding of the process. Questions involved allowing reviewers the opportunity to participate in the selection process, qualifications of reviewers and, if possible, see the final list of awarded candidates as well as the proposals that earned awards. Interim Dean Zawia was entirely agreeable to the ideas presented and encouraged Council members to attend the meeting at the Graduate School on the day candidates are selected. He also went on to explain the process of review and selection but asked that reviewers take precautions to keep the process of the scoring system confidential.
E. Associate Dean Killingbeck announced that the search committee for the new Dean of the Graduate School will be meeting with the members of the Graduate Council on 10 March 2011 at 1:30 in the Alumni Center Conference Room. This is an opportunity to “meet the candidate”.

IV. Committees

A. Curriculum Committee

**Changes Approved**
CMD 560 Mathematical Analysis and Topology I – change in prerequisite and catalog description
CMD 571 Medical Speech-Language Pathology – change in credits, catalog description, and grading method.
ELE 602 Graduate Seminar – change in prerequisite

**New Courses Approved**
MTH 435 Mathematical Analysis and Topology I
MTH 436 Mathematical Analysis and Topology II

**Tabled**
None

**Additional Curricular Matters Approved**
1) College of Engineering
   Department of Mechanical, Systems and Industrial Engineering

   Approval was granted to the two new policy proposals posed by the Department of Mechanical, Systems and Industrial Engineering. The first proposal indicates that no more than three 400-level courses (9 credits) can be included in the master’s program of study. The second proposal modifies the core course listing for the MCE MS program to include MCE 541 as the first course under the Fluid Mechanics/Thermal Sciences section.

V. Graduate School Manual –

A. The Council unanimously approved Associate Dean Killingbecks proposed changes to the preface of the newly revised Graduate Manual. The new preface is as follows:

This 2011 version of the Graduate School Manual was designed to clarify existing policies, introduce new policies, and interject elements of guidance, all with the intent of improving graduate education at the University of Rhode Island. The persons responsible for developing or approving this revised Manual were the Graduate Manual Revision Committee (Steven Carey, Kevin McClure, Jean Miller, Elizabeth Smith, Gary Stoner, and co-chairs Harold Bibb and Keith Killingbeck), Interim Dean Nasser Zawia, and the Graduate Councils of the 2009-10 and 2010-11 academic years. This document will be
modified periodically to further improve the clarity of existing policies. Any new policies or substantive changes in extant policies that have a direct bearing on graduation or thesis and dissertation requirements will be introduced once per year as part of the most recent version of the Graduate School Manual. When a new version of the Graduate School Manual is deemed necessary by virtue of the introduction of new policies, it will normally be introduced at the beginning of a Fall semester. Past versions of Manuals will be archived in their entirety on the Graduate School web site. A comprehensive review of the Graduate School Manual will occur every five years. Specific deadlines for the submission of important milestone documents are available on the Graduate School web site. Although advice and counsel regarding progress through a graduate degree program should always be sought from a student’s major advisor, Graduate Program Director, research committee, or the Graduate School, each student is ultimately responsible for knowing and following the policies in this Graduate School Manual.

VI. Policy Matters –

A. In response to a request from Dean David Farmer (GSO) to address the policy regarding Limited Joint Appointment Faculty and their ability to serve as outside members of student committees, Interim Dean Zawia and Associate Dean Killingbeck asked the Council to discuss the issue. Interim Dean Zawia opened the discussion by briefly going over the position of inside and outside members of a committee as well as the composition of different committees. After a thorough discussion, the Council decided that the current procedure should NOT be changed. Faculty with Limited Joint Appointments serve as official inside committee members for students from the department(s) in which these faculty hold Limited Joint Appointments. The consensus for this policy was strong, and no motion to change it was offered. Most members on the Council weighed in on the issue and agreed that Limited Joint Appointments are a positive experience for all involved and that faculty with such appointments are always available to serve on student committees as extra members, thereby allowing students access to their valuable insights and experience.

VII. New Business – None addressed

VIII. Old Business –

A. With a unanimous vote of approval, the Council successfully closed the discussion regarding final approval and signature rights by non-core committee members of successfully-defended theses and dissertations. This discussion was a continuation of a previous discussion based on a recent case in which a non-core defense committee member requested changes in the final copy of a dissertation, but was never given the opportunity to determine whether those changes had been made. The issue of signature authority outlined in section 11.28 of the Graduate Manual was again discussed extensively and after discussion, a motion was made to amend the language of the paperwork needing signatures at defense. Discussion again ensued about who has or should have authority to sign-off on a
student’s successful defense. The Council agreed that members of a defense committee who are not members of the student’s core committee should have a way to ensure that changes recommended by the defense committee have been made. The present defense form offers the opportunity for non-core members to request changes, but section 11.28 of the Graduate School Manual does not specifically require a signature from those members once changes are complete. The Council agreed that before a degree is conferred, a student will have to obtain verification that they have made the changes called for by the defense committee. Changes in the present thesis defense form and/or Graduate School Manual will be drafted and brought to the Council for decision at a future meeting. The changes will reflect the decision of the Council to 1) devise a system to verify that changes in a thesis required by the defense committee have actually been made and 2) make any changes necessary to assure that the defense form and the Graduate School Manual match in their policy requirements.

IX. Meeting adjourned at 4:06 pm