

Graduate Committee Meeting
January 13, 2010

Attendees: Dr. William Kalies, Dr. Lee Klingler, Dr. Lianfen Qian, Dr. Fred Richman, Dr. Rainer Steinwandt, Dr. Paul Yiu and Helen Randall

The meeting commenced at 10 a.m.

Dr. Kalies welcomed everyone and then introduced Helen Randall. Ms. Randall is the new MSP Grant and Graduate Studies Coordinator.

Qualifying Exams: Dr. Kalies reported to the committee, three students recently took the analysis portion of the qualifying exams. One of the three students passed and two did not. Discussion ensued as students need to pass at least one of the two parts of the exam by the time they reach the eighteen month point from the time their stipend starts. Dr. Kalies will provide written notification to the students that did not pass which will include a timetable of when their next testing dates will be and other valuable information about their stipend.

Dr. Kalies updated the committee that six students took the algebra portion. Two students passed and four did not. Dr. Kalies also reported we had a student out for an excused period of time. The committee agreed to extend the qualifying test date to August 2010 for the student.

Master Exam Policy: Dr. Kalies reported he attended a two hour meeting with the Graduate College this past week. Dr. Kalies will be bringing a revised Master's exam policy to them. The committee provided Dr. Kalies with suggestions, which Dr. Kalies will bring to the Graduate College for their review. It was agreed that any changes of our exam policy would apply to new enrollees. Discussion ensued that in the future we will be tracking the progress of all students enrolled in our programs with the addition of Ms. Randall to our staff.

AMST thesis: There was a discussion of the thesis/internship requirement for the AMST degree. This requirement has been waived for students in recent years, and the committee agreed that it should not be routinely waived. Dr. Steinwandt and Dr. Qian suggested we send a reminder to all students to meet with Dr. Kalies. Ms. Randall will provide a list to Dr. Kalies of all enrollees in the AMST degree program so contact can be made.

Assessment forms: Dr. Kalies provided the committee with two assessment forms. One for is for the examination assessment and one for the oral communication assessment. Ms. Randall will start tracking the results on a master list. The forms will be kept separately from the students file. Dr. Qian suggested that we take out the N/A column in the examination assessment form. The committee agreed; Dr. Kalies will make the change.

Course Schedule for Summer and Fall 2010: The committee was asked to obtain input from the faculty on suggestions for the course schedule by Dr. Klinger. Each committee member was asked to contact a group of faculty members to meet with and then report the suggestions their group provides them with. Each committee member volunteered to contact a group of faculty to cover MAS, MTG, MAA, MAP, MAD and STA. The committee will meet in approximately ten days to discuss and report suggestions from the faculty.

Meeting adjourned at 11:00 a.m.