

The Graduate Council

Ad Hoc Committee on Graduate Admission Policies

Chair: David Bellar, KNES, College of Education

Membership: Kari Smith, ARCH, College of the Arts
Bob Viguerie, MBA, College of Business Administration
Dianne Olivier, EDFL, College of Education
Jim Lee, MCHE, College of Engineering
Chad Parker, HIST, College of Liberal Arts
Melinda Oberleitner, NURS, College of Nursing & Allied Health Professions
Anthony Maida, CACS, College of Sciences
Mary Farmer-Kaiser, Dean of the Graduate School, ex-officio

Charge: The Ad Hoc Committee on Graduate Admission Policies is charged with providing a formal recommendation to the Graduate Council as to the continuation/discontinuation of current graduate admission policies as outlined in the University Catalog. In doing so, it is asked to consider the purpose and role of our admission policies to both Master’s and Doctoral graduate programs (excluding Graduate Certificate Programs); to evaluate the value of offering “conditional admission” and the defined threshold(s) between it and “regular admission”; to reflect upon the significance provided by the Graduate School required components of a graduate application (e.g., official transcripts, official test scores – including GRE/GMAT as well as English Language Proficiency, letters of reference) as well as how/when these materials are required; to review the policies and practices of identified peer institutions and other Louisiana institutions who offer graduate degrees (with consideration paid, in particular, to minimum GPA requirements and preferred expectations for GRE/GMAT test scores); and to consider alternative policies and/or practices that may better serve our graduate programs.

The Ad Hoc Committee is further charged with consulting with both Graduate Coordinators and the Dean of the Graduate School as well as the graduate admissions staff as it completes its charge.

Finally, the Ad Hoc Committee is charged with providing a formal report of its findings and recommendations (including rationale for any recommended changes to existing policies and/or practices) to the Graduate Council.

Timeline: The Ad Hoc Committee on Graduate Admission Policies is asked to provide its report, including any recommendations for policy changes, to the Graduate Council no later than November 2017. Effective date of any approved changes would be Fall 2019.



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

**Graduate
School**

Presented at the November 14, 2017 Graduate Council Meeting

Report from the Ad Hoc Committee on Graduate Admissions

Committee: David Bellar (Chair), Jim Lee, Kari Smith, Chad Parker, Dianne Olivier, Melinda Oberleitner, Anthony Maida, Robert Viguerie

The committee began its work at the end of Spring 2017 and engaged in some discussion via email and through examining data and survey results over the summer months. During the Fall of 2017 the committee had 3 meetings. The committee members were tasked with getting feedback from Department Heads and Graduate Program Coordinators and bringing that back to the group for discussion. Additionally, the group reviewed reports on GRE predictive validity and examined the admission practices of peer institutions.

The topics of discussion for the group were:

- A) GRE/GMAT requirements
The group discussed the questionable validity of the GRE and also the feedback from the program coordinators. After discussing all feedback, the committee recommended that the GRE/GMAT should be necessary for admission only at the request of a program, not part of the standard application for Graduate School.
- B) Need for conditional admission
The group examined our current policies and also the policy for regular/conditional admission from the UL system. After receiving feedback from program coordinators and department heads the committee decided that maintaining conditional admission status was valuable. The points of discussion involved the use as a motivational mechanism, and also in advising. Additionally, the lack of a conditional admit would force all applicants to meet the UL system requirements for regular admission, reducing our flexibility for admitting students with other qualifying evidence. Finally, the group examined data on the performance of the conditional admits provided by the Graduate School and concluded that there was no need to change the practice of admitting students in this category.
- C) GPA
The committee heard feedback from all colleges on the GPA requirement for both Master's and Doctoral program for conditional and regular admission. After discussion and having reviewed all available feedback it was recommended that the GPA requirement remain as they currently are.
- D) Letters of Recommendation
The discussion focused on the requirement in the application for 3 letters of recommendation but the practice of processing the application when the 2nd letter was received. The committee noted that 3 letter presented,
- E) Unofficial Transcripts vs Official Transcripts at the time of application
In order to stay competitive with other Universities it was recommended that the application be allowed to move forward towards provisional admission with unofficial transcripts submitted, however, 1 copy of the official transcript (s) will be required by the 5th day.

Recommended alteration to the catalogue were submitted to the Graduate School for review and are enclosed here.

Proposed Revisions to the 2017-2018 University Catalog

A. Types of Admission

A student may be admitted to the Graduate School in one of the following four categories:

1. Degree students are those admitted to the Graduate School for study toward a specific graduate degree.
2. Special Non-Degree students are those admitted to the Graduate School for study not leading to a graduate degree. Credits earned while in this status may, under certain conditions, be applied toward a graduate degree at a later time, subject to the approval of the department concerned and the Dean of the Graduate School.
3. Certificate students are those admitted to the Graduate School for study toward a specific graduate certificate.
4. Entrée students are those admitted to a special program for adult, professional, non-degree graduate students. Students enrolled in Entrée status can make no progress toward completion of a graduate degree. Courses in some departments are closed to Entrée students.

B. Application for Admission

1. Students may apply electronically at <http://gradschool.louisiana.edu>. Each person who desires to pursue graduate study must make application through the online application system. Each application must be accompanied by a non-refundable fee of \$25.00 and will be assessed a \$25.00 late fee if received after the priority deadline. International applicants must pay a non-refundable fee of \$30.00 and will be assessed a \$30.00 late fee if received after the priority deadline.
2. Prospective Degree students and prospective Special Non-Degree students **may submit unofficial transcripts from all colleges previously attended at the time of application, which will be used for review. ~~for review, however~~ An official transcripts from all colleges previously attended will be required upon admission; registered students who do not provide official transcripts by ~~to remain enrolled by the 5th day of the semester~~ will have their registration cancelled and admission rescinded. Admitted ~~S~~students are required to have ~~two~~ one official transcripts** of all undergraduate and graduate credits sent directly to the University of Louisiana at Lafayette Graduate School (not to Undergraduate Admissions or to the Registrar). An applicant who is ineligible to register in any previously attended institution as a graduate is not admissible to the Graduate School (without completing a formal appeal process).
3. Prospective Degree students and prospective Special Non-Degree students **may be required to** have official results of the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT) or other qualifying exam sent by the test administrator directly to the Graduate School **if requested by the graduate degree program that the prospective student is applying to.**
4. Prospective Degree students and prospective Special Non-Degree students must submit three letters of recommendation on the appropriate forms, which are available on the Graduate School's website.
5. Prospective Certificate students must complete an application through the online application system. Application and admissions standards vary by graduate certificate program, so applicants should check with the graduate certificate program to which they are applying for specific standards.
6. Prospective Entrée students must complete a special application form and provide **official** proof that they hold a bachelor's degree.
7. All Degree and Special Non-Degree applicants should ensure that their applications, including required credentials, are complete at least 30 days before the beginning of the semester or summer session in which they expect to enroll. Applicants outside the United States should submit required credentials at least 90 days before the beginning of the semester in which they expect to enroll. Applications not completed according to this time schedule will be processed if circumstances permit, but no guarantee can be made that the applicants in question will be admitted in sufficient time to register for the upcoming semester or summer session. Some programs have established early deadlines for admission.
8. No student can receive graduate credit for any course without having been formally admitted to the Graduate School prior to enrolling in the course.
9. A student with a University of Louisiana at Lafayette undergraduate degree must follow the Catalog in effect at the time of entrance into the Graduate School.

C. Application for Readmission

1. A student whose enrollment in the Graduate School is not continuous (that is, one who is not enrolled for one or more semesters) is required to submit an application for readmission, accompanied by a non-refundable fee of \$25.00 and will be assessed a \$25.00 late fee if received after the priority deadline. In general, the requirements outlined in section B also apply to readmission.
2. Any student not in attendance for two or more successive regular semesters (excluding summer sessions) must follow the requirements printed in the Catalog in effect at the time of re-entry into the University. Any exceptions to this regulation must be approved in writing by the Dean of the Graduate School.

D. Qualifications for Admission

1. To be admissible to Graduate School, an applicant must satisfy general requirements for admission to the University and must hold a baccalaureate or a master's degree from a regionally accredited institution.
2. To be eligible for regular admission to a graduate certificate program, an applicant must meet the specific admission and application standards set forth by the certificate program and must provide official documentation of a baccalaureate degree from an accredited university.
3. To be eligible for regular admission to a master's degree program, an applicant must:
 - a. Provide official documentation of an undergraduate grade-point average of not less than 2.75 (4.0 scale) on all work attempted or not less than 3.0 (4.0 scale) on the last 60 semester hours or last 90 quarter hours (coursework completed in the United States only). Individual departments may require a higher grade-point average. Please note that all grades are considered, even original grades in courses which have been repeated.
 - b. Present satisfactory scores on the General Test (all portions) of the GRE, or, for MBA and MS Accounting applicants, a satisfactory score on the GMAT, **if required by the graduate degree program**.
 - c. Demonstrate English language proficiency, if applicable. See E.5 below.
4. To be eligible for regular admission to a doctoral program, an applicant must:
 - a. Provide official documentation of an undergraduate grade-point average of 3.0 or a minimum grade-point average of 3.3 on all graduate work attempted. Please note that all grades are considered, even original grades in courses which have been repeated.
 - b. Present satisfactory scores on the General Test (all portions) of the GRE, **if required by the graduate degree program**.
 - c. Demonstrate English language proficiency, if applicable. See E.5 below.
5. Applicants to degree programs who do not meet criteria for regular admission may be considered for conditional admission. Departments use the following criteria:
 - a. the applicant's GPA in the major field;
 - b. the number of successfully completed hours in the applicant's major field;
 - c. the strength and appropriateness of the applicant's undergraduate curriculum;
 - d. letters of reference;
 - e. an outstanding score on the subject portion of the GRE **if submitted as part of the application**;
 - f. publications and professional or other experience relevant to the field
6. The following provisions govern the removal of conditional status:
 - a. A student admitted conditionally **into a graduate degree program requiring the GRE or GMAT** because of a lack of satisfactory scores may have admission status changed to "Regular" by presenting satisfactory scores. Admission to regular status is not retroactive. It becomes effective when the student's scores have been received by the Graduate School from the test administrator.
 - b. In no case except that specified above is conditional status lifted automatically. A student in conditional status who has presented minimally acceptable GRE or GMAT scores (see **3.b.** above and **E.** below) and

who has earned a 3.0 average or better on all graduate work attempted at the University of Louisiana at Lafayette, with no more than one grade of C, may under certain conditions be granted regular status after the completion of a minimum of 12 semester hours of graduate credit. Upon written petition of the student and with recommendations of appropriate members of the graduate faculty, the Dean of the Graduate School may grant the student regular admission status. In the case of a Degree student, the lifting of conditional status is dependent upon the recommendation of the head or graduate coordinator of the department concerned. The department decides which graduate credits earned while the student was in conditional status may be applied toward the fulfillment of degree requirements. The final decision concerning removal of conditional status rests with the Dean of the Graduate School.

- c. The enrollment of outstanding senior students, for a maximum of 6 hours of graduate credit per semester, is possible under either of the following circumstances:
7. If the student is a graduating senior who has a grade-point average of at least 3.2 in all work pursued and who lacks no more than 7 semester hours for the completion of the baccalaureate degree.
8. If the student has senior standing with at least 40 hours of coursework on the 300 level or above, has an overall grade-point average of at least 3.2 on all work pursued, and is within 9 hours of completing undergraduate requirements in the major field.
9. Students enrolled under these circumstances must be admitted to the Graduate School. Courses taken may not be used for both undergraduate and graduate credit.
10. An applicant ineligible to register in any previously attended University as a graduate is not admissible to the Graduate School (without completing a formal appeal process).

E. Graduate Record Examination, Graduate Management Admission Test, International English Language Testing System, and Test of English as a Foreign Language

1. **Some graduate degree programs require the GRE or GMAT as part of the application process.** Regular admission to graduate study requires a satisfactory score on the General Test of the GRE, or GMAT **if the graduate degree program requires these tests as part of the application.**
2. Regular admission to a doctoral program **may** require a satisfactory score on the General Test of the GRE **if the graduate degree program requires the GRE as a part of the application process.** A student with an unsatisfactory score **from a graduate degree program requiring the GRE** may be admitted to the Graduate School, if otherwise qualified, but may not be considered to be in a doctoral program until submission of a satisfactory score or demonstration to the satisfaction of the major department and the Dean of the Graduate School of the capability to complete degree requirements successfully. The student's major department decides which courses taken by the student before official admission to the program may be applied toward the satisfaction of degree requirements.
3. Arrangements for the computer-adaptive GRE and GMAT must be made through the appropriate administrator's website.
4. A student admitted in conditional status cannot have the status changed to "Regular" without presenting minimally acceptable scores on the GRE or GMAT **as required by the graduate degree program**, in addition to other requirements (see **D.6.b.** above).
5. Applicants who hold a baccalaureate or graduate degree, with primary instruction in English, from an accredited institution in the United States, Canada, the United Kingdom (England, Northern Ireland, Scotland and Wales), Ireland, Australia, and New Zealand are not required to demonstrate English proficiency. All other applicants must demonstrate English proficiency by submitting satisfactory Test of English as a Foreign Language (TOEFL) or International English Language Testing Services (IELTS) official scores. The Graduate School reserves the right to require proof of English proficiency of other applicants when deemed warranted.
 - a. TOELF scores below 550 on the written examination or 79 on the internet-based examination are not considered satisfactory. IELTS score below 6.5 are not considered satisfactory.
 - b. Upon entering the University, students may also be required to take the English for Speakers of Other Languages (ESOL) placement test. Those students who place below the minimum established ESOL scores will be required to take **ESOL 402 - Advanced Pronunciation and Listening Comprehension for ESOL Students** and/or **ESOL 403 - Advanced Expository Writing for ESOL Students**.

- c. Graduate Teaching Assistants may have additional English language proficiency requirements. See <http://catalog.louisiana.edu/content.php?catoid=9&navoid=20663Graduate%Assistantships>.

1 Meeting Minutes of the Graduate Council

2
3 November 14, 2017

4
5 Members Present: C. Belden (NURS), C. Browne (MATH), T. Cline (ARCH), H. Damico (CODI), P. Das
6 (ECON), G. Davis (KNES), M. DeWitt (MUS), S. Duke-Sylvester (BIOL), M. Farmer-Kaiser (ex-officio
7 member), K. Ford (BIOL), K. Hermann-Turner (COUE), R. Hernandez (CHEE), H. Hurst (NURS), M. Kightley
8 (ENGL), P. Lanier (MGMT), J. Lemoine (NURS), M. Mokhtari (PETE), D. Olivier (EDFL), K. Smith (ARCH), A.
9 Stearns (CJUS), S. Subedi (MATH, GSO), W. Xu (CHEM)

10
11 Members Absent: E. Habib (CIVE), C. Ratliff (ENGL), C. Richter (GEOL), P. Sheppard (EDCI), D. Stevens
12 (MGMT)

13
14 Guests: Fabrice Leroy, Assistant VP of Academic Affairs, Academic Programs
15 David Bellar, Chair of the Ad Hoc Committee on Graduate Student Admissions

16
17 D. Olivier called the meeting to order at 2:07pm.

18
19 M. Kightley noted an error on the October 10, 2017 meeting minutes in regards to his providing a
20 written report on the Fellowship Committee. Motion made to accept the October 10, 2017 meeting
21 minutes of the Graduate Council with the noted correction. Motion seconded and carried.

22
23 **Announcements**

24
25 D. Olivier offered the floor to Fabrice Leroy, speaking on behalf of Dean Jordan Kellman. F. Leroy
26 discussed the Quality Enhancement Plan for the University as part of the 10-year SACS review. He
27 provided an overview of the QEP implementation task force's mission and charge along with a summary
28 of the work they have conducted to date. The Task Force solicited proposals for QEPs from the
29 University community and received 31, from which eight finalists were chosen. From these eight, the
30 University community will vote on which proposal the University will implement. F. Leroy then offered a
31 brief overview of each proposal and encouraged the Council to read the full proposals online before
32 voting. F. Leroy thanked the Council for their time and exited the meeting at 2:27pm.

33
34 D. Olivier presented to the Council applicants to candidacy. Motion made to accept the Applicants to
35 Candidacy report. Motion seconded and carried.

36
37 D. Oliver brought the Council's attention the Graduate Council Handbook Revision that had been
38 approved by the Council earlier that semester. Those changes have been approved by the Provost and
39 are now incorporated into the handbook.

40
41 M. Farmer-Kaiser updated the Council on the increase to Thesis, Dissertation, and Synthesis Project
42 binding fees. The Provost has approved the increase, with this change to be incorporated into the 2018-
43 2019 academic catalog. The Graduate School will begin informing graduate coordinators, faculty, and
44 students of the change moving forward.

45
46 **Old Business**

47
48 D. Olivier asked the Council to amend the agenda to allow David Bellar to provide his report from the Ad
49 Hoc Committee on Graduate Admissions. The Council agreed. D. Bellar provided a written report to the

1 Council of the Ad Hoc Committees' recommendations along with an explanation of the Committee's
2 mission, charge, and work. He also took a moment to recognize the hard work of all Committee
3 members who participated. M. Farmer-Kaiser added the Committee reviewed the policies and processes
4 at peer, aspirational peer, and Louisiana institutions and that its recommendations are in line with what
5 other graduate schools are doing, especially in regards to regarding the GRE/GMAT requirement as a
6 program-specific, rather than graduate school, application requirement. H. Hurst asked when these
7 changes would go into effect. M. Farmer-Kaiser explained that they would not be implemented until Fall
8 2019, so that graduate programs would have to time to adjust their own application and admission
9 requirements via a catalog revision. M. Kightley asked whether the GRE/GMAT requirement is default
10 opt in or default opt out for graduate programs, to which D. Bellar replied that programs would choose
11 to opt in to requiring the GRE/GMAT. M. Kightley then asked if programs opting in would have to keep
12 all portions of the GRE? D. Bellar replied that, yes, with these recommendations the Committee
13 expected that the Graduate School would still require all parts in keeping with current thresholds for
14 regular and conditional status. M. Kightley expressed concern that this approach might deter programs
15 that may otherwise want to use the GRE in their admissions process. He asked if it were possible to
16 exclude the GRE/GMAT as a threshold item that defines regular versus conditional admission and,
17 instead, to use it in a way similar to program-specific application requirements (e.g., portfolios, writing
18 samples) and/or letters of reference. D. Bellar and M. Farmer-Kaiser conceded that the Committee had
19 not considered that perspective. Motion made to accept the report of the Ad Hoc Committee on
20 Graduate Admissions. Motion seconded and carried with a majority. D. Bellar exited the meeting at
21 2:45pm. The Council then discussed the report, with an understanding that the Council members would
22 seek input on these recommendations from their colleges before the December Council meeting. M.
23 Farmer-Kaiser also expressed a desire to consult with her Admissions staff and graduate coordinators
24 about the recommendations. The Council agreed to seek more feedback and input and be ready to
25 discuss at the December Council meeting.

26
27 The Council resumed the agenda with Committee Reports.

28 29 **Committee Reports**

30
31 Student Appeals – No report.

32
33 Curriculum – Report provided by H. Stone, not present. J. Lemoine noted that the report and the action
34 sheets did not match in terms of numbers of reviewed courses. Other Council members also noticed the
35 discrepancies and requested clarification from the Curriculum Committee before making a motion to
36 approve. D. Olivier assured the Council that she would reach out to the H. Stone for a revised report. No
37 action was taken.

38
39 Fellowships – Oral report presented by M. Kightley on the work of the Fellowships committee. The
40 Committee is continuing their review of policies and is meeting soon to draft a list of possible
41 recommendations. When finalized, the Council will be provided with those recommendations.

42
43 Graduate Faculty – Two reports provided by W. Ferguson, not present. D. Olivier explained that the first
44 report detailed those graduate faculty applications that did not require Committee review as all three
45 independent review entities (College Dean, Department Head, and College Peer Review Committee)
46 were in agreement. The second report detailed those graduate faculty applications that required review
47 by the Graduate Faculty Membership Committee. Motion made to approve all applicants on the first
48 report and all applicants on the second report that the Committee approved unanimously, except for
49 one application that required additional clarification. Motion seconded and carried. Discussion was

1 conducted for an application for which the report seemed to misidentify the appointment level. Upon
2 review of the original application and determination that the report contained a typo, motion made to
3 approve the appointment at level two. Motion seconded and carried. The Council then considered an
4 additional five applications and the various recommendations for appointment that the Committee
5 recommended appointment at level one as applied for. The Council discussed, and noted agreement
6 with the assessment of the committee that four of these applicants should be encouraged to consult
7 with their department leadership and consider reapplying for a level two appointment, with a motion
8 made to accept all five graduate faculty applications at the level recommended by the Committee.
9 Motion seconded and carried. The Council then discussed a special situation wherein a new hire applied
10 for level one membership originally, and later requested that the application be considered for a level
11 two appointment. Further, the Committee's recommendation was dependent upon receipt of additional
12 information from the department. The Council discussed the application, confirmed additional
13 information provided by the department, with a motion made to approve this application at level two.
14 Motion seconded and carried. The Council next considered three applicants who were recommended
15 for appointment at level one rather than level two, as had been requested by the individual applicants.
16 The Council reviewed the applications (including the recommendations of the various review entities)
17 individually. After much discussion, three motions were made to accept the standing Committee's
18 recommendations to deny level two membership and instead appoint with level one membership. In
19 each instance, the motion was seconded and carried. The Council requested that care be taken with
20 each appointment letter to include language encouraging reapplication with additional documentation
21 of scholarly activities. The Council then reviewed the closing comments and recommendations from W.
22 Ferguson, with M. Farmer-Kaiser offering to discuss these reoccurring items with the academic deans.

23 24 **New Business**

25
26 M. Farmer-Kaiser explained that when the Council approved a former faculty member's request to
27 remain as chair and a voting member of the Graduate Faculty for a group of students, one student's
28 name was inadvertently left off that list. M. Farmer-Kaiser asked the Council to retroactively grant
29 approval, as defined by the Council in its September meeting, for the departing faculty member to
30 remain on this student's committee and thus to clear the way for the student to graduate. Motion made
31 to approve the Graduate School's request. Motion second and carried.

32
33 D. Olivier asked the Council to consider the nominations for Grand Marshal, along with the list of recent
34 retirees. K. Ford asked if the Grand Marshal needed to be a retiree. M. Farmer-Kaiser explained that
35 traditionally retirees have been selected although that is not a requirement. Individual members of the
36 Council offered their own support for the nominations and the Council discussed. The Council then
37 voted by secret ballot, which was collected and tallied by Shawn Thibodeaux of the Graduate School
38 with M. Farmer-Kaiser double checking. The votes were read aloud with Dr. Ellen Cook, Dean Gail
39 Poirier, and Dr. Glen Watson being selected as the three Grand Marshals for the 2017-2018 academic
40 year commencements.

41
42 The Council tabled the request from the English Graduate Committee until the next meeting, citing a
43 lack of time to sufficiently discuss the request.

44
45 Motion to adjourn the meeting. Motion seconded and carried.

46
47 The meeting adjourned at 4:37pm.

1 Meeting Minutes of the Graduate Council

2
3 December 12, 2017

4
5 Members Present: C. Browne (MATH), T. Cline (ARCH), H. Damico (CODI), G. Davis (KNES), M. DeWitt
6 (MUS), M. Farmer-Kaiser (ex-officio member), K. Ford (BIOL), E. Habib (CIVE), K. Hermann-Turner
7 (COUE), R. Hernandez (CHEE), H. Hurst (NURS), J. Lemoine (NURS), M. Mokhtari (PETE), D. Olivier (EDFL),
8 C. Richter (GEOL), P. Sheppard (EDCI), K. Smith (ARCH), D. Stevens (MGMT), S. Subedi (MATH, GSO),
9

10 Members Absent: C. Belden (NURS), P. Das (ECON), S. Duke-Sylvester (BIOL), M. Kightley (ENGL), P.
11 Lanier (MGMT), C. Ratliff (ENGL), A. Stearns (CJUS), W. Xu (CHEM)

12
13 Guest Present: Heather Stone, Graduate Curriculum Committee Chair

14
15 D. Olivier called the meeting to order at 2:04pm.

16
17 Motion made to accept the November 14, 2017 meeting minutes of the Graduate Council with one
18 small correction on line 28 of the last page. Motion seconded and carried.

19
20 **Announcements**

21
22 D. Olivier presented to the Council applicants to candidacy. Motion made to accept the Applicants to
23 Candidacy report. Motion seconded and carried.

24
25 M. Farmer-Kaiser offered an update on the Grand Marshal Invitations, reporting that everyone who was
26 asked agreed to serve as Grand Marshal. Ellen Cook will serve in Fall 2017, Gail Poirrier will serve in
27 Spring 2018, and Glen Watson will serve in Summer 2018.

28
29 **Committee Reports**

30
31 Student Appeals – No report.

32
33 Curriculum – Report presented by Heather Stone, present. H. Stone discussed the discrepancies in the
34 previous month's report and offered to answer any questions about the updated, corrected report. M.
35 Farmer-Kaiser further reported that, in consultation with and the approval of D. Olivier, four of the
36 Informatics courses included in this report and recommended for approval by the Curriculum
37 Committee had already been forwarded for approval by Academic Affairs and creation for Spring 2018
38 by the Registrar's Office. These courses are critical to the successful launch of the new MS degree
39 program in Informatics. The Council thanked H. Stone for the Committee's hard work this semester.
40 Motion made to accept the report. Motion seconded and carried. H. Stone exited the meeting at
41 2:12pm.

42
43 Fellowships – No report.

44
45 Graduate Faculty – No report.

46
47 **Old Business**

48

1 The Council discussed the recommendations of the Ad Hoc Committee on Graduate Admissions. M.
2 Farmer-Kaiser provided a handout with individual graduate program initial, non-binding responses to
3 the question: "If the GRE/GMAT were made a program-specific requirement, is your program
4 considering removing the test as an application requirement?" Although incomplete, the list indicated
5 that 11 were not planning to do so, 5 were considering removing the requirement, two were uncertain
6 at this time, and the remaining had not responded. She also mentioned that the suggestion of removing
7 the GRE/GMAT as one of the University thresholds to determine regular versus conditional admission,
8 though not removing the ability to grant conditional admission, had garnered much discussion and
9 support from graduate coordinators. H. Hurst asked what the process would be for waiving the
10 GRE/GMAT if the Council decided to keep the tests as a University admissions requirement. M. Farmer-
11 Kaiser explained that the process presently requires the Council to consider such requests, that there
12 are already programs that have been granted this waiver, and finally that the UL System policy does not
13 require the GRE/GMAT to be included as part of the determination between regular versus conditional
14 admission. K. Smith mentioned concern over whether removing the GRE/GMAT as a University
15 requirement would lower the institution's credibility or competitiveness for funding awards. D. Olivier
16 noted that such consequences would likely be more program specific, as some disciplines do not place
17 as much weight on test scores. K. Smith was willing to offer more time to the colleges and graduate
18 programs to provide feedback on whether they would keep the GRE as a program requirement, with P.
19 Sheppard agreeing as he felt it unwise to vote on such a significant change without more University
20 input. H. Hurst and D. Stevens countered by stating that programs would still be allowed to require the
21 GRE/GMAT at a program level, so removing it as a University requirement did not have to affect them if
22 desired. Others noted that the graduate programs had been asked to provide input throughout the Fall
23 semester in both the work of the ad hoc committee and via the graduate program leadership meetings.
24 The Council decided to review the Ad Hoc Committee's recommendations and consider each
25 individually, each with discussion. Motion made to accept "Recommendation D" regarding letters of
26 recommendation, which recommends continuing the requirement of three letters and discontinuing the
27 practice of processing an application upon receipt of only two letters. Motion seconded and carried.
28 Motion made to accept "Recommendation C," which called for the continuation of existing GPA
29 requirements and thresholds for conditional and regular admission at both the master's and doctoral
30 levels. Motion seconded and carried. Motion made to accept "Recommendation E" concerning the use
31 of unofficial transcripts for application review and official transcripts for admission and registration.
32 Motion seconded and carried with a majority. Motion made to accept "Recommendation A" concerning
33 the GRE/GMAT as a program specific rather than Graduate School requirement. Motion seconded and
34 carried with 13 votes in favor and 3 abstentions. The Council then considered whether the GRE/GMAT, if
35 required by a program, would continue to be used as a threshold to determine regular versus
36 conditional admission. Motion made to remove GRE/GMAT scores as one of the determinants for
37 conditional admission by deleting 3b and 4b from the Graduate Catalog section "Qualifications for
38 Admission" concerning conditional and regular admissions, with a revision to 5e to state, "a strong score
39 on the GRE if submitted as part of the application." Motion seconded and carried. Finally, motion made
40 to reject "Recommendation B" concerning conditional admission. Motion seconded and carried.

41
42 **New Business**

43
44 The Council turned its attention to a request from the English Graduate Committee for a catalog change
45 to the language requirements for graduate degrees. M. Farmer-Kaiser noted that this request affects
46 more than just English, as it is not a curricular change but rather a degree requirement change. She
47 further reported initial feedback from the College of Sciences and the College of Liberal Arts, noting that
48 Dean Jordan Kellman had requested the ability to get more input from the other programs in his college.
49 Motion made to charge the Dean of the Graduate School with seeking additional information from the

- 1 requesting entity into practices of other peer institutions and endorsements by all programs potentially
- 2 impacted. Motion seconded and carried with a majority.
- 3
- 4 Motion made to adjourn the meeting. Motion seconded and carried.
- 5
- 6 The meeting adjourned at 4:12pm.

1 Meeting Minutes of the Graduate Council

2
3
4 February 6, 2018

5
6 Members Present: C. Belden (NURS), C. Browne (MATH), T. Cline (ARCH), H. Damico (CODI), G. Davis
7 (KNES), M. DeWitt (MUS), S. Duke-Sylvester (BIOL), B. Dye, (GEOL,GSO), M. Farmer-Kaiser (ex-officio), K.
8 Ford (BIOL) E. Habib (CIVE), K. Hermann-Turner (COUE), R. Hernandez (CHEE), H. Hurst (NURS), M.
9 Kightley (ENGL), P. Lanier (MGMT), J. Lemoine (NURS) , D. Olivier (EDFL), C. Ratliff (ENGL), C. Richter
10 (GEOL), P. Sheppard (EDCI), A. Stearns (CJUS), G. Stewart (MGMT)

11
12
13 Members Absent: P. Das (ECON), M. Mokhtari (PETE), K. Smith (ARCH), W. Xu (CHEM)

14
15 D. Olivier called the meeting to order at 2:05pm.

16
17 Motion made to accept the December 12, 2017 meeting minutes of the Graduate Council with a minor
18 correction on line twenty-two of the second page. Motion seconded and carried.

19
20 **Announcements**

21
22 D. Olivier thanked Geoffrey Stewart for accepting her request to serve the remainder of the term of
23 David Stevens (College of Business, Marketing and Hospitality) . The Council also welcomed Brian Dye
24 (MS GEOL) who, as the new president of the Graduate Student Organization, joined the body.

25
26 Applicants for candidacy were reviewed by the committee. A motion was made to accept the Applicants
27 to Candidacy Report. Motion seconded and carried. In anticipation of the upcoming annual Doctoral
28 Candidacy Recognition Event, which will recognize those who advanced to candidacy since March 2017,
29 M. Farmer-Kaiser took the opportunity to remind the Council that any doctoral students who have not
30 yet filed for candidacy still have the opportunity to be approved at the next meeting.

31
32 **Committee Reports**

33
34 Student Appeals - A report from Robert Viguerie noted a total of fifty appeals were considered for the
35 start of the semester. Motion made to accept the Graduate Student Appeals Report. Motion seconded
36 and carried.

37
38 Curriculum - Curriculum Committee Report submitted by Heather Stone was approved. Of the
39 seventeen total curriculum forms that were reviewed at the beginning of February, five were approved
40 outright. In addition, there were eleven recommendations for approval with in most cases minor
41 changes; one was declined.

42
43 Fellowships – No report.

44
45 Graduate Faculty – No report. M. Farmer-Kaiser noted that twenty-six graduate faculty applications were
46 submitted and that the spring semester review is always a much lighter load than in the fall. Two faculty
47 reapplied based on the recommendations of the Council last semester.

48
49

1 **Old Business**

2
3 Update on Approved Recommendations of the Ad Hoc Committee on Graduate Admissions-
4 M. Farmer-Kaiser shared a handout with all of the revisions for the committee to review and asked that
5 two changes that were not voted on by the Council be considered. The first was in reference to the bottom
6 of page three “governing the removal of conditional status.” She proposed the language that is used in
7 the Catalog for updating an applicant’s status based on higher GRE scores could be adapted for English
8 language proficiency scores as well. This would better accommodate international applicants who may be
9 able to meet our requirements for regular admission by retaking the exam. This way they would be able
10 to qualify for regular admittance, and thus be eligible for an I-20 and assistantship consideration if able to
11 demonstrate satisfactory language proficiency. H. Hurst motioned to accept the proposed revisions.
12 Motion was seconded and carried. It was asked whether there is a goal to reduce the number of
13 conditional admits for reporting purposes. M. Famer Kaiser answered no and clarified that the Graduate
14 School is admitting less students conditionally across the board because of the change in policy that
15 previously dictated that all international graduate students were admitted in conditional admission status.
16

17 M. Farmer-Kaiser also noted that an increasing number applicants to our master’s degree programs
18 have previous graduate coursework, and even previously-earned graduate degrees. At present, it is
19 possible that a student could be qualified for regular admission at the doctoral level, which allows for
20 consideration of previous graduate coursework, but that their undergraduate coursework does not
21 qualify them for admission on the master’s level. She proposed to Christopher Langan that if an
22 applicant has successfully completed a master’s degree or a doctoral degree we have the ability to
23 consider the applicant for regular as opposed to conditional admission. She proposed using the same
24 language for regular admission to a master’s program that is used for regular admission of the doctoral
25 program. After much discussion centered on whether the threshold should be graduate coursework or a
26 graduate degree and the particular GPA threshold (3.3 or 3.0), a motion was made to accept the
27 following passage: “To be eligible for regular admission to a master’s degree program, an applicant
28 must: (a) provide documentation of an undergraduate grade-point average of not less than 2.75 (4.0
29 scale) on all work attempted, or an undergraduate grade-point average of not less than 3.0 (4.0 scale) on
30 the last 60 semester hours or last 90 quarter hours (coursework completed in the United States only), or
31 a graduate grade-point average of 3.0 (4.0 scale) on all previously earned graduate degrees....” Motion
32 was seconded and carried.
33

34 The Council then turned to discussion of the decision to make submission of official GRE scores a program,
35 rather than Graduate School, application requirement. It was confirmed that the change at the level of
36 the Graduate School will happen for Fall 2019 applicants and that by next fall all programs will have to
37 decide if they want to require it. D. Olivier added that the Graduate School will require Catalog revisions
38 only from programs that want to continue requiring submission of GRE scores; programs that do not want
39 to continue requiring the GRE need not take any action. Once these changes have been approved by the
40 Provost, the Graduate School will announce and work with the leadership of individual graduate programs
41 to make necessary changes.
42

43 Recommendations from the English graduate committee on language requirements-
44 M. Farmer-Kaiser offered a brief update on her meetings on behalf of the Council with leadership of the
45 English Department and the Dean of Liberal Arts. These discussions have resulted in a revision of the
46 request and thus a need to table the agenda item until that revision has been received. She noted that
47 the revised request will come to Council members with the agenda and minutes for the March meeting.
48 M. Kightley inquired whether this delay would impact individual students’ progress toward degree. M.

1 Farmer-Kaiser responded by saying that the graduate program and Dean of Liberal Arts had been
2 agreeable to handling these individual cases through an appeal process rather than policy change.

3

4 **New Business**

5 M. Farmer-Kaiser shared with the Council the Graduate School Programming Calendar for Spring 2018
6 and gave an overview of the events and awards that will be offered for Graduate Student Appreciation
7 Week. She also noted that this will be the last semester that the 3MT competition will be held in the spring
8 so that the winners will be able to compete with other universities. In addition, she confirmed that Dr.
9 Wiley Cash, a New York Times bestselling author and alumnus of the university's English PhD program will
10 be the keynote speaker and will spend some time with our students.

11

12 Motion made to adjourn the meeting. Motion was seconded and carried.

13

14 The meeting adjourned at 3:06pm.

1 Meeting Minutes of the Graduate Council

2
3 March 13, 2018

4
5 Members Present: C. Belden (NURS), C. Browne (MATH), T. Cline (ARCH), H. Damico (CODI), G. Davis
6 (KNES), M. DeWitt (MUS), S. Duke-Sylvester (BIOL), , M. Farmer-Kaiser (ex-officio), K. Ford (BIOL), , K.
7 Hermann-Turner (COUE), , H. Hurst (NURS), M. Kightley (ENGL), P. Lanier (MGMT), J. Lemoine (NURS), D.
8 Olivier (EDFL), C. Ratliff (ENGL), C. Richter (GEOL), P. Sheppard (EDCI), A. Stearns (CJUS), G. Stewart
9 (MKTGH), M. Mokhtari (PETE)

10
11 Members Absent: P. Das (ECON), K. Smith (ARCH), W. Xu (CHEM), B. Dye, (GEOL,GSO), R. Hernandez
12 (CHEE), E. Habib (CIVE),

13
14 Guest Present: Dean Jordan Kellman

15
16 D. Olivier called the meeting to order at 2:09 pm.

17
18 Motion made to accept the February 2, 2018 meeting minutes of the Graduate Council with a minor
19 correction to the attendance and line 17 of the second page. Motion seconded and carried.

20
21 D. Olivier asked that Council move to Old Business so as to allow J. Kellman to address the proposed
22 catalog change for foreign language requirements for master's degrees.

23
24 D. Kellman said that while the policy changes initially seemed reasonable and in keeping with practices
25 elsewhere, he now questioned the practicality of developing policies that would apply to all programs
26 since many have differing approaches to their foreign language requirements. He proposed that rather
27 than attempting to legislate this at a university level, the Graduate Council consider eliminating the
28 policy from the General "Requirements for Master's Degrees" and have language requirements decided
29 by individual departments.

30
31 M. Farmer-Kaiser reviewed the written response provided by her to the Council prior to the meeting,
32 highlighting larger context of foreign language requirements and the history of these requirements at UL
33 Lafayette for PhD and MA degree programs. She noted that after researching the history of the policy,
34 they found that in the 1988-1990 Graduate Bulletin the language requirement was pulled out of the
35 general requirements for the PhD and the individual foreign language requirements were added to each
36 program's curriculum pages. She suggested that the Council was now having a similar discussion in
37 regards to the MA degrees. She emphasized that approving the proposed changes to the general
38 requirements, as resubmitted by the English and Modern Languages departments, would make the
39 policy applicable to all master's and doctoral programs and raises issues with how language competency
40 will be evaluated.

41
42 M. Farmer-Kaiser and J. Kellman asked the Graduate Council to consider a similar revision to what was
43 done in 1988-1990 when the policy governing foreign language requirements changed at the PhD level,
44 alongside Catalog revisions from each impacted program that addressed the requirement at the degree
45 program level.

46
47 After a general discussion of the proposed change focused particularly on whether individual programs
48 would agree to having their students' foreign language proficiency evaluated by outside programs, M.
49 Kightley suggested that a new policy should ensure that Modern Languages, Computing and Informatics,

1 and/or Mathematics be expected to administer these proficiency examinations. Discussion then turned
2 to the request to allow students to use their “mother tongue” to satisfy the language requirement.
3 There was a motion to strike the current Catalog policy language governing requirements for Master’s
4 degrees that reads, “A student may not use a mother tongue to satisfy the language requirement.”
5 Motion was seconded and carried. M. Farmer-Kaiser added that this change will be requested for
6 inclusion in the 2019-2020 University Catalog as the 2018-2019 University Catalogue is already live.
7

8 There was a motion to create an ad hoc committee including J. Kellman, A. Ackleh, and M. Farmer-Kaiser
9 as well as the chair of Modern Languages and others as deemed appropriate to provide a
10 recommendation with the Graduate Council for changes to the 2019-2020 University Catalog to satisfy
11 the goals of the request to revise the other provisions of the foreign language requirements for MA
12 degrees. Motion seconded and carried. M. Farmer Kaiser said that the ad hoc committee would work to
13 provide a report by the end of the academic year.
14

15 **Announcements**

16
17 M. Farmer-Kaiser reported that Dr. Danahar has approved the proposed changes of the Ad Hoc
18 Committee on Graduate Admissions and that the Graduate School will formally notify the graduate
19 coordinators of what changes have been approved for implementation with the Fall 2019 admission
20 term (and 2019-2020 University Catalog).
21

22 M. Farmer-Kaiser requested input from the Graduate Council for the upcoming elections, which will be
23 held April 23rd through May 1st. The call for nominations will go out prior to Spring Break. The goal will
24 be to announce the election winners at the annual meeting of the Graduate Faculty on May 7th.
25

26 **Committee Reports**

27
28 Student Appeals – No report.
29

30 Curriculum – No report. Heather Stone indicated that in March the Curriculum Committee did not receive
31 any requests for course changes.
32

33 Fellowships – M. Kightley presented the committee’s list of recommendations for the University
34 Master’s Fellowships; these recommendations were approved by the Council. He also noted that he
35 hopes to have an additional report next month that includes his committee’s recommendations for
36 revision to how doctoral and master’s fellowships work.
37

38 Graduate Faculty – No report.
39

40 **New Business**

41
42
43 The Council then moved to consider a request from the Department of Communicative Disorders to
44 allow a faculty member who is no longer at the University to continue as co-chair and member of a PhD
45 committee. The request noted that the student is expected to finish in Spring 2018. After discussion, a
46 motion was made to grant the request through Spring 2018. Motion seconded and carried.
47

48 M. Farmer-Kaiser reminded the Council that Graduate Student Appreciation Week is coming up the week
49 of April 9th and that there is still time to participate in the #ULGradLove social media competition.

1

2 Meeting adjourned at 3:40