The Graduate Council met on this date in the Achurch Room of Capers Hall. Members in attendance were Ms. Heather Anderson, Dr. Michael Barrett, Dr. Clark Bowman, Dr. Harry Carter, Dr. John Carter, Ms. Pat Ezell, Dr. Al Finch, Dr. Kenneth Henson, Dr. Angie LeClercq, Dr. Dan Ouzts, Dr. Steve Silver.

The minutes of the September meeting were approved as distributed.

Pat Ezell and Heather Anderson presented a template for the new CGPS catalog, 2002-2003. They explained that the new catalog would be formatted differently. The letter size catalog will be designed to be more user friendly and less expensive to produce. Heather will provide each graduate and undergraduate program coordinator with a disk to make changes and re-format their particular section of the catalog.

Dr. Harry Carter clarified for Council members the hours of operation for the Daniel Library and the Computer Center. The normal hours of operation for these academic services begin when students, graduate or undergraduate, return to classes each term. Pat Ezell distributed a copy of a brief survey that will be administered to three classes this spring term to gather information about the use of the library during weekends and holidays. Information about the availability of the other libraries in the consortium will be included in the survey.

Dr. Finch raised a question concerning the policy for students who receive a grade of "F" or two "C's" in their program. The MBA program currently has a statement that terminates from that program any student who receives either of the grades mentioned. Dr. Finch asked if the Council would make that a policy for all programs. After discussion, it was decided that General Carter, Dr. Finch, and Pat Ezell would draft a policy that might apply to all programs and present it to the Council. That policy will include the office responsible for notifying the student of the change in their status in the program.

Dr. Carter presented to the Council a request from Hack Ezell, Department of Health, Exercise and Sport Science, that we consider doing away with the activity fee for CGPS students. He suggested that these students be allowed to use the recreational facilities at no charge when they are available. After a brief discussion it was agreed that Pat Ezell should check with the College of Charleston as to their policy. We will then present a recommendation on this request.

Dr. Carter reported to the Council that a committee, Dr. Henson, Dr. Finch, Dr. Carter, Pat Ezell, and Don Tomasik, will work with the Southeastern Cleaning company to develop a cleaning schedule for Capers Hall that would include cleaning after classes in the evening. There has been some concern about the condition of the building in the mornings because there is not a cleaning rotation in the evening.

Dr. Carter informed the Council of the institution's responsibility to improve the student activity services provided in CGPS. The formation of a CGPS Student Council composed of a
representative from each of the degree programs offered through CGPS is one means to accomplish that task. The purpose of this Student Council will be to provide input, suggestions, and assist in implementing activities of interest to students in programs through CGPS. Dr. Carter asked each program coordinator or chair to begin to think about a possible representative to this Council. He will call for those recommendations in the near future.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Pat Ezell