Graduate Council Meeting
MINUTES
September 12, 2013
1:00 PM
FC 177

Council Members Present: Richard Balkin, JoAnn Canales, Robert Cutshall, Charles Etheridge, Sherrye Garrett, Bryant Griffith, Melissa Jarrell, Scott King, Eve Layman, Thomas Naehr, Patricia Olenick, Anita Reed, Stephanie Rodriguez, Scott Sherman
Council Members Absent: Claudia McDonald, Chris Shupala, and one to-be-announced committee member from the College of Science & Engineering
Guest Present: Evan Paret
Faculty Senate Ex-officio present: Bryant Griffith
Library Ex-officio (absent): Chris Shupala
Note-taker: Lori Shearin

I. Welcome
Dr. Naehr welcomed everyone to the meeting, thanked the council for their participation in the meeting with the external consultants, and asked for introductions and any “burning issues”.

II. Introductions
Issues:
Dr. Sherman – would like to have clear policies/procedures for Graduate Council (GC)
Dr. McDonald – voiced concerns about clerical editing of the catalog
Dr. Layman – concerned about the DNP proposal
Dr. Balkin – wants more communication between GC and COE, and to clarify who should have grad faculty status
Dr. Garrett – the communication between the College of Graduate Studies (CGS) and doctoral programs is inconsistent

III. Sharing of Expectations
The members were provided the membership list and sub-committee sign-up sheet via email. One committee member from the College of Science & Engineering still had not been identified.

Dr. Naehr reiterated the function of the Council as it relates to catalog copy, new courses, etc. He also provided an update on the role of Graduate Council. The addition of a graduate student representative to the Council was discussed and the current head of the Student Association was suggested, as he is a graduate student. However, there was some concern that this person may not always be a graduate student.

Dr. Naehr asked if the Council members were providing notification of the discussions in GC meetings to their colleges. Varies from college to college.

IV. Selection of a chair
Dr. Sherman nominated Dr. Reed. Dr. Griffith seconded. Dr. Reed was elected GC chair by acclamation.
V. Committee Assignments
Dr. Naehr asked for sub-committee (sub-c) assignment input. There were many comments about the responsibilities and functions of the catalog copy sub-committee (it should be less clerical, more holistic, for content only, not general editing). Dr. Naehr said CGS will now receive and review the graduate catalog and either edit minor changes or send back to the college for re-submission before the sub-committee receives the catalog copy.

Dr. Sherman motioned to compress/restructure the sub-committee structure from 4 to 2 called Procedures and Curriculum. The Procedures sub-committee would handle all things related to getting students in and out of a graduate program as well as bylaws, catalog issues, graduate faculty status, and TA/GA rules. The Curriculum sub-committee would handle all things involving coursework and issues within a course. Using these general definitions, Dr. Griffith seconded. Motion was approved unanimously.

Dr. Naehr asked for the members to e-mail their first and second preference for sub-committees and it was agreed that not all of the members of one college would be placed on the same sub-committee. Once established, the sub-committees will meet to determine their charge and how to accomplish their goals.

VI. Updates on Previous Year
Dr. Naehr introduced new members of the CGS staff and explained their respective roles. He reaffirmed everybody’s desire to increase communication between CGS, GC, and the colleges.

In the last year, 55 new grad faculty, 6 new courses (possibly just in spring?), and 2 catalogs were reviewed.

VII. Expected Workload
The expected workload hand-out (“Potential degrees in development”) was reviewed. Dr. Layman talked about the unusual timing for new DNP program: Recent changes in the Coordinating Board may allow for acceptance of this program proposal, but the Board of Regents may not approve. There was some discussion about the non-standard degree requirements (total hours, research component). Dr. Naehr pointed out that the proposal could still be removed from consideration if it doesn’t pass GC or Senate.

Dr. Naehr, CMSS program: MS program feeds into the existing PhD program. Will come up for review soon.

VIII. Graduate Recruitment Initiative
Department Chairs have been asked to have a recruitment plan by 01 OCT 2013. A consultant from Noel Levitz will be working to increase grad and undergrad enrollment and will be holding a recruitment workshop on 23 SEP 2013 for 2.5 hours. GC should brainstorm which academics/non-academics would be helpful if represented at this meeting. Some ideas included: the Financial Aid Office, the Library, Institutional Advancements, CGS, ELITE, Academic Partnerships, the International Office, Program Coordinators, and Academic Advisors. Dr. Naehr will be the GC liaison reaching out to include academics/non-academic invitees.

IX. Updates from Committee Liaisons
A. Distance Education: Dr. Layman – the committee has not met, will update GC as new information becomes available.
B. Faculty Senate: Dr. Griffith – the committee had an all-day retreat, will update GC as new information becomes available.
C. International: Dr. King - the committee has not met, will update GC as new information becomes available.
D. Library: Dr. Shupala – not present to report.
E. Retention: Dr. Sherman - the committee has not met, will update GC as new information becomes available.
F. Master Level Program Task Force: Dr. Balkin - the committee has not met, will update GC as new information becomes available.

X. Matters Arising
Dr. Naehr displayed two options for the new CGS gonfalon. The preference was for the option with the yellow background as it had better contrast, making it easier to see graphics and read the text. Concerns were raised about the ethnic diversity of the people pictured.

Dr. Sherman motioned to adjourn. Motion to adjourn carried at 2:33PM.