Graduate Council Meeting
MINUTES

November 14, 2013
1:00 PM
FC 177

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

I. Approval of Minutes from October 24, 2013
Motion: To approve the minutes as presented.
Moved: The motion was made by Dr. Sherman.
Second: The motion was seconded by Dr. Griffith. Unanimously approved.

Graduate Council Guests – Dr. Chris Markwood and Dr. Marilyn Spencer:
A. Graduate Council Role and Reporting Structure: changes were made for efficiency; advisory responsibilities and expectations remain the same. Revisions to the wording will be considered. Dr. Griffith will lead that discussion and process in Graduate Council.

B. Impact of 5000 vs. 6000 Level Courses on Formula Funding: CIP codes are used for formula funding, not course prefixes, based on a cost of delivery study from the government. Funding for an individual course is based on the level of students enrolled in the course (except for seniors in their last 12 hours.)

C. Revisions to University Rules and Procedures – These are items for feedback to Dean Canales from the Rules and Procedures Subcommittee.
   i. 15.02.02.C1 – Export Controls
   ii. 13.03.01.C2.02 – Awarding Academic Scholarship
   iii. 12.07.99.C1.02 – Professor of the Practice
   iv. 12.99.99.C4.01 – Faculty–Authored Textbooks and Other Educational Materials
   v. 11.99.99.C6.01 – Certification of Degrees

II. Subcommittee Reports
A. Curriculum – Dr. Sherrye Garrett
   i. Catalog Copy:
      S&E: committee needs clarification for Master’s degree course listed as 6000 level course; will be returned to the college. There were also four new courses for approval without a completed course addition form with approval signatures; will be returned to the college.
COE: committee has not received catalog copy.

CGS: committee has not received a catalog copy, but this will go to the Rules and Procedures Sub Committee.

B. Rules and Procedures – Dr. Scott Sherman
   i. Graduate Assistantship Handbook: existing feedback has been reviewed and committee requests more feedback by Thursday, November 21, 2013. Comments should be sent to both Dr. Naehr and Dr. Sherman.
   ii. Graduate Faculty: committee recommends the approval of the list of faculty applications for the CONHS provided during the meeting. Recommendations were unanimously approved.
   iii. Bylaws Update: committee is in the process of reviewing bylaws from different institutions. Dr. Sherman will work with committee to put forward a draft in the near future.

III. Liaison Reports
   A. ITDEC: Dr. Layman: No update to report.
   B. International: Dr. King: No update to report.
   C. Library: Dr. Shupala: Library is looking for a new Director.
   D. Faculty Senate: No update to report. Upcoming forums will be clarified tomorrow at faculty senate meeting. CMSS proposal on the agenda will be brought to Faculty Senate for approval.
   E. Retention: Dr. Sherman: The final report is pending.

IV. Matters Arising:
   A. New scholarship dollars from the Hinson-Hazelwood refund are targeted for students enrolling in count year semesters.
   B. Changes to the General Education Section of the Graduate Catalog will be sent to the Rules and Procedures Committee for review
   C. A list of international agreements will be shared at the next meeting
   D. A Graduate Enrollment team has been formed and will meet with the Noel Levitz representative next week
   E. Assistantships stipend increase is being proposed

V. Adjournment
   Moved: The motion was made by Dr. Sherman
   Second: The motion was seconded by Dr. Balkin. Unanimously approved.
   Meeting was adjourned at 2:54.

TENTATIVE FUTURE MEETING DATES: 12/12; 1/9; 1/23; 2/13; 2/27; 3/6; 3/27; 4/10; 4/24; 5/8