Graduate Council Meeting  
MINUTES  
February 26, 2015  
1:00 PM  
IH 323

Council Members Present: JoAnn Canales; Anita Reed; Melissa Jarrell; Eve Layman; Yolanda Keys; Scott King; Richard Smith; Claudia McDonald; Charles Etheridge; Sherry Garrett; Joe Pena; Monica Hernandez; Karen McCaleb; Corinne Valadez

Ex-Officio Members Present: Thomas Naehr; Bryant Griffith; Catherine Rudowsky

Council Members Absent: Robert Cutshall; Chris Bird

Meeting began at 1:01 pm

I. Approval of Minutes from February 12, 2015
   A. Dr. Etheridge moved to approve the February 12 minutes; Dr. King seconded the motion; Dr. Rudowsky requested a minor correction to Section IV. E; Minutes were approved unanimously.

II. CGS Updates
   A. Gems from the Dean – Dr. JoAnn Canales
      i. Program review matrix was handed out to all members; five graduate programs will be reviewed in 2015.
      ii. Dr. Layman announced accreditation date for CONHS programs (Fall 2015).
      iii. Price Waterhouse report on institutional effectiveness has arrived on campus; Drs. Naehr and Garrett will participate in quality circles to address report’s recommendations.
      iv. Dr. Seidel has accepted the position of Graduate Studies Fellow and will officially begin in summer.
      v. Draft of 99-hour letter was handed out to members; letter will be sent to students who have 80+ hours beyond their Master’s degree; student’s advisory committee will also receive a copy of the letter.
   B. Graduate and Professional Student Appreciation Week – Adriana Quinones
      i. Schedule of events was handed out; still waiting for photo shoot times, but all workshops have been confirmed.
   C. Routing process for courses, rules/procedures, catalog etc. – Dr. Thomas Naehr
      i. Drs. Beard and Shupala are working on improved routing processes; discussion ensued regarding the order in which graduate-related rules and

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procedures should be reviewed (Graduate Council – Faculty Senate – Deans Council or Graduate Council – Deans Council – Faculty Senate). Deans prefer input before rules and procedures go on to Faculty Senate.

ii. Routing software for catalog revisions and new or changed courses is being explored.

iii. Faculty senate has approval authority for curriculum-related issues (catalog, courses etc.); graduate council members asked why review has to be done by two faculty bodies (GC and FS).

iv. President’s Cabinet has approved Executive MBA program for consideration; courses and program proposal are being prepared for Graduate Council review.

III. Committee Reports

A. Curriculum – Dr. Sherrye Garrett
   i. No report

B. Rules and Procedures – Dr. Melissa Jarrell
   i. Update: Graduate faculty procedure
      1. Subcommittee is continuing to revise the graduate faculty procedure. Proposed revisions will be presented to the entire council for discussion and vote in March.

IV. Liaison Reports

A. ITDEC – Dr. Richard Smith
   i. Committee is working on providing more transparency on how distance-learning fees are spent.
   ii. Reminder that coding of a course (% online) determines distance-learning fees for the course. Coding of 1-24% online does not add a fee. Issue currently is that default setting is face to face but that most courses should be coded as 1-24% online if they use Blackboard or other web-based tools in any way (posting of notes, grades…).
   iii. Issue was discussed where a student was told by a professor that he/she couldn’t take an online class due to a disability; university is required by law to make reasonable accommodations; council members were reminded to refer any student who indicates that he/she has a disability to the Disabilities Office.
   iv. Required closed captioning of online lectures may be outsourced due to large amount of time required; ODELT is exploring how to pay for this.
   v. Disabilities Office can check online course material for ADA compliance; it is recommended that all faculty make use of this opportunity.

B. International – Dr. Scott King
   i. No report – Committee has not met.

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C. Retention – Dr. Sherrye Garrett
   i. No report – Next meeting is March 11.

D. Faculty Senate – Dr. Bryant Griffith
   i. Reminded the council of upcoming Faculty Forums – March 9 (2:00-3:30 pm) and 10 (12:00-2:00 pm); Topics will include annual evaluation, merit, and academic freedom.

E. Library – Dr. Catherine Rudowsky
   i. Installation of new library roof will begin in March.

V. Matters Arising
   A. Dr. Naehr mentioned that three finalist for the Director of International Studies position will be on campus in March; no dates have been set.
   B. Dr. Layman thanked Dr. Canales for attending the meetings during the DNP site visit and for following up with reviewers and answering their questions; visit went very well and program approval seems likely.

Dr. McDonald moved to end the meeting at 2:02 pm.