Meeting began at 1:03 pm

I. Approval of Minutes from February 26, 2015

Dr. Layman moved to approve the February 26 minutes; Dr. Pena seconded the motion; Minutes were approved with two abstentions.

II. Guests:

A. Inaugural CGS Fellow – Dr. Steve Seidel

Dr. Seidel introduced himself and spoke about his plans for the position; his official start date is Summer 2015; Dr. Seidel mentioned some of the professional development programs he is working on, including a 3-minute thesis competition to be held in Fall 2015; surveys will go out to students and faculty to see what programs are most needed to help our graduate students to succeed.

B. Faculty Senate – Dr. Marilyn Spencer

i. Catalog and new program review processes

Dr. Spencer discussed the current process for reviewing new courses and programs as well as catalog copy. There is a consensus that the current process is not working well and that work is being duplicated in Graduate Council and Faculty Senate. Dr. Spencer provided her ideas on moving forward, which will include a joint statement from Graduate Council and Faculty Senate to be sent to the Provost’s Office.

III. CGS Updates

A. Gems from the Dean – Dr. JoAnn Canales

i. Phi Kappa Phi: induction ceremony is this Sunday, March 29th; there are roughly 51 students/faculty/staff who registered to join; sign-up period to join PKP is open until Sunday, April 12th.
ii. Graduate Awards Luncheon is Tuesday, April 7th; please RSVP if you haven’t already.

iii. CGS is working on providing live broadcasts of some of the Graduate Week workshops to distance education students.

IV. **Committee Reports**

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

B. **Rules and Procedures** – Dr. Melissa Jarrell
   
i. No report from the subcommittee, the action item was for Dr. Naehr to speak on.

ii. **Action Item**: Graduate faculty procedure – Dr. Naehr
   
   CGS had requested that the revisions to the Graduate Faculty procedure would be discussed by the entire council; however, members of the R&P subcommittee felt that the subcommittee should make a recommendation first, but was not ready to do so at this time.

   There was some discussion about which document to use for further revisions as the subcommittee had created its own version of the procedure. Dr. Canales reminded the Council that the charge was to revise the existing procedure, not to create a new document.

   Dr. Reed asked to reinstate the 6-page version of the document that is a revised version of the document that had been approved in October 2014 as the current working document; Dr. Keys moved to reinstate the document; Dr. Etheridge seconded the motion; motion passed unanimously; Dr. Naehr will meet with R&P subcommittee to further revise the document.

V. **Liaison Reports**

A. **ITDEC** – Dr. Richard Smith
   
   Few updates – waiting for the next ITDEC meeting to give council full report; clarification on distance education classification of existing courses and fees:

   i. There is some discussion about classifying essentially all courses as 1% to 24% online to reflect use of Blackboard for posting lectures notes, quizzes etc. Some concern was raised about possible distance education fees to be charged for these courses in the future.

   ii. Provided clarification of how distance education fees are distributed. Will email spreadsheet to all council members.

B. **International** – Dr. Scott King
   
   No report – committee has not met.

C. **Retention** – Dr. Sherrye Garrett
   
   No report – committee has not met.
D. Faculty Senate – Dr. Bryant Griffith
   Nothing to add to discussion with Dr. Spencer

E. Library – Dr. Catherine Rudowsky
   Absent – no report.

VI. Matters Arising
   A. Dr. Canales: Graduate Council bylaws should be reviewed soon.
   B. Dr. Reed: Council must make sure that documents that were approved or are in the process of being approved this Spring will be sent to the appropriate review bodies in the Fall.
   C. Dr. Naehr: Colleges have received email reminders to submit graduate faculty applications for AY 2016.
   D. Dr. Reed: Subcommittee chairs should create notes on each subcommittee’s responsibilities and processes to aid new Graduate Council members.

Meeting was adjourned at 2:30 pm.