

# Graduate Council Meeting Minutes

**Council Members Present:** Richard Balkin, JoAnn Canales, Chuck Etheridge, Sherrye Garrett, Eve Layman, Jim Lee, Claudia McDonald, Patricia Olenick, Marvarene Oliver, Anita Reed, Steve Seidel, Scott Sherman, Lee Smee, Sarah Sutton, Corinne Valadez, Virginia Wheelless

**Council Members Absent:** Luis Cifuentes, Jim Gibeaut, Thomas Naehr,

**Council Ex-Officio Present:** Sherrye Garrett

**Council Ex-Officio Absent:** Sarah Sutton

**I. Approval of Minutes** from December 8, 2011

**Motion:** To approve the minutes as presented

**Moved:** The motion was made by Dr. Reed.

**Second:** The motion was seconded by Dr. Olenick.

The minutes, were unanimously approved, as amended.

**II. Committee Reports**

**A. Curriculum - Dr. Etheridge**

**FINA 5330 Analysis of Derivative Securities**

**CMSS 6362 Global change and its effects on aquatic ecosystems**

**(Note: Same course also listed as MARB 6362 and approved)**

**CMSS/ MARB 6328 Coastal Oceanography Using Remote Sensing**

Dr. Layman surfaced questions regarding approval of the DNP program and new courses. She will meet with Dr. Canales to craft an email to Provost Markwood requesting initial approval to move forward.

Dr. Canales also shared the issue of courses getting into the graduate catalog without graduate council approval and that the new process of routing everything through Cely will hopefully remedy the situation.

**B. Graduate Faculty - Dr. Sherman**

Dr. Amber Scoon and Dr. Derek Cortez were recommended for approval as Graduate Adjunct Faculty for 1 year from the College of Liberal Arts. Recommendation was unanimously approved.

**III. Liaison Reports**

**A. Library (Dr. Sutton) - No report**

**B. Faculty Senate (Dr. Garrett) -**

Faculty Senate met on January 13 to discuss summer pay schedule. Revised schedule reflects decision to be made by individual colleges. The goal is for each college to generate 140% of the cost of faculty salary and the Deans will determine how that gets handled. Faculty Senate added clarification language to include May session, Summer I & II and that it is the college dean's discretion to ok teaching classes with lower numbers at reduced salary.

**C. Doctoral Program Working Committee (Dr. Wheelless) -**

Among the topics being discussed are:

1. faculty serving on dissertation committees should be experts on the subject
2. dissertation topics should be aligned with the program in which the doctorate is being received
3. the role of the Graduate Faculty Representative is to provide oversight, ensure the alignment between the dissertation topic and the discipline of the program, ensure the integrity of the proceedings, advocate for the student as appropriate. At one point there was a form for the GFR to report on the process; the form will be resurrected.

Questions that surfaced:

Do we need policies related to when a diss defense moves forward? Some institutions have a 48 hour window after the 48 window, dissertations can move forward. Any objections raised during the defense would have to be egregious.

Can the form include a checklist of items to consider?

#### **D. Instructional Technology and Distance Education Committee (Dr. Canales)**

Dr. Canales shared the topics being discussed, e.g., the need for online courses to be reviewed prior to being offered. Among the issues that surfaced:

Infrastructure needs to support on-line course delivery.

Individuals providing guidance need to be well informed regarding what is doable, e.g., what was put in the development course had to be rebuilt into the actual BB9.

Timeliness and availability to faculty and students are critical, e.g., access to BB9 was only made available until the thurs before the end of school

The support for the end user is limited and more geared towards the traditional student.

Faculty are needing to buy their own software to support their online courses.

The proposed DNP program will be strictly online and will need to be supported.

Online support needs to include experts in hardware/software and distance learning.

Issues of support should take precedence over accountability - i.e., worry more about providing support than developing rules and procedures, e.g., online course approval.

Dr. Canales was asked to convey concerns to committee regarding support.

#### **International Committee (Dr. Sherman)**

A sub-committee met during the summer. Topics addressed:

1. assessment of international students' academic performance.
2. COMPASS was discussed as an assessment diagnostic tool.
3. Options to assist with transition into academic courses, e.g., transition courses, /initiatives e.g., two day boot camp for COB,

An action plan was recommended focused on tracking and reporting of international students' performance.

Questions raised include:

ESLI students waiver of taking the TOEFL. Explanation: Contractual agreement to offer ESLI on campus prohibits the requirement for students completing the program even though the exit criteria is inconsistent with TOEFL performers.

Discrepancy in requiring international students, except ESLI students, to take the GRE/GMAT. ESLI students are only required if there is a specific program requirement to do so.

E. **Retention Committee (Dr. Seidel)** - No report. Dr. Seidel stated he had not been contacted to participate and would follow up accordingly.

F. **Research Committee (Dr. Jim Lee)** - Dr. Lee disseminated a report sharing the progress to date. The target date for recommendations is the end of Spring 2012.

IV. **Matters Arising - None**

V. **Adjournment: Meeting was adjourned at 3:40 p.m.**