I. Approval of Minutes from November 14, 2013
Motion: To approve the minutes as presented.
Moved: The motion was made by Dr. Etheridge.
Second: The motion was seconded by Dr. Garrett and unanimously approved.
Meeting began at 1:08.

II. Old Business – Dr. Thomas Naehr
A. The following approved new graduate courses have been submitted to the Registrar:
   i. BIOL 6446 Tropical Ecology and Conservation
   ii. COSC 5365 Current Trends in Programming
   iii. COSC 5362 Mobile Software Development
   iv. FAMA 6324 Quantitative Fisheries Methods
   v. FAMA 6338 Applied Fisheries Statistics

III. New Business – Dr. Thomas Naehr
A. Review and discussion of awards application forms:
   Graduate council review and input: discussion included the definition of “mentor” and number
   of nominations submitted per college. If only one nomination is submitted per college, what
   would the internal college process look like, especially for nominations submitted by students?
   Recommendation to submit all nominations (not just one per college) directly to Gradweb.
   Letters of Recommendation Requirement/Recommendation Form:
   CGS is proposing the use of online recommendation forms and a standard number (3) of
   required letters of recommendation for all graduate applications. GC was in favor of an online
   form. College of Business is discussing eliminating the requirement of recommendation letters.

IV. Subcommittee Reports
   A. Curriculum – Dr. Sherrye Garrett
   i. Catalog Copy: Copies for College of Education had not been received yet by the
      subcommittee; College of Nursing and Health Sciences and College of Science and
      Engineering changes were approved; College of Business and College of Liberal Arts
      had no changes.

   B. Rules and Procedures – Dr. Scott Sherman
i. **Catalog Copy, CGS:** Subcommittee reviewed proposed catalog changes and submitted recommendations back to CGS. Revised copy will be sent to GC for online vote.

ii. **Graduate Faculty:** Committee recommends the approval of the list of faculty applications from the Graduate Faculty Report for Approval 12-12-2013 (T/TT New and Reappointments from CLA and CSE) provided during the meeting. Recommendations were unanimously approved.

iii. **Bylaws Update:** no update to report

### III. Liaison Reports

A. **ITDEC: Dr. Layman:** Emailed to report there is nothing to report.

B. **Graduate Student Representative: Evan Paret:** Not present to report

C. **International: Dr. King:** Compass test for English proficiency and ESLI discussion

D. **Library: Dr. Shupala:** nothing to report

E. **Faculty Senate: Dr. Griffith:** Emailed to report there is nothing to report.

F. **Retention: Dr. Sherman:** Nothing to report

### IV. Matters Arising:

A. Dr. Shupala: Some course evaluation emails are being sent to student's SPAM. Some students fill out the form incorrectly, which cannot be fixed. Discussion was had over whether staff, faculty, program coordinators should be made aware of these issues.

B. 1/9/2014 meeting will have low attendance; 1/23/2014 will be the next meeting. In the meantime, Graduate Faculty Apps and catalog changes will be processed.

C. Final discussion and vote on Graduate Assistant Handbook at the 1/23/2014 meeting.

### V. Adjournment

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

**Second:** The motion was seconded by Dr. Sherman. Unanimously approved.

Meeting was adjourned at 1:52.

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