



COLLEGE OF GRADUATE STUDIES

<div>Graduate Council Meeting MINUTES</div>		<div>Unapproved September 11, 2014 1:00 PM OCNR 363</div>
<div>Council Members Present</div>	JoAnn Canales; Robert Cutshall; Anita Reed; Karen McCaleb; Corinne Valadez; Melissa Jarrell; Amber Scoon; Lisa Comparini; Eve Layman; Yolanda Keys; Scott King; Richard Smith;	
<div>Ex-Officio Members Present</div>	Thomas Naehr; Bryant Griffith; Catherine Rudowsky	
<div>Council Members Absent</div>	Sherrye Garret; Claudia McDonald; Chris Bird	

I. Meeting began at 1:06pm

II. Welcome and Organization of the Council

Dr. Naehr welcomed the council members to the new academic year. Introductions followed.

A. Bylaws

Dr. Naehr reminded the council that GC Bylaws were approved in April 2014 and that a copy of the Bylaws was sent to all council members.

B. Election of new Graduate Council Chair

Dr. Cutshall nominated Dr. Reed to be reappointed as GC chair. Nomination was seconded by Dr. Jarrell. Dr. Reed was reappointed GC chair for AY 15 by acclamation.

C. Election of subcommittee chairs

List of current subcommittees was handed out for council members to see on which subcommittee they were currently serving. Decision was made to let Dr. Naehr know which subcommittee each council member preferred. Dr. Naehr will consider requests when arranging subcommittees so there is a balance of representation for each college.

There is currently one open slot for COB on the Rules and Procedures subcommittee.

D. Workload and expectations for AY 15

Dr. Naehr outlined workload expectations and upcoming tasks (review of Graduate Faculty Rule, graduate faculty status, catalog copy etc.)

Program Review: Dr. Canales mentioned that all new certificates and programs now have to go to THECB for review, which will most likely cause significant delays in the review process.

Dr. Griffith mentioned that all new program proposals now must go to Provost's office after GC review and prior to review by Faculty Senate.

Catalog Review: Catalog review timeline was handed out. Dr. Naehr just received the catalog from the Provost's office and is currently reviewing all changes before catalog will come before GC for review.

III. CGS Updates

A. Dean's Comments – Dr. JoAnn Canales

(1) Graduate Student Advisory Committee will be formed beginning in Spring 2015.

There will be 15 students selected/asked to be on the committee:

- One representative from each college
- One representative from each terminal degree program
- One representative from each foreign country with the largest student body (China, India, Vietnam)
- One liaison from student government
- One faculty/staff representative

(2) Former ELITE area (2nd floor of the library) will become place for all graduate students to enjoy. Plan is to offer different professional development programs for students.

(3) New CGS website was shown to GC members. Currently not live, but working on final edits. Some members voiced concerns about their own college website. Dr. Canales is working on getting assistants to help colleges with their website.

(4) Handbooks: All graduate master's programs should have a handbook. CGS has developed master's handbook, which is currently under review by programs/departments/colleges. Complete Master's handbooks should be sent to Dr. Naehr for review.

(5) Assistantship and Doctoral Handbooks are online and up to date.

(6) Communication within Colleges: Dr. Canales asked GC members from each college how information from Graduate Council is passed to their colleagues and asked all members to please keep faculty in their colleges informed about GC issues.

B. Catalog Copy – Dr. Thomas Naehr

Catalog review information was presented during the workload and expectations discussion for FY 2015.

C. Graduate Recognition Initiatives – Dr. JoAnn Canales

Phi Kappa Phi induction: TAMUCC chapter of Phi Kappa Phi was installed on August 18th, 2014.

TENTATIVE FUTURE MEETING DATES:

09/25, 10/09, 10/23, 11/13, 12/11, 01/08, 01/22, 02/12, 02/26, 03/12, 03/26, 04/09, 04/23

Graduate student initiation may be as early as this Fall, but more likely in Spring 2015. CGS will keep everyone posted. Criteria for membership (top 10% of graduate students, 50% completed program SCH) were briefly discussed.

Awards deadline – Fall deadline suggestions were discussed. All members agreed that applications would be sent out on Monday, September 15th. This will give everyone one month to submit nominations. Winners will be notified in Fall and recognized in Spring during Graduate Appreciation Week.

CGS will send nomination reminders one week before deadline.

Graduate Appreciation week will be April 6th-10th, 2015 and will include Three-Minute-Thesis competition (3MT).

D. Plagiarism module – Dr. JoAnn Canales

Dr. Naehr sent out link to online plagiarism course for all faculty members to include in their syllabus (optional). Several GC members mentioned that they did use the module in their class; a few even required their students to complete the module and submit completion documentation.

IV. Graduate Faculty – Dr. Thomas Naehr

A. Procedures and nominations

Graduate faculty applications will be sent to R&P subcommittee once the subcommittees are organized.

B. Revised rule 12.99.99.C3.01 – Graduate Faculty

Rule was revised during Summer by Dr. Sherman to better reflect current practice and faculty categories. Draft has been sent to Rules and Procedures subcommittee for review/discussion. Dr. Naehr reminded GC that all graduate faculty must be credentialed to teach graduate courses by the Provost's office.

V. Liaison Reports

A. ITDEC – Dr. Eve Layman

ITDEC will meet Friday, September 12th – Brief discussion ensued regarding GC/CGS representation. Dr. Smith will attend meeting and seek clarification. One reason to have a council member present at these meetings is to hear about online courses.

B. International – Dr. Scott King

No update – committee will meet next week.

C. Faculty Senate – Dr. Bryant Griffith

Reminded everyone to please have all program proposals in final state before going through GC/FS review process. New in-house process will most likely further delay new program approval.

D. Library – Dr. Catherine Rudowsky

No report.

Dr. Reed moved to adjourn the meeting at 2:33 pm.

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