

December 10, 2015
1:00 PM
i3 Suite (Library 220)

Council Members Present	Anita Reed; Yolanda Keys; Dulal Kar; Charles Etheridge; Sherrye Garrett; David Gurney; Corinne Valadez; Chris Bird; Frank Spaniol; Glenn Blalock; Richard Smith; JoAnn Canales; Eve Layman; Monica Hernandez; Thomas Naehr; Joseph Mollick;
Council Members Absent	Linda Gibson-Young
Ex-Officio Members Present	Corinne Valadez; Catherine Rudowsky

Meeting began at 1:10pm

I. Approval of Minutes from November 12 Meeting

- A. Minutes were reviewed and approved with minor changes.

II. Report and Updates

A. Graduate Council Chair – Dr. Anita Reed

- i. Rules & Procedures Subcommittee has reviewed the bylaws and will make a recommendation under C ii. Dr. Naehr recommended reviewing the bylaws every couple of years to ensure they still align with the practices of the Council.

B. CGS Updates – Dr. JoAnn Canales

i. CGS Annual Meeting – Three Takeaways

1. Importance of holistic admissions
2. Importance of preparing students for the workplace
3. Importance of using interdisciplinary teams to solve issues

ii. CSE Online TA Application – Dr. Thomas Naehr

1. Graduate Assistant online application was created for the College of Science and Engineering. Students can now submit their information online and apply for CSE assistantships.
2. Dr. Naehr gave a brief demonstration of the application webpage and stated that CGS can create an online application for each college as needed.
3. Once a student applies, the information is sent to the college, which will make the hiring decision. CGS only provides the service of data collection.

C. Committee Reports

- i. Curriculum – Dr. Charles Etheridge

1. Recommended approval of graduate catalog copy with recommendations as outlined in the subcommittee's report.
 - a. Recommendation was unanimously approved.
 - b. GRAD and NURS new courses and COB MBA section are still pending review.
2. Academic Affairs will forward recommendations to Faculty Senate.
- ii. Rules and Procedures – Dr. Sherrye Garrett
 1. Action item: Revision of Graduate Council Bylaws
 - a. Mostly editorial changes with only one substantive change
 - i. Page 8 – Makeup of Subcommittees:
Current text will be replaced by: “The graduate council is responsible for all subcommittees, standing and ad hoc.
Each college will have at least one (1) voting member on each subcommittee. The two standing subcommittees are the Curriculum Subcommittee and the Rules and Procedures Subcommittee.
 - ii. Page 12, Article 6, Item 3
 1. Change from “two” to “one”
 - iii. Additional recommendation:
Page 3, Section 2c: change text to: “If a regular member of the Graduate Council is also a member of the Faculty Senate, he or she may serve as the Faculty Senate Ex Officio member and may vote in his or her capacity as Graduate Council member.”
 - b. Council recommends that Rules & Procedures subcommittee develop procedure for creating subcommittees. Procedure documents will be separate from the bylaws.
 - c. Bylaws should be reviewed every two years.
 - d. Subcommittee recommended approval of changes to the bylaws as amended.
 - e. Recommendation was unanimously approved.
 2. Discussion item: Master's Student Handbook
 - a. Page 8 – Enrollment Status
 - i. Add “Students not meeting the above criteria are considered less than half-time.”
 - b. Page 11 – 2nd Full Paragraph

- i. Clarification that Graduate Dean reviews/approves changes to a degree plan, including course substitutions.
 - c. Discussion of the feasibility of thesis review by CGS, given that there currently is no thesis office.
 - d. Graduate committees:
 - i. CGS only reviews committee membership for Graduate Faculty status.
 - e. Capstone Courses
 - i. Do not need Graduate Dean review & approval
 - f. For additional questions or concerns, contact Dr. Garrett.
- 3. Discussion item: New Program Checklist
 - a. New program checklist was presented and discussed.
 - b. Certain areas (shaded in gray in the document) will not be reviewed by Graduate Council, because they may be more suitable for Faculty Senate review.
 - c. Submit thoughts/suggestions to Dr. Garrett
- 4. Action item: CLA Graduate Faculty Applications
 - a. Subcommittee recommended approval of all CLA graduate faculty applications as listed in subcommittee report.
 - b. Recommendation was unanimously approved.

D. Liaison Reports

- i. ITDEC – Dr. Richard Smith
 - 1. Blackboard
 - a. Courses older than 2012 are being eliminated unless requested otherwise through ODELT.
 - 2. WebEx will be included in SSO
 - 3. Visual student roster is under development.
- ii. Faculty Senate – Dr. Corinne Valadez
 - 1. Relevant items were discussed throughout meeting. Nothing to add.
- iii. Library – Dr. Catherine Rudowsky
 - 1. Library renovations have been completed.
 - 2. New roof should be finished by January.
 - 3. New policy: students may now eat and drink in the library

III. Unfinished Business

IV. New Business

- A. Three-year UG degree programs: tabled, will be discussed at January meeting.
- B. Holistic Admissions processes: tabled, will be discussed at January meeting.
- C. Graduate Studies vacancies on University Committees
 - i. Council members were asked to suggest faculty that may fill the vacancies.
- D. Catalog copy review process
 - i. To eliminate duplication of effort by Graduate Council and Faculty Senate, a Super Committee for catalog review has been proposed by the Provost (Provost, 1 Grad Council Rep, 1 Faculty Senate Rep, 1 Academic Affairs Rep).
 - ii. Current catalog review process is unworkable and leads to significant duplication of effort as well as numerous opportunities for errors/miscommunication.
 - 1. Graduate Council unanimously decided that Council chair will draft a memo to Faculty Senate proposing that Faculty Senate assume the role of annually editing the graduate catalog.
 - 2. New programs and courses, as well as substantive changes to existing programs will still be reviewed by Graduate Council.
 - 3. Proposed verbiage: "Graduate Council proposes to the Faculty Senate that Faculty Senate assume the role of annually editing the Graduate Catalog."
- E. Graduate Faculty Forums in Spring
 - i. Council members were asked to provide input on topics/ideas for the forums.

V. Matters Arising

- A. Dr. Naehr will present report on the Graduate Program Coordinator workload release/reassignment survey at the January meeting.

Meeting adjourned at 3:00pm