

Graduate Council Meeting Minutes <i>Approved</i>		1:00 – 3:00 PM LIB-208 April 26, 2018
Attendees:		
<input checked="" type="checkbox"/> Dr. Joseph Mollick	<input checked="" type="checkbox"/> Dr. Alexandra Theodossiou	<input checked="" type="checkbox"/> Dr. A. N. M. Waheeduzzaman
<input checked="" type="checkbox"/> Dr. Frank Spaniol	<input checked="" type="checkbox"/> Dr. Lynn Hemmer	<input checked="" type="checkbox"/> Dr. Faye Bruun
<input type="checkbox"/> Dr. Charles “Chuck” Etheridge	<input checked="" type="checkbox"/> Dr. Steven Seidel	<input checked="" type="checkbox"/> Mr. Louis Katz
<input checked="" type="checkbox"/> Dr. Pamela Greene	<input type="checkbox"/> Dr. Sara Baldwin	<input type="checkbox"/> Dr. Susan Dyess
<input type="checkbox"/> Dr. Dulal Kar	<input checked="" type="checkbox"/> Dr. Xinping Hu	<input checked="" type="checkbox"/> Dr. Christopher Bird
<input checked="" type="checkbox"/> Dr. JoAnn Canales	<input checked="" type="checkbox"/> Dr. Marvarene Oliver	<input checked="" type="checkbox"/> Dr. Catherine Rudowsky

I. Call to Order and Attendance

A. Dr. Seidel called the meeting to order at 1:02 pm. Attendance is reflected above.

B. Approval of Minutes from April 12, 2018 meeting

- i. Motion to approve by Professor Katz, seconded by Dr. Hu.
- ii. Motion carried with one abstention and no nay votes.

II. Reports and Updates

A. Graduate Council Chair Update – Dr. Seidel

- i. Dr. Seidel brought up the issue of electronic voting that was raised at the last meeting. He noted the need to add procedures and rules as needed into by-laws if electronic voting is to occur. Discussion ensued regarding how and when the Council may wish to utilize electronic voting. The desire is to increase efficiency of the Council without compromising the need for discussion and reflection prior to votes; the need for appropriate by-laws that consider both of these elements was recognized.
- ii. Dr. Seidel raised the issue of frequency of Graduate Council meetings that was initially raised at the previous meeting. Discussion was held regarding possibility of meeting once a month; pros and cons of both were discussed, including difficulty of scheduling second meetings if an additional meeting is needed for emergent needs, the importance of freeing up members’ calendars for other responsibilities, using current second meeting for committee work, and using WebEx as a means of attending.
- iii. Dr. Spaniol moved to change meetings to once a month. Dr. Theodossiou seconded. More discussion ensued. Dr. Hemmer noted that the motion should be to prepare language change to by-laws to be presented to the Council for the next meeting. Dr. Spaniol accepted the friendly amendment. The amended motion passed unanimously.
- iv. Suggestions were made to increase attendance so that quorum is reached in each meeting. These included use of WebEx for those who cannot attend in person; sending out all calendar invites at the beginning of each semester. An attendance/removal policy was also

discussed. The point was made that bi-monthly meetings are not needed and that all the business could be conducted in one monthly meeting. Dr. Oliver pointed out that some work in committees is currently not being addressed in a timely manner and that needed decisions (i.e., regarding graduate faculty status) by Council are thus not being made. She noted that colleges and faculty members need notification of graduate faculty status and expressed concern that meeting less frequently would delay critical processes even more. Several council members indicated that having the time available that is currently used for the second meeting would allow more efficient committee work and that electronic voting by committees would be helpful.

- B. CGS Update – Dean Canales announced that the interim graduate dean will be Dr. Karen McCaleb and that her first day will be June 1, 2018. In response to a council member question, Dr. Canales indicated that she will return to the University following a one-year Dean in Residence position with the Council of Graduate Schools.
- C. Committee Reports
 - i. Curriculum: No report. Dr. Oliver indicated that front matter in the Graduate Catalog has been sent to the committee for review as part of SACSOCS preparation. Dean Canales indicated that CGS will send material with track changes noted out to the committee to make the review easier. Dean Canales also indicated the review may more correctly belong with the Rules and Procedures committee. Dr. Oliver indicated she will send the material to those committee members as well.
 - ii. Rules and Procedures – Professor Katz
 - a. Professor Katz noted the need to amend by-laws to include absence policies that would allow members to be removed if they are not attending. Discussion ensued. Professor Katz indicated he will prepare language for consideration by council members.
 - b. Discussion was held regarding the fact that council members do not control the schedules of classes and that it will be important to take that into consideration as absences are impacted by course schedules. A suggestion was made to move the meetings to Fridays; however, both the first and second Friday afternoons are already scheduled with other standing meetings in the university; thus, a move to Friday meets would require an 11:00 – 1:00 meeting. Dr. Seidel indicated he will look at the Friday possibilities.
 - c. Professor Katz provided a report from the committee and recommended that several graduate faculty status applications be approved. The motion passed unanimously.
- D. Liaison Reports
 - i. ITDEC - Dr. Spaniol reported that the final meeting was last week and indicated that Dr. Cifuentes has resigned to take a position at another university. Her last day will be May 11.
 - ii. Faculty Senate – Dr. Spaniol reported that President Quintanilla sent out a letter regarding tenure and promotion. He also reported that Faculty Senate approved over 200 items this year. Dr. Spaniol informed the council that he will serve as Speaker for the Faculty Senate again next year and that all new senators have been elected. He indicated that the agenda for Senate next year includes, among other things, developing a professional standards

policy. Dean Canales asked if Faculty Senate can support/address need for increase in GA/TA stipends, which is a recurrent issue for CGS and thus the colleges.

- iii. Library – Dr. Catherine Rudowsky noted there was nothing to report and that the 24-hour-days for study has begun in the library.
 - iv. International Education Committee – Dr. Mollick reported that the Parade of Nations was a success and indicated the presence of President Quintanilla made a difference. He reported that planning for the new academic year has begun and that a new series of events, *Islander International Week*, is being planned for spring 2019. Dr. Waheed noted that the IEC's report included, among other things, growth of international enrollment, the need for an international dean, and the need for an International Center. Dr. Greene added that the university needs to continue to develop strategies to welcome international students and ensure they have appropriate support; Dr. Waheed suggested setting up a kiosk at the airport that welcomes international students.
- A. Unfinished Business – None
 - B. New Business – Graduate Catalog front matter discussed earlier in the meeting
 - C. Matters Arising
 - D. Adjournment – Dr. Spaniol motioned to adjourn. The motion passed unanimously and the meeting was adjourned at 2:18 p.m.

TENTATIVE FUTURE MEETING DATES
2018: 05/03