



# COLLEGE OF GRADUATE STUDIES

Graduate Council Meeting Minutes <i>Approved</i>		9:00-11:00 AM FC 177 May 3, 2018
<b>Attendees:</b>		
<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 type="checkbox"/> Dr. Lynn Hemmer	<input checked="" type="checkbox"/> Dr. Faye Bruun
<input checked="" type="checkbox"/> Dr. Charles “Chuck” Etheridge	<input checked="" type="checkbox"/> Dr. Steven Seidel	<input checked="" type="checkbox"/> Prof. Louis Katz
<input type="checkbox"/> Dr. Pamela Greene	<input type="checkbox"/> Dr. Sara Baldwin	<input type="checkbox"/> Dr. Susan Dyess
<input checked="" 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 type="checkbox"/> Dr. Catherine Rudowsky

- I. Call to Order and Attendance: Dr. Seidel called the meeting to order at 9:07 a.m. Attendance is reflected above.
- II. Approval of Minutes from April 26, 2018 meeting: Professor Katz moved to approve the minutes; Dr. Spaniol seconded. The motion to approve carried unanimously.
- III. Reports and Updates
  - A. Graduate Council Chair Update – Dr. Seidel
    - i. Dr. Seidel noted that the Council discussed, during its last meeting, changing meetings to once per month. Professor Katz noted that any changes of by-laws require that the proposed change be moved 14 days prior to a vote. Discussion was held concerning the process; Professor Katz indicated he would draft language and send it out. Voting can begin 14 days from the date the language is sent.
    - ii. Dr. Seidel, in discussion of the time of meetings, indicated he is not in favor of moving meetings to Fridays. He noted that academic schedules for the next semester have already been set. Dr. Etheridge concurred and indicated that CLA has departmental meetings on Fridays. Council members agreed to that meetings will remain on Thursday afternoon.
    - iii. Continued discussion regarding meetings included the possibility of WebEx attendance. Dr. Oliver indicated that WebEx meetings could be set up easily.
  - B. CGS Update
    - i. Dr. Canales reported on the dissertation and thesis process. She also expressed appreciation for the work of Graduate Council members.
    - ii. Dr. Oliver reminded the Council that names of new Graduate Council members should be received from the college deans’ offices by the end of May. Council members inquired about whether Graduate Council members are elected or appointed; it became apparent that the process of selecting Graduate Council members varies across colleges. Dr. Oliver also expressed appreciation to members of the rules and procedures committee and acknowledged that the graduate faculty status approval process,

especially with the change informs this year, is a lot of work for committee members. Dr. Spaniol indicated that the new forms are clearer.

#### C. Committee Reports

- i. Curriculum: Dr. Etheridge reported on his questions to the UCC regarding the role of Graduate Council. He was assured that if the two Graduate Council representatives vote no, then the UCC will re-review the proposal.
- ii. Rules and Procedures:
  - a. Professor Katz, as chair of the committee, moved to approve 22 graduate faculty applications; the motion passed unanimously.
  - b. Professor Katz then presented information to the Council regarding one applicant. He moved that this candidate be approved; Dr. Bird seconded. The motion passed.
  - c. Professor Katz noted that there have been issues with a number of applications, primarily related to incomplete or outdated CVs. Council members discussed a variety of concerns related to getting updated information that allows the council to do its work. Scanning problems; admins sending outdated CVs, using information in Digital Measures, or not having access to updated CVs; and CVs not being kept up-to-date by faculty were all discussed. Dr. Seidel raised a concern that not having updated information connected with the applications and approvals could cause problems; Dr. Oliver indicated that current/complete documents are requested as soon as we know that what has been submitted is incomplete or dated. Dr. Hu raised a question about why this is not done electronically; Dr. Oliver responded that there are colleges that do not wish to move away from a paper process. She also indicated that a way of sending all required documentation through the process would have to be developed. CGS does have a process for digital signatures that is easy; however, there will need to be discussion in CGS about how this can be used with multiple-document files.

#### D. Liaison Reports

- i. ITDEC: No report.
- ii. Faculty Senate: Dr. Spaniol reported that Senate has established its agenda for the coming year and that new members have been seated. He indicated that the Senate liked the idea of having a kiosk at the airport representing the University (per Council discussion regarding international students) and that President Quintanilla liked the idea as well.
- iii. Library: No report.
- iv. International Education Committee: No report.
- v. Other: No report.

### IV. Unfinished Business

#### V. New Business

- a. Dr. Hu reported a question from the chair of the Council of Principal Investigators and Research Administrators about the required credit hours enrolled for graduate assistants in COSE. Currently it is 9 in Spring and 3 in summer. Dr. Oliver replied she will send out emails regarding required enrollment hours the hours in summer.

- b. Dr. Etheridge moved to issue a Commendation to Dr. Canales for her work as Founding Dean and in support of graduate education. Dr. Kar seconded. The motion passed unanimously.
- c. Dr. Oliver noted that IT does not support the use of dropbox, google docs, and similar applications because of risk. She asked whether establishment of an I Drive would be an effective way to handle shared documents in the future and noted that council members would have to use syncplicity in order to access the I drive when off campus. Dr. Hu recommended using OneDrive via the university's outlook; council members agreed this would provide more flexibility when people are working off site. Dr. Oliver indicated she will set up folders that are shared by the council as a whole and each committee.
- d. Members agreed to meet on Thursday, August 23, 2018.

**VI. Matters Arising: None**

**VII. Adjournment: Dr. Hu moved to adjourn at 10:16.**

TENTATIVE FUTURE MEETING DATES  
Initial Meeting 2018-2019: August 23, 2018