



COLLEGE OF GRADUATE STUDIES

Graduate Council Meeting Minutes		1:00 – 3:00 PM LIB 208 August 23, 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 type="checkbox"/> Dr. Michelle Hollenbaugh	<input type="checkbox"/> Dr. Lynn Hemmer	<input checked="" type="checkbox"/> Dr. Faye Bruun
<input checked="" type="checkbox"/> Dr. Sandrine Sanos	<input checked="" type="checkbox"/> Dr. Steven Seidel	<input checked="" type="checkbox"/> Professor Louis Katz
<input checked="" type="checkbox"/> Dr. Mary Jane Hamilton	<input checked="" type="checkbox"/> Dr. Sara Baldwin	<input checked="" type="checkbox"/> Dr. Christina Murphey
<input checked="" type="checkbox"/> Dr. Dulal Kar	<input type="checkbox"/> Dr. Xinping Hu	<input checked="" type="checkbox"/> Dr. Christopher Bird
<input checked="" type="checkbox"/> Dr. Karen McCaleb	<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 1:05pm. Attendance is reflected above. He requested that nomination/election of new Council Chair be delayed until later in the meeting in order that business from the summer could be addressed. Council members agreed.

II. Approval of Minutes from May 3, 2018 meeting

Professor Katz moved to approve the minutes, with change to his title; Dr. Kar seconded. The motion to approve carried unanimously.

III. Reports and Updates

A. Graduate Council Chair Update – Dr. Seidel

- i. Noted that by-laws did not get voted on in summer regarding change of meeting from twice a month to once a month; indicated that Professor Katz can bring this up again.
- ii. Introduced new and old members.
- iii. Commended Dr. Oliver for reviewing the by-laws and creating mark-up of potential changes.
- iv. Summary of last year: noted things that were accomplished in 2017-2018; indicated that there is still lack of clarity about how the UCC process will work, particularly in terms of working with Graduate Council, but also that he is looking forward to this year.

B. CGS Update

- i. Dr. McCaleb: Reported that Graduate Student Association brought up the issue that mid-term grades of graduate programs need to be posted on-line; however, the current status is still pending and there's not much to be discussed; will update status via email as soon as there is something to report.
- ii. Dr. Oliver:
 - a. Graduate Faculty Applications: Reported that she utilized the format created by Professor Katz to create an expanded spreadsheet to track graduate faculty status applications; bylaws require written report for actions moved by committees and this format may be of use in so doing.
 - b. Reported that she created a mark-up of by-laws which includes motion made last May regarding meeting schedule as well as notes a number of potential additional edits that

are primarily non-substantive (e.g., word choice, clarifying meaning); those have been provided to the Rules and Procedures Committee.

IV. Committee Reports

- i. Curriculum: Dr. Sanos is a new member of the UCC.
- ii. Rules and Procedures: Professor Katz reported that nine (9) applications for Graduate Faculty status were approved by the committee. He moved that Graduate Council approve recommendation of these individuals to the Dean. The motion was approved unanimously by Graduate Council.

V. Liaison Reports

- i. ITDEC: no report
- ii. Faculty Senate: no report
- iii. Library: Dr. Rudowsky was not present; however, Professor Katz informed Council members that the library is building a Maker Space. More information is available from the library.
- iv. International Education Committee : no report

VI. Unfinished Business

Dr. Oliver noted that Graduate Faculty status applications need to move as quickly as possible. She reported that she will add the two new members of the Rules and Procedures committee to OneDrive and remove the two old members.

VII. New Business

- i. Professor Katz nominated and moved to select Dr. Seidel as the Chair of Graduate Council, Dr. Bird seconded. Motion to approve carried unanimously.
- ii. Dr. Seidel asked that Graduate Council members from each college designate one member for the Rules and Procedures Committee; the remaining two members from each college will each college will need to assign to join the Rules and Procedure committee; the other two members from that college will serve on the Curriculum Committee. Dr. Seidel also noted that the relative sizes of these two committees may need to change depending on workload.
- iii. Graduate Council members selected to serve on the Rules and Procedures Committee are Dr. Joseph Mollick (COB), Dr. Lynn Hemmer (COE), Professor Louis Katz (CLA), Dr. Sara Baldwin (CONH), and Dr. Chris Bird (COSE).
- iv. Chairs of the committees will be selected soon and reported to the Graduate Council. Dr. Seidel noted that chairs must be able to attend Graduate Council meetings in order that reports can be made and action items addressed as needed.
- v. Liaisons for groups regularly represented at Graduate Council were identified. These include: ITDEC liaison, Dr. Alexandra Theodossiou; Faculty senate, Dr. A. N. M. Waheeduzzaman; International Education Committee, Dr. Joseph Mollick. Dr. Rudowsky will continue to represent the Library.
- vi. Dr. Oliver reported that minutes will be uploaded to OneDrive for Graduate Council review within one week following each meeting. She also reported that she is now sending out Graduate Faculty status appointment letters for new tenured and tenure-track faculty (three-year appointments) as soon as those are approved by CGS. Graduate Council will continue to be notified and receive application packets; however, Graduate Council review/approval is not required for new appointments per university rules/procedures. Dr. Oliver indicated she will send out meeting invites for the whole semester; however, she would like to have the results of by-laws vote regarding meeting occurrence before she does that.

- vii. Dr. Seidel reported that the 3MT prizes have been doubled to \$1000, \$750, and \$500 and that both master's and doctoral students can compete in both fall and spring competitions.
- viii. Dr. Seidel suggested that an instructional guide about accessing OneDrive be created, including screenshots, and sent to Graduate Council members.

VIII. Matters Arising: none

IX. Adjournment: Dr. Waheeduzzaman moved to adjourn at 1:55pm; motion carried unanimously.

TENTATIVE FUTURE MEETING DATES

Fall 2018: 9/13, 9/27, 10/11, 10/25, 11/8, 12/13

Spring 2019: 1/24, 2/14, 2/28, 3/28, 4/11, 4/25, 5/9