



Graduate Council Meeting Minutes		1:00 – 3:00 PM LIB-208 February 8, 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 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 type="checkbox"/> Mr. Louis Katz
<input checked="" type="checkbox"/> Dr. Pamela Greene	<input checked="" type="checkbox"/> Dr. Sara Baldwin	<input checked="" type="checkbox"/> Dr. Susan Dyess
<input type="checkbox"/> Dr. Dulal Kar	<input 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

- A. The meeting was called to order at 1:05 pm. Attendance is reflected above.

#### II. Approval of Minutes from January 25, 2018 Meeting

- A. Motion to approve by Dr. Waheeduzzaman; seconded by Dr. Baldwin.  
B. Motion to approve carried unanimously.

#### III. Reports and Updates

- A. **Graduate Council Chair – Dr. Seidel:** Dr. Seidel reported that Corinne Valadez will be the guest speaker at the February 22 meeting and will discuss the University Curriculum Committee. He announced the deadline for the 3MT competition (February 23) and asked council members to encourage both master’s and doctoral students to participate; Dr. Baldwin and Dr. Greene asked about the possibility of WebEx for 3MT competition. Dr. Waheeduzzaman noted that the next meeting will occur on the same day as the International Education Committee meeting; thus, he may not be in attendance.
- B. **CGS Updates – Dr. Oliver and Dr. Canales**
- Dr. Oliver: Dr. Oliver reported that the revision to the faculty application has been finished. She also discussed university rules and procedures regarding graduate faculty status of new faculty hired into graduate programs. She reported that it appears that graduate faculty status for these new faculty members can be appointed directly by the Graduate Dean to an initial three-year term prior to Graduate Council review,, with information to be provided to Graduate Council for informational and notification purposes. She noted that, when new hires are made after deadline for submission, submissions for graduate faculty status appointment are often late, and Graduate Council cannot review prior to the onset of the term for which they are hired. Graduate Council members indicated that this makes sense but noted they need to discuss further. In addition, the need for a Graduate Council meeting during the summer was discussed. Dr. Spaniol noted that it might be possible to hold a Council meeting during the first week faculty return to campus following the summer term, with the Rules and Procedures Committee reviewing application materials electronically prior to the meeting of the Council. Timing is also an issue with adjunct faculty who teach in

- graduate programs because departments frequently do not know who they will need until the summer session is underway. Dr. Oliver indicated that no matter whether faculty are new hires, adjunct faculty, or hold some other status, the application and supporting documentation is still required in order for faculty to be named as holding graduate faculty status. Dr. Waheeduzzaman asked whether a department can make the decision about graduate faculty status. Dr. Canales indicated that the department recommends but that the decision is made by the Graduate Dean in consultation with Graduate Council.
- ii. Dr. Canales: Reported to Graduate Council regarding scholarship deadlines and admit dates. She noted that there are currently 81 different admission deadlines in the University; there is no way to set scholarship deadlines to match. Currently, for fall scholarship awards there is a March 1 deadline for early admits and a June 7 deadline for all others. Deans and department chairs have been provided with this information. She also informed Council members that people who apply by the first deadline but are not awarded do not need to reapply. They will be considered again with those who meet the June 7 deadline. She indicated there is a separate allocation for summer. Dr. Canales also reported that she met with the Academic Advisors Advisory Committee and provided the context for setting up the committee and meeting regularly with them. She reported that advisors' input is important to the College of Graduate Studies, particularly as there has been staff turnover. She noted that advisors want to meet monthly.

#### **C. Committee Reports**

- i. Curriculum Committee: Dr. Bruun reported on February 2 of the University Curriculum Committee. She described it as a super committee and indicated that two undergraduate certification programs were approved. She indicated that the intent is to have broad faculty representation on the committee. Dr. Spaniol reminded the Council that all members of the Faculty Senate's Academic Affairs Committee and up to two additional voting members of the Undergraduate Council and Graduate Council constitute the voting membership of the UCC. He stressed that the Graduate Council still has a voice in that the two voting members of Graduate Council can vote no on any changes and proposals that are put forward. Other people can attend the meetings as ex-officio members but do not have a vote; rather, their role is to raise or answer questions. Graduate Council no longer has a direct role in the catalog process or in the approval process for programs and catalog according to Deborah Linares. It was noted that this is common on other campuses and that all the processes are not yet worked out.
- ii. Rules and Procedures: Dr. Katz was not present at the time of this report. Dr. Baldwin and Dr. Spaniol reported on the work of the committee thus far. They indicated that a couple of applications for graduate faculty status had been discussed but recommended that Dr. Oliver confirm with Louis regarding status of those applications.

#### **D. Liaison Reports**

- i. ITDEC: No report.
- ii. Faculty Senate: Dr. Spaniol indicated that Faculty Senate meets again on February 16; thus, there is nothing new to report. He also indicated that the Senate task force on equity completed its report and submitted it to the President. Dr. Spaniol indicated that the report was well-received. He provided the Council with some general information regarding considerations of the Senate task force as they completed their charge. He also reported

briefly on the first meeting of the UCC and confirmed that two undergraduate program proposals were approved.

- iii. Library: No report.
- iv. International Education Committee: No report.
- v. Other: Dr. Sara Baldwin – best practices from CONHS were discussed, including the DNP accreditation and scholarships as well as the establishment of the Human Ethics Oversight Committee that reviews and approves/disapproves all quality improvement final research proposals. She also discussed the Pre-Mini Doctoral Immersion Course that is required of new DNP students. It is largely WebEx based. Council members asked several questions and Dr. Baldwin agreed to send out information about their mini-immersion course.

IV. Unfinished Business: None

- V. New Business: Dr. Canales brought up issues with stacked courses and pointed out that there is an increase and focus on offering stacked courses. Dr. Canales noted that CGS will need to start using forms again to evaluate stacked courses and will provide a revised form and instructions for comments. In addition, she asked that the Curriculum Committee examine current catalog copy regarding second master's degrees and terminal degrees, especially in terms of recency of courses. She noted that this is not discussed at all in the Terminal Degree section of the catalog. Discussion followed.

VI. Matters Arising: None

- VII. Adjournment: Dr. Waheeduzzaman motioned to adjourn. The motion passed unanimously and the meeting was adjourned at 2:03 p.m.

TENTATIVE FUTURE MEETING DATES  
2018: 02/22; 03/08; 03/22; 04/12; 04/26; 05/10