



COLLEGE OF GRADUATE STUDIES

Graduate Council Meeting Minutes		September 14, 2017 1:00 – 3:00 PM LIB-220
Attendees:		
X Dr. Joseph Mollick	X Dr. Alexandra Theodossiou	X Dr. A. N. M. Waheeduzzaman
X Dr. Frank Spaniol	X Dr. Lynn Hemmer	Dr. Faye Bruun
X Dr. Charles “Chuck” Etheridge	X Dr. Steven Seidel	X Mr. Louis Katz
Dr. Pamela Greene	X Dr. Sara Baldwin	X Dr. Susan Dyess
Dr. Dulal Kar	X Dr. Xinping Hu	X Dr. Christopher Bird
Dr. JoAnn Canales	X Dr. Marvarene Oliver	Dr. Catherine Rudowsky

- I. Welcome
Debbie Linares provided Curriculog training. She provided a handout explaining the review and approval process and indicated that members should call x2486 with any questions.
- II. Approval of Minutes from August 31, 2017 Meeting
 - A. Correction to minutes: Dr. Hemmer not present at 8.31.2017 meeting
 - B. Motion to approve by Dr. Katz; second by Dr. Baldwin
 - C. Motion carried (7 yes, 1 abstention)
- III. Announcements of Subcommittee Chairs
 - A. Chuck Etheridge—Chair, Curriculum Committee
 - B. Louis Katz—Chair, Curriculum Committee
- IV. Assignments
 - A. Curriculum Committee – Will consider courses to review in Curriculog. Noted need to review CONHS quickly, preferably for vote by next meeting. CONHS items have been placed in drop box already. The changes are already in current catalog and thus do not appear in Curriculog review process. Dr. Dyess explained reason for immediate change and process followed in collaboration with Dr. Shupala. There was discussion of why the material still needs to be approved by Graduate Council as well as whether an emergency procedure should be developed for Graduate Council when similar issues arise in the future.
 - B. Rules and Procedures Committee –Will examine bylaws for Graduate Council. The bylaws will be placed in Dropbox. Material for consideration of Graduate Faculty Status will also be placed in Dropbox by September 15.
- V. Reports and Updates
 - A. Graduate Council Chair – No Report
 - B. CGS Updates – Dr. Oliver noted uploading of Graduate Faculty Status Application forms and materials to Dropbox. She noted the omission of a signature line for the Graduate Council

Chair on the new form. The form will be revised to reinstate the signature line and to make minor revisions.

C. Committee Reports

- i. Curriculum – The system is in place as a document routing process. If changes need to be made then it must go through all approvers again. Main function will be to review the proposals. Dr. Etheridge would like to meet and is open to having a meeting sessions to discuss a plan to move forward.
- ii. Rules and Procedures – No Report.

D. Liaison Reports

- i. ITDEC –Dr. Frank Spaniol will be representative rather than Dr. Dyess. Discussion on faculty utilizing Blackboard, specifically gradebook. In the ITDEC meeting, the student representative addressed a concern about grade status and frequent updates. If Hurricane Harvey had occurred in October or November it would have be more impactful to students.
- ii. Faculty Senate – Dr. Frank Spaniol – Dr. Quintanilla is examining improvement in merit equity and compression process. Currently, merit is given at the end of the year if any money is left. Nothing is budgeted in the front end and recommendations have been made to look into this. Faculty Senate and Dr. Quintanilla don't want people to look at leaving as the only option for a better pay.
- iii. The University Curriculum Committee will have two elected officials from Graduate Council.
- iv. International Education Committee- Dr. Mollick reported that the first meeting was last week and that Dr. Waheeduzzaman is chair. New draft proposals were made to enhance international presence on campus. One of those is a BA in International Studies and another proposal is newly hired staff in place for international advising. The goal is to internationalize the campus.
- v. Library – Dr. Catherine Rudowsky – Absent

VI. Unfinished Business – None

VII. New Business – None

VIII. Matters Arising

- A. Dr. Seidel raised the question regarding frequency of meetings. Per bylaws, meetings must occur twice per month. The Rules and Procedures Committee and ultimately the Graduate Council may wish to consider a change in bylaws to monthly meetings, with additional meetings scheduled when pressing matters arise.

IX. Adjournment

Motion to adjourn was made by Dr. Etheridge. The meeting adjourned at 2.29 pm.

TENTATIVE FUTURE MEETING DATES

2017: 10/12; 10/26; 11/09; 12/14

2018: 01/25; 02/08; 02/22; 03/08; 03/22; 04/12; 04/26; 05/10