## University Graduate Council
### Meeting Minutes
October 12, 2012

### Members Present
- Dr. Sallie Miller, Council Chair
- Dr. Kimberly Gill, Chair Elect
- Dr. Cheryl Smith, Secretary
- Dr. Andres Jauregui
- Dr. Radhouane Chouchane
- Dr. Daniel Gullo
- Dr. Greg Domin, Graduate School Director
- Dr. Andrew Zohn
- Dr. Wayne Summers, Past Council Chair
- Dr. Cheryl Smith, Secretary

### Invited Guests
- Dr. Underwood, Keller, Brown
- Dr. Tina Butcher, Associate Provost
- Dr. Jackie Radebaugh, Library

### Item | Topics | Presenters | Meeting Notes
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1. | Welcome, Lunch, and Approval of Minutes | Dr. Greg Domin, Director of Graduate School
Dr. Sallie Miller, Graduate Council Chair | Minutes were approved.

2. | Prospectus – Health Science: Master of Public Health with a concentration in Maternal and Child Health | Curriculum (Program) Committee
Dr. Kimberly Gill, Committee Chair

*Committee Members: Drs. Gullo, Summers, Chouchane, Gill (Dr. Smith has moved to Graduate Faculty Committee)*

Guests: Drs. Underwood and Keller | Dr. Underwood presented the prospectus for the Master of Public Health Program *(Concentration in Maternal and Child Health)*

Dr. Underwood responded to a question about the differences between the Health Science program and MPA program. She stated that the proposed program is more population health focused.

Cheryl Smith made the motion for the Graduate Council to endorse the UCC approval already granted for the prospectus. Daniel Gullo seconded. All approved.

| | | Dr. Keller and Dr. Brown presented the proposal from the Department of Earth and Space Science |
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| Program in Environmental Science | | Sciences for the combined BS-MSN Program in Environmental Science.  
This is a Research and Thesis only track. A discussion ensued with the recommendation that the GRE required scores being updated.  
Kimberly Gill made the motion to endorse the proposal with the change of the GRE score. The motion included the language that the proposal be sent forward to the UCC after approval of the college curriculum committee. Andres Jauregui seconded the motion. All approved. |
| 3. Distribution of Graduate Faculty Nominations | Graduate Faculty Committee  
Dr. Warren Church, Chair  
Committee Members: Dr. Betty Hipps, Dr. Andrew Zohn, Dr. Andres Jauregui (Dr. Cheryl Smith has been added to this committee) | | Graduate Faculty Candidates Matrix  
In the absence of Dr. Church, Dr. Smith will work with Dr. Zohn and Dr. Jauregui in looking at all submitted faculty nominations for graduate faculty status and make recommendation that will be entered on the matrix. Note: The matrix and nominating material will be returned to Dr. Miller before the next Graduate Council Meeting. |
| 4. Discussion of Proposed Revisions: Graduate Council Bylaws | Council Members | (http://gradschool.columbusstate.edu/graduatecouncil.php#GC)  
The Council discussed the bylaws and recommended changes. See posted bylaws for changes.  
Kimberly Gill made the motion to accept the bylaws with the changes. Cheryl Smith seconded. All approved. |
<p>| 5. Graduate Assistant Handbook | Ad Hoc Committee: Dr. Daniel Gullo and Dr. Warren Church | Dr. Daniel Gullo presented the Graduate Assistant Handbook draft with recommendations for Council |</p>
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<td>6.</td>
<td>Thesis Guidelines</td>
<td>Ad Hoc Committee: Dr. Daniel Gullo and Dr. Warren Church</td>
<td>Dr. Gullo presented a draft for the Thesis Guidelines handbook. Jackie Radebaugh discussed the CSU ePress and the need for uniformity in formatting theses and dissertations. The Library could provide these services for other institutions also. Dr. Gullo, Ms. Radebaugh, Dr. Domin, Dean Flynn and Provost Hackett will have further discussions about this project. The Council members discussed establishing an &quot;Office of Theses and Dissertations&quot; where there is a trained MLS professional in charge of reviewing all dissertations for proper formatting prior to submission. Suggested revisions submitted by the Library and Dr. Ticknor (Henning) Director of the Honors Program Thesis</td>
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<td>7.</td>
<td>Minor Policy Revision: Graduate Faculty Qualifications</td>
<td>Dr. Sallie Miller</td>
<td>Graduate Faculty Qualifications needed some minor wording changes. See posted document. Kimberly Gill made the motion to accept the document with changes. Daniel Gullo seconded</td>
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| 8.   | …How do we secure travel award funding for graduate students that will be separate from the SRACE grant?  
     | …A strategic goal initiative should be a thesis/dissertation writing fellowship that is university wide. | Dr. Daniel Gullo | These topics will be addressed at the next meeting. |

Kimberly Gill made the recommendation to adjourn. Cheryl Smith seconded the motion. All approved.
Meeting was adjourned at 1:25 PM.