



**University Graduate Council Minutes
Richards Hall, VPAA Conference Room
April 7, 2017- Noon**

Council Members in Attendance

Dr. Margie Yates (COEHP), Chair

Dr. Andres Jauregui (TCOB)

Dr. Tammy Condrey (COEHP)

Dr. Nicholas Bolden (COLS)

Dr. Kevin Burgess (COLS)

Dr. Toni Franklin for Dr. Greg Blalock (COEHP)

Dr. Sumanth Yenduri for Dr. Shamim Khan (TCOB)

Dr. Scott Harris (COA)

Dr. John Ellisor (COLS)

Dr. Ellen Roberts, Associate Provost

Ex Officio Members

Dr. Tina Butcher, Ms. Kristin Williams-Griffin

TOPICS

Item 1: Welcome, Lunch, and Approval of Minutes. Dr. Yates

Dr. Yates called the meeting to order and the council approved the March minutes pending corrections.

Item 2: Report from Associate Provost for Graduate Education. Dr. Roberts

- a) Dr. Roberts provided an update on the M.S. in Cybersecurity Management, which has been submitted to the Board of Regents. She said the MPH program was approved in concept by the Graduate Council but has not moved forward. Courses still need to be entered into CurricuNet and then everything approved through the department, college, and University Curriculum Committee.
- b) Dr. Roberts passed out a handout "Graduate Assistant Information Form". This form is for department employers to create and post employment opportunities. The goal is to generate a database that lists all employment opportunities for a given academic year. This database would be posted as a means to draw student applications. Dr. Roberts asked for adjustments to the form. She hopes to implement the form on June 15th to be ready for Fall 2017. She will notify department chairs and other potential employers of Graduate Assistants when the new system is ready. The graduate council then discussed the content of the form and Dr. Roberts provided clarification.

Item 3: Old Business. Dr. Yates and Dr. Roberts

Approval of Graduate Faculty. The Graduate council noted that this was the first Faculty review session that would adhere to the NEW 2017/2018 Policies for approval of graduate faculty. In total, 6 faculty were approved to serve as graduate faculty. Two applications were returned for clarification, one 2016/2017 application was returned for re-submission, and one application was omitted.

Item 4: New Business

- a) Thesis and Dissertation Policies. Mr. Mark Flynn. Dean Flynn, as acting records officer, indicated that library management has recently gone through Audit compliance for records. He indicated that management needs to make sure that we do not keep records any longer than necessary because Discovery of Records litigation can be a problem. He also indicated that we need to ensure that Theses and Dissertations, as official state records, are submitted to the library. To ensure that students do not graduate without submitting their thesis or dissertation to the library, he is working with Record Keeping and the Registrar to enact a Non-academic full-stop on awarding graduate degrees in Banner that will only be lifted once a bound Thesis or Dissertation is brought to the library. Dean Flynn suggested we move ahead with this policy. A letter will go out soon on this. Dr. Burgess asked for a copy of the policy to be emailed to the graduate council. Dr. Yates moved that this policy be implemented for Summer 2017. The graduate council voted to support this motion.
- b) Admitting Students from Non-accredited institutions. Dr. Ellen Roberts. Dr. Roberts indicated that specific guidelines need to be developed by Dept. Chairs and Graduate Program Directors for determining whether applicants from non-accredited institutions should be admitted. Departments should determine, for example, what evidence they need (GRE or other test scores, GPA, letters of recommendation, work experience), to use as admissions criteria. This would be in addition to determining whether the applicant's program of study, quality of faculty, and aspects of preparation warrant admission.
- c) Graduate Program Admission Requirements. Dr. Tina Butcher. Dr. Butcher indicated that President Markwood wants data on the requirements for admission to graduate programs. Google doc to be sent by Dr. Butcher to Chairs and Program Coordinators for each program. She will ask them to fill in the columns on the form. The graduate committee discussed and agreed that the form should be sent out. The committee had a conversation about the importance of consistency of the admission requirements listed in the catalog and on other websites. Those in the catalog are considered official.

Item 5: Announcements.

- a) Dr. Roberts provided an update on Tucker Hall. The proposal for renovations include 1) Assistant Director's Office, 2) Graduate Lounge and 3) Meeting and Activity room. These still need approval.
- b) Dr. Yates presented a handout from Dr. Jauregui on In-House Graduate Transcript Evaluation Waiver Request for Students Coming from Nepal. The document was intended to initiate discussion among members of the Graduate Council on the pros and cons of in-house vs. 3rd party evaluations. There was some suggestion that in-house evaluations, although time consuming, may actually increase enrollment, given the high fees associated with the former.
- c) Next Graduate Council Meeting May 5, 2017.

Adjournment: 2:00pm.