

**University Graduate Council Minutes**  
**Brown Hall, Room 2004**  
**February 10, 2017 Noon**

**Council Members in Attendance**

Dr. Margie Yates (COEHP), Chair  
Dr. Ellen Roberts (AA), Associate Provost  
Dr. John Ellisor (COLS)  
Dr. Nicholas Bolden (COLS)  
Dr. Scott Harris (COA)  
Dr. Andres Jauregui (TCOB)  
Dr. Greg Blalock (COEHP)  
Dr. Kevin Burgess (COLS)  
Dr. Tammy Condrey (COEHP)  
Dr. Shamin Khan (TCOB)

**Ex-Officio Members**

Dr. Tina Butcher, by phone (AA)  
Ms. Kristen Williams-Griffin (EM)

**Guest**

Dr. Sallie Miller

**Topics**

**Item 1: Welcome, Lunch, and Approval of January Minutes.**

Dr. Yates called the meeting to order and introduced Dr. Sallie Miller, Associate Dean, COEHP, who welcomed the committee to Brown Hall. Dr. Miller briefly explained the layout of the new facility, highlighting the teaching spaces, and encouraged committee members to explore the building.

The council approved the January minutes with nine corrections.

**Item 2: Report from the Associate Provost for Graduate Education.**

Graduate Student Advisory Board

Dr. Roberts reported on the recent meeting of the Graduate Student Advisory Board, attended by 17 graduate students with a wide distribution of majors. Areas of student concern brought forward in the productive discussions included:

1. Internships: Students note a lack of guidance in locating placements; they feel “on their own” and would like more faculty involvement in identifying appropriate and available placements.
2. Placing International students in internships: Students face particular placement difficulties since employers are not able to hire them directly upon graduation. Ms. Williams suggested building in an OPT semester to follow the internship.
3. Lack of scholarships and grant opportunities: proposed ideas included SRACE grants for graduate students and funding for conference attendance if such attendance would assist in recruitment for graduate programs.

Regarding social activities: Wednesday night Bingo was not well attended; trying a “first Friday of the month” game night in the President’s Club, with pizza. The first will occur on March 3 from 6 to 9 p.m.

### Graduate Assistants

Dr. Roberts will meet with the President in two weeks to discuss allocations. A draft of an allocation plan was distributed to the Graduate Program Directors. Dr. Roberts reminded the committee that HR must have all paperwork in place before a graduate student begins working. The required paper trail at this point requires multiple stops prior to HR.

### **Item 3: Old Business.**

#### Approval of Graduate Faculty.

The Council approved a motion to send one (1) faculty member application back to the department chair for a statement of teaching effectiveness.

#### Students Completing more Than One Track in Programs.

Dr. Roberts discussed this topic in a meeting of Graduate Program Directors.

A motion to approve the bullet points of the draft was made and seconded; the bullet points were approved. A separate motion to approve the number of unduplicated hours was made and seconded; the motion was approved, resulting in the following approved policy:

- The degree program and track have been approved for this purpose;
- The student meets admissions requirements for entering the new track;
- There is no duplication of hours between the two tracks except in the core;
- Practicum or internship experiences must either be repeated to obtain specific experience in the new field or, with approval of the program director, other course work may be substituted;
- Project or thesis hours may be repeated in the new field or, with the approval of the program director, other course work may be substituted;
- Regardless of the number of hours in the core, there shall be no fewer than 21 unduplicated hours in the added track (applies to 36-hour master’s degree).

### **Item 4: New Business.**

#### 3MT Faculty Training.

Dr. Burgess announced two sessions for faculty to learn more about the three minute thesis concept. Students at last semester’s conference did well but representation across campus and disciplines was low. These workshops are designed to boost participation. They are scheduled for March 7 on RiverPark Campus and March 14 on Main Campus. Time: 12:30-1:30 p.m.; Location: TBA; Pizza provided. Graduate students will demonstrate, Dr. Burgess will discuss content, and Dr. Yates will discuss presentation.

### Reviewing New Graduate Programs.

Two new programs are on their way to the Graduate Council. Dr. Roberts laid out the timeline for approval and requested that Graduate Council members review the proposals prior to the next meeting (March 10). UCC will meet on March 14 to take up the same proposals. They are: 1) Master of Science in Cybersecurity Management (Computer Science), and 2) Master of Public Health (Health, Physical Education, and Exercise Science).

### Recruiting Graduate Students.

The Council considered the following question posed by Dr. Roberts: What are the best ways to spend funds earmarked for graduate recruitment? Some suggestions:

- online targeted ads that are location-specific
- more open houses
- use University Relations to help promote grad programs
- Aflac office hours for Ms. Williams
- recruit our own undergraduates
- update web pages: a critical need

### Graduate Admission Workflow.

Dr. Yates is reviewing a new workflow for graduate admissions with UITS, with the goal of moving to an electronic graduate application that would require no extra data entry from the university. Ms. Williams noted that the system needs to be able to upload documents and requested that the procedure for references letters also be standardized.

### Admission Policies for Business Programs and Certificates.

Dr. Jauregui brought to the council a proposal regarding a waiver of GRE and GMAT score requirements for students applying for a master's degree or graduate certificate in business. Currently such a waiver must be requested by an applicant. Master's degree eligibility requires an undergraduate GPA of 3.25 or higher; certificate eligibility requires a GPA of 3.0 or higher. The proposal would make the waiver automatic for applicants who meet these requirements.

A motion to approve the waiver automatically, subject to the conditions above, was made and seconded; the motion was approved.

### **Item 5: Announcements.**

Ms. Williams distributed a flyer for the February 25<sup>th</sup> Spring Graduate Open House and provided details about the schedule for the morning.

Respectfully submitted, Scott Harris

**Adjournment: 1:45 p.m.**