

University Graduate Council Meeting Minutes
Richards Hall, VPAA Conference Room
September 16, 2016 – 12:00 a.m. – 2:00 p.m.

Dr. Margie Yates, Chair (COEHP)
Dr. Andres Jauregui (TCOB)
Dr. Scott Harris (COLS)
Dr. John Ellisor (COLS)
Dr. Tamara Condrey (COEHP)
Dr. Scott Harris (COA)

Dr. Kevin Burgess (COLS)
Dr. Greg Blalock (COEHP)
Dr. Shamim Khan (TCOB)
Dr. Ellen Roberts (AA)
Dr. Tina Butcher (AA), Ex Officio
Kristin Williams (EM), Ex Officio

Topics

Item 1. Approval of Minutes.

The council approved the Aug, 2016 meeting minutes with minor corrections.

Item 2. Election of New Secretary

Committee decided to rotate the secretary position each meeting on a volunteer basis.

Item 3. Report from Associate Provost for Graduate Studies.

Graduate Enrollment: Fall 2016 graduate assistants with tuition waivers hired to date: 103 (8% of graduate students across the university would be about 125). Graduate enrollment up to approximately 1560 (as of Sept 14). Enrollment expected to be up from last year by the Oct census date.

Graduate Assistant Applications: Many G.A. applications are coming to the VPAA office unsigned. This delays processing time because information on many of these applications is missing. Programs/colleges need to assure that all approvals are done and applications are completed (with applicants registered for classes) to speed processing of the applications. In the future, this will assure that the tuition waivers are approved before the health insurance deadline hits. Also, Department Chairs must be sure that, if the provisional status of graduate students has been resolved and they are fully admitted, that information should be entered into the system.

Recruitment Grants: Dr. Roberts will be posting 2016-2017 applications on the web. She will notify all graduate directors when this happens.

Graduate Conference: Registration numbers are currently above where they typically are at this time of year. A sign-up sheet was circulated for committee members to sign up to be a poster or panel judge on Nov 3. All committee members are encouraged to participate as their schedule allows.

Item 3: Old Business.

Approval of Graduate Faculty: Application review committees will continue to be organized by the last name of the applicant:

A-I: Kevin, Margie, Nick
J-R: A.J., Tammy, Shamim
S-Z: Greg, John, Scott

The council approved two faculty members at the full level and three faculty members at the provisional level. One application was denied by vote (for full and associate status) for lack of recent research and teaching effectiveness information.

Item 4: New Business.

Exceptions to Program Admission Policies:

Colleges should make sure they have a graduate appeals committee in place to address exceptions to existing graduate policies that may be needed for individual students. University graduate council members need to be advocates for developing and maintaining these committees within their respective colleges.

Department admissions policy changes must go through the University Graduate Council.

Department and Program Webpages: Reminder to look at department web pages to make sure the information is accurate and links go to the current catalogue (in some cases, current web pages have links that go to an outdated catalogue, old pdf's, and other information that is no longer accurate). Inaccurate or misleading information not only hurts recruitment but can lead to legal consequences.

BOR Productivity Report

A draft of the degree/discipline productivity chart, based on three year averages (years 2013-2015; 2014-2016), was circulated and discussed. This chart shows the degrees conferred for each graduate program for each year of FY2011 – FY2016, along with three year averages for 2013-2015 & 2015-2016. For each of the 2013-2015, 4 out of 23 graduate programs (17%) were low producing and 2014-2016 periods, 5 out of 24 graduate programs (21%) were low-producing.

Item 5: Announcements.

Upcoming Visitation Days: The name for these has been changed to Graduate Open House and have been scheduled to occur on the same dates as the undergraduate recruitment events (Oct 15, 2016 & Feb 25, 2017) to begin at 8:30 a.m.

Other recruitment/communication information:

- Let the graduate office know of ideas to highlight in the graduate newsletter.
- If programs need graduate brochures, let Kristin know. Her office is reviewing program brochures with each program to make sure information is current.
- Graduate Student Advisory Board participation is increasing.

Minutes submitted by Dr. Greg Blalock