

University Graduate Council Minutes

Richards Hall, VPAA Conference Room

February 9, 2018

Council Members in Attendance

Dr. Nicholas Bolden, Chair (COLS)
Dr. Kevin Burgess (COLS)
Dr. Tammy Condrey (COEHP)
Dr. John Finley (TCOB)
Dr. Scott Harris (COA)
Dr. Shamim Khan (TCOB)

Dr. Saoussan Maarouf
Dr. Ilaria Scaglia (COLS)
Dr. Margie Yates (COEHP)
Ex-Officio Members:
Dr. Ellen Roberts (AA), Associate Provost
Kristin Williams, Enrollment Management

Topics

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

- Dr. Bolden called the meeting to order and the council approved the January minutes with revisions.

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

- Summary of GSAB meeting reviewed (see attachment). Students were placed in small groups to discuss answers to four questions. General discussion by committee with particular interest in statement related to difference with undergraduate education on application and theory
- Discussed concern voiced by Gary Bush, Admission Director, on decline with Spring graduate school enrollment of 49 as compared to Spring 2017. Official census not available until March 2nd. Discussion needs to involve what impacts recruitment for programs
- Dr. Roberts confirmed that graduate assistants have a background check as part of their employment. She will check with HR about whether they also sign a confidentiality agreement.
- Graduate Discovery Day is planned for February 17th. Another panelist is needed for the alumni panel. The day will coincide with military appreciation day on campus.
- Large number of graduate faculty applications/renewals anticipated for summer/fall. These should be submitted by March for summer. Fall applicants can apply for April and later reviews.
- Meeting change for March 9th to 10:00-12:00 due to conflict with another lunch hour meeting that day.

Item 3: Old Business: Approval of Graduate Faculty:

- The Graduate Council approved two for provisional graduate faculty status.

Item 4: Old Business: Continuous Enrollment Policy/Zero credit defense:

- With discussion from January meeting, additional points added to review for continuous enrollment policy (see attachment). The committee discussed and agreed on all points including: ability to appeal the need for continuous enrollment; failure to stay enrolled without exception being appealed would result in a need to reapply to the program; and students would need to enroll in a zero-credit defense course, which allows the Registrar's office to know the student has completed the thesis and prepared to graduate.

Action: Dr. Roberts to develop a template course for the zero-credit defense so that departments who do not have one would be able to use this. Dr. Roberts to revise policy to include these points.

Item 5: Old Business: Graduate Faculty Qualifications

- Dr. Roberts informed committee that there had been a complaint which prompted discussion on whether qualifications were being reviewed accurately with applications. Discussed need to have standards available to view at the time of individually reviewing applicants. Committee members discussed that there were rare denials and when this occurred, department chairs were aware of concerns or need for any changes in application. Question on whether it would help to have a checklist or form for those at the Associate level so that it could be determined what will count toward graduate faculty status.

Action: Dr. Roberts to meet with Chairs Assembly to explain process and answer any questions about application process for Graduate Faculty status.

Meeting adjourned at 2:00 p.m.