

University Graduate Council Minutes

Richards Hall, VPAA Conference Room

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

Topics

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

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

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

- With thesis continuous enrollment, a 1-hour course has been approved to have reduced fees to include the amount for 1-credit hour plus an institutional (\$132.50) and technology fee (79.00) and needs to be coded in a special way for this. This course only applies to those who have used up their thesis hours and are still not complete. Health and student recreation fees can be paid if desired but are not required. A question was asked as to whether student can enroll directly in the course but a decision made that this would need to be with the Department Chair's approval. All departments with thesis requirements will need to have this 1-hour course approved through the UCC unless a course exists already that can be taken more than once, so that the course could be adapted to have variable credit hour(s) of 1-3. Either option is a minor change that doesn't require approval through college and university graduate councils. Dr. Roberts has sent out an email for department chairs to be aware of this need.
- There is concern over a decreased enrollment of 63 in graduate programs in Spring 2018 as compared to 2016/17 AY. There are recruitment plans to have tables placed near where senior classes exit so that faculty and staff are available to talk to students about graduate programs. Departments can contact Dr. Roberts for sign-up for this- discussed Google Doc sign-up for convenient dates/times.
- Discussed graduate assistants signing of confidentiality agreement with HR. It is important to remember to verbally reinforce this with assistants, including indirect sharing by leaving out paperwork, as an example.

Item 3: Old Business: Approval of Graduate Faculty:

- The Graduate Council approved one for provisional graduate faculty status and five for full graduate faculty status. Dr. Roberts also noted that qualifications of graduate faculty presented to Chairs Assembly by Dr. Butcher and Dr. Roberts at their last meeting. Dr. Finley stated it was very informative and well-done. Qualifications form for Associate level faculty also presented at meeting and posted on website.

Item 4: Old Business: Thesis/dissertation grading policy- Unsatisfactory Grades

- Discussion on merits of A-F vs. S/U. Committee members discussed that it is best for departments to determine what reflects their department and helps their student with awareness that there is no effect on GPA with S/U vs. A-F. Dr. Butcher discussed that there needs to be clear guidelines if receiving a U on how this grade occurred for the student. Discussion by committee on whether there should be a U policy in order for students to stay in the program. The U would be tied to the course- would there be a grade change if S after this? Are there consequences to having a certain number of U's and should there be a University limit?

Action: General consensus among committee members that the grading policy is a program decision and that all tracks of a program should use the same grading scale for the thesis or dissertation courses. There needs to be setup of a forum with the faculty/registrar to discuss U policy- all council members to discuss with graduate faculty in department and/or College for input.

Item 6: Old Business: Election of Graduate Council Chair and Secretary

- Chairperson nominated for 2018-2019: Dr. Tammy Condrey; Secretary nominated for 2018-2019: Dr. Shamim Khan. Chair-elect nominated for 2019-2020: Dr. Kevin Burgess. Unanimous approval by committee for all nominations.

Item 7: Discussion of Faculty Presentations at the Graduate Research Council

- Graduate Student conference will have a faculty presentation portion added the day before the full conference begins for students. Faculty will be able to present research and timing will be 25 minutes per presentation with the potential to include 20-30 presentations during the day. The students will begin their portion the same evening with the 3MT competition and conclude the next day with a full day planned from 9a.m. - 5 p.m. Discussion on name for faculty portion with decision of it being named the Faculty Research Conference. Cost of \$40 for non-CSU faculty and \$20/CSU faculty.

Action: If interested in being part of the workgroup planning for the conference, contact Dr. Roberts.

Meeting adjourned at 11:43 a.m. Next meeting April 13, 2018 from 12:00-2:00 p.m.