

## University Graduate Council Minutes

Richards Hall, VPAA Conference Room

December 7, 2018

### Council Members in Attendance:

Dr. Tammy Condrey (COEHP), Chair

Dr. Ben Blair (TCOB)

Dr. John Hanson (COLS) for Dr. Kevin Burgess

Dr. Kim Gill (COLS) for Dr. Nicholas Bolden

Dr. Ryan Lynch (COLS)

Dr. Lisa Oberlander (COA)

Dr. Saoussan Maarouf (COEHP)

Dr. Margie Yates (COEHP)

Dr. Shamim Khan (TCOB), Secretary

### Ex-Officio Members:

Dr. Ellen Roberts (AA), Associate Provost

Dr. Tina Butcher (AA), Vice Provost

### **Item 1:** Welcome, Lunch, and Approval of Minutes

- Following lunch, Dr. Condrey called the meeting to order at 12:20 pm and the Council approved the October minutes with a few amendments.

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

- Dr. Roberts spoke about graduate assistantships and mentioned that HR was advertising for two GA positions. She asked council members to let her know of opportunities for assistantships.
- Dr. Roberts also spoke about the need for new graduate students to know who their graduate academic advisors are.

### **Item 3: Old Business:** Approval of Graduate Faculty.

- The Council approved four graduate faculty – one full and three provisional.

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

- **Graduate Advisement** Dr. Tina Butcher discussed assignment of academic advisors for graduate students. She spoke of two methods – 1) using an automated process UITS has developed and 2) manually by someone in the department. Departments should find out if they are already using the automated feature, and if the assignments are up-to-date. In response to Dr. Yates' question on whether departments can add a secondary advisor, Dr. Butcher stated that Banner can allow a secondary advisor.
- **Academic standing of EdD students** The council passed a motion to approve the following policy presented by Dr. Jennifer Brown:

#### ***Additional Policy for Academic Standing***

*EdD students will be evaluated each semester or term based on their final course grades.*

*The following values will be denoted for each final course grade: C = 1; D, F, WF or U = 2.*

*If an EdD student earns at least 1 point, he or she will be notified in writing by the*

*Director of Doctoral Program in Education and will receive academic warning*

*2 points = academic probation.*

*If an EdD student accumulates 3 or more points, the EdD student will be placed on academic exclusion.*

- **Graduate Recruitment** Dr. Roberts informed the meeting that graduate recruitment events were held successfully and they will be held again in spring with the College of Letters and Sciences joining the other colleges who participated in the recent events.
- **Graduate Admissions** Dr. Roberts clarified from an earlier meeting and then presented to the deans that any changes to graduate admissions requirements should be written up as a policy, reviewed by the college graduate committee for recommendation, and then presented to the Graduate Council. She emphasized that the programs may submit new admissions requirements for consideration by the Council regardless of whether the college committee has approved them, recommended changes, or denied, but the proposed admissions requirements should come forward with the college's recommendation.  
This was voted on and approved by the Graduate Council.
- **Admission of MS Applied Computer Science and Cybersecurity students** A motion was passed to allow the School of CS to decide what to do with two applicants with low GPA and come back at the next meeting with a policy on applicants with lower than required GPA and GRE scores.

The meeting adjourned at 2:20 p.m.

Next meeting: 12 p.m., Friday, January 11, 2019